



# Standard Operating Procedures (SOPs)



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## Chapter 1 - The Annual General Meeting

**Section 1:** There shall be an Annual Meeting and Training Seminar of the International Association of Auto Theft Investigators. The Annual Meeting and Training Seminar shall be held within the geographic boundaries of the Branches and Chapters on a rotating basis, as prescribed in SOP Attachment II – Annual Meeting & Training Seminar Schedule (2010 – 2025). This rotation may be changed at the discretion of the affected Chapter/Branch's, with recommendation of the Site Selection Committee and approval by the IAATI Board. The Annual Meeting and Training seminar shall be held during the months of September or October as recommended by the Site Selection Committee and approved by the Executive Board. If a proposed site shall fail to be available, or no acceptable bid is made at the Annual Meeting, 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 Association.

Notice of the annual meeting shall be emailed to each member not less than 180 days in advance of the meeting. When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed by the rules set forth in "Robert's' Rules of Order" as revised to govern the meeting unless specifically provided in the Manual, Constitution, or by-laws.

**Section 2:** 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 by the rules set forth in "Robert's' Rules of Order", as revised, to govern the meeting unless specifically provided in this manual, the Constitution, or By-laws.

**Section 3:** There shall be an Annual Business Meeting and election of new officers held during the opening day. The format shall be determined by the President.

**Section 4:** There shall be an annual banquet and installation of officers to be held on Thursday night of the Annual Meeting week.

- a. The format shall be as described in Chapter 6.

**Section 5:** Annual Executive Board Meeting is defined as the Executive Board Meeting that immediately proceeds the beginning of the Annual International Conference. This meeting may be held the Saturday or Sunday immediately preceding or concurrent with the start of the Annual International Conference, when said conference is held in the United States or Canada. In years that the Annual International Conference is held outside of the United States or Canada, the Annual Executive Board Meeting may be conducted telephonically no more than two weeks prior to the start of the Annual International Conference.

As with all Board meetings participants are entitled to attend either in-person or electronically.

The Annual Executive Board Meeting shall be declared as such by the President, Executive Director or Parliamentarian at the beginning of said meeting and recorded as such in the minutes. No other Executive Board meeting held during the course of the year shall be considered the Annual Executive Board Meeting.

## Chapter 2 - Duties of the Program Chair

**Section 1:** The Program Chair shall have overall control of the arrangements for the Annual Meeting, but shall be governed by the directions of the President and the Executive Board. The Program Chair shall have the authority to appoint assistants and committees as necessary to fulfill these requirements.

- a. The Program Chair shall, if possible, visit the Annual Meeting site to become acquainted with its properties. If during the course of the year the Program Chair visits the meeting site, the expenses related to these visits shall be considered a seminar expense. These expenses shall be directly reimbursed or reimbursed to the general funds of IAATI prior to closing the financial books of the seminar. These expenses shall not exceed \$2,500 without finance committee approval. (Amended 78 August 2002)

**Section 2:** The Program Chair shall prepare a program that will benefit Annual Meeting attendees, and further their awareness of the vehicle theft problem.

- a. The Program Chair shall start no later than January 1, in the year of the Annual Meeting to arrange the program.
- b. All program arrangements shall be completed by May 31st in the year of the Annual Meeting.
- c. The Program Chair shall cause a notice of the annual meeting to be sent no later than February 1, in the year of the Annual Meeting, to law enforcement publications and associations, to law enforcement agencies and to all current members of the association. An application for attendance at the Annual Meeting and an outline of the program and speakers should be included.
- d. Contact with speakers and/or lecturers shall be done in writing on Association stationery and copies kept for later inspection.
- e. In all contacts with individuals or companies either as speakers, lecturers, or demonstrators, the integrity of the Association shall be prime importance and shall in no way be comprised by improper solicitations.
- f. The Program Chair should determine if a particular speaker's material is in any way sensitive, or of such confidential nature that attendance at its presentation should in any way be limited, and such information should be noted in the program and announced at the opening meeting.
- g. An alternate program should be arranged for those not able to attend regular programming due to its sensitivity or confidential nature.

**Section 3:** The Program Chair shall have control of the Annual Meeting Site, assisted by the On-Site Coordinator, and under the overall control of the President and the Executive Board from the start of the functions of the Annual Meeting until the Annual Meeting has been officially closed.

- a. The Program Chair shall chair all meetings, lectures or demonstrations not specifically designated to the President or Executive Board or their appointees.
- b. The Program Chair will coordinate with the On-Site Chair to plan and execute a social program for spouses or children of members in attendance.
- c. The program Chair shall dress appropriately while chairing these events to bring credit to the association.
- d. The demeanor of the Program Chair shall be such that it reflects credit on the Association.

**Section 4:** The Program Chair shall be responsible for the arrangements for the annual banquet and installation of new officers.

- a. The Program Chair should coordinate all banquet activities with the outgoing and incoming Presidents.
- b. The Program Chair should arrange for the banquet seating in arrangement with the outgoing and incoming Presidents.
- c. The Program Chair should arrange for master of ceremonies that is agreeable to both outgoing and incoming Presidents.
- d. The Program Chair should attempt to keep the activities of the Annual banquet, excluding the meal, to a ninety (90) minute program.

## Chapter 3 - Duties of the Onsite Coordinator

**Section 1:** The On-Site Coordinator shall be in charge of all on-site arrangements which occur prior to the start of the Annual Meeting and will represent the Association in all on-site matters. The Onsite Coordinator will be under the control of the President, Executive Board and Program Chair.

- a. Is as above.

**Section 2:** The OSC (On-Site Coordinator) shall appoint committees to assist in the orderly transaction of the Annual Meeting. These will include but not limited to the following:

- a. Transportation Committee
- b. Finance Committee
- c. Registration and Clerical Committee
- d. Spouses Activity Committee
- e. Social Activities Committee
- e. Exhibit Committee (Added 7 August 1997)
  - 1. The exhibit committee shall assist in the solicitation of exhibitors subject to the approval of the exhibit coordinator.
  - 2. The exhibit committee may arrange with an outside decorator to provide services necessary for exhibitors.

**Section 3:** The OSC shall be in charge of securing all items deemed necessary for the Annual Meeting. These include but are not limited to the following:

- a. Flags
- b. National Anthems
- c. Audio-visual equipment
- d. Lecterns, chalkboards, easels
- e. Typewriters and reproduction equipment
- f. Secretarial assistance

**Section 4:** The OSC will be responsible for planning and carrying out a social program for spouses and children of Annual Meeting attendees and shall establish a fee for such programs.

**Section 5:** The OSC should keep constant contact with the Program Chair and the IAATI Treasurer. When funds are needed to pay bills, the OSC will need to contact the Treasurer to write the appropriate check. (Please see SOP Chapter 16: Financial Matters)

- a. An advance cash amount deemed necessary by the OSC may be drawn from the association account, to be returned at the completion of the annual meeting. However, consideration can be given to enter into a contractual agreement between the International and a chapter or a non-member auto theft association co-sponsoring the seminar. This contractual agreement will state the amount that the International and the chapter or non-member association will provide as an advance of funds.
- b. All surplus monies derived from the annual seminar shall become property of the Association. However, consideration can be given to enter into a contractual agreement (see paragraph. a) between the International and a chapter or a non-member auto theft association co-sponsoring the seminar. The disposition of the surplus or the satisfying of the deficit from the seminar will be handled based on this contractual agreement between the chapter or non-member association.
- c. If there is not an active chapter of IAATI where the seminar is being held, consideration can be given to enter into a contractual agreement with IAATI and a non-member association concerning the surplus or deficit funds of the seminar. (Changed from d to c)
- d. Cash grants or donations may be accepted, but the integrity of the Association shall in no way be compromised by improper solicitations.
- e. The OSC will establish a budget six (6) months prior to the seminar. It will list all estimated receipts including registration fees and donations and will list all major anticipated expenses. In addition to direct major anticipated expenses attributable to the production of the Annual Meeting, the budget shall include the Executive Board Meeting, luncheons, hotel room and for those Executive Board Members who, by virtue of their constitutional position, are required to be in attendance to conduct the business of the Association and those positions specifically designated for reimbursement in Chapter 18 of these procedures. The OSC will provide the budget to the President and Treasurer. The budget will be provided to the President and Treasurer two (2) months prior to seminar. A final updated budget and financial statement will be provided to the Executive Board on the Saturday before the seminar. (Amended 8 August 2002)

- f. The OSC will insure that all annual seminar bills are paid within ninety (90) days of the completion of the meeting.
- g. The OSC and the Program Chair will prepare a final financial statement within ninety (90) days of the completion of the annual seminar and submit it to the President, Executive Director, and Treasurer and the OSC and Program Chair for the following year's seminar. All surplus funds shall be properly disbursed by the date of the financial report.
- h. The OSC will also prepare a final seminar report to be a part of the financial statement and to include, but not limited to, the following:
  - 1. Names and total numbers of registered attendees.
  - 2. Names, addresses, and phone numbers of all instructors who made presentations at the seminar.
  - 3. Total numbers of spouses attending seminar.
  - 4. Total number of hotel rooms used for each night of the seminar.

**Section 6:** The OSC shall coordinate the training program with a college, university, or law enforcement training academy to insure proper educational credits.

**Section 7:** The OSC shall arrange for a Certificate of Attendance for each Annual Meeting Attendee.

**Section 8:** The OSC shall be responsible (after discussion with the committee and the 3rd Vice President of IAATI/Program Chairman) for deciding if the committee should purchase insurance for the seminar. This insurance could be but is not limited to cancellation insurance, physical injury liability insurance, alcohol liability insurance or host insurance. There shall be no requirement to purchase this insurance but it's availability and cost should be taken into account so as to protect the committee and IAATI.

## Chapter 4 - Duties of Instructors

**Section 1:** Instructors who are scheduled to make presentations at the Annual Meeting shall coordinate their plans with those of the Program and On-Site Chairs. This planning will insure that all necessary equipment and meeting space needs will be met.

**Section 2:** Instructors must prepare at least a one page outline covering their presentations. This outline is to be submitted to the Program Chair in advance of the Annual Meeting.

**Section 3:** Instructors will be responsible for the presentation of their own material. Each presentation must be prepared in advance to avoid poorly prepared or ad-libbed presentations.

**Section 4:** Instructors will be making their presentations to an audience of 100 to 300 persons. The use of hand held display items (photos, etc.) or items to be passed around among the audience are not considered acceptable methods of instruction. (work groups excepted.)

Use of videotaped presentations, films, overhead, and slide projections are acceptable visual aids and are encouraged provided that proper editing and technical ability to operate the equipment exists and the necessary logistical arrangements are made with the On-Site Chair.

**Section 5:** Instructors are strongly encouraged to prepare and bring with them handout materials to assist in their presentations.

**Section 6:** Instructors are expected to make their presentations with professionalism and candor.

**Section 7.** If a presentation is sensitive in any manner and the presenter desires to prohibit any attendee or group of attendees from the presentation, the presenter MUST notify the on-site chair of the restrictions in order that the proper notification may be made in the initial printed program and signs may be obtained to be posted at the entrance to the room prior to the presentation. The signs shall read "LAW ENFORCEMENT ONLY", "INSURANCE S.I.U. ONLY" or other wording that advised the attendees that the class is restricted to a certain group. If the presenter does not abide with the aforementioned statement they MUST adjust their presentation to allow attendance by all members. (Added January 17, 2008)

**Section 8.** All presenters, attendees and members shall at no time denounce, condemn or criticize any other presenter, instructor, organization, sponsor or business while attending I.A.A.T.I. functions, seminars or conferences, either directly or indirectly. (Added January 17, 2008)

## Chapter 5 - Requirements for Annual Meeting

### Program and Banquet

**Section 1:** There shall be a training program of current information, with informative lectures and practical demonstrations that will benefit attendees and further their awareness of the vehicle theft problem.

- a. The activities shall commence at noon Sunday of the designated week and terminate no earlier than noon Friday of the designated week.
- b. A registration period and location shall be designated, preferably in the host hotel, from 1200-1800 on Sunday and from 0730-0900 each day.
- c. All attendees shall register and pay a registration fee, and be given distinctive badges. The registration fees shall be determined by the On-Site committee. *The fee for any non-member of IAATI, or an association described in Chapter 3 Section 5c, shall include a surcharge equal to new member dues for the international. The fee shall be the property of the International and shall be applied as if it were new member dues and will be distributed as such.* Attendees shall wear the name badges to all association events. The President, Executive Board, Program Chair or On-Site Coordinator shall have authority to waive the registration fee if in the best interest of the Association.

The Seminar Committee, in negotiation with the incumbent International President, shall set a discounted registration fee for International Life Members. This fee recognizes their past contributions to the Association and will partially cover their catering and other seminar costs. It is expected this fee would be set somewhere between 20% - 30% of the standard registration fee. Upon payment of the Life Member registration fee International Life Members will be entitled the same rights as a full paying seminar attendee. International Life Members will no longer be automatically registered for the annual Seminar. Instead they must register for the seminar, prior to the event using the same process as other attendees. International Life Members not wishing to register for the seminar classes and/or the social events are entitled to attend the AGM without charge.

The annual seminar registration fee will be waived for the incumbent International President.

- d. Any question regarding qualifications of a person to attend the Annual Meeting shall be referred to the Executive Board.
- e. The Executive Board shall reserve the authority to refuse attendance to anyone whose conduct or professional interests are not deemed in the best interest of the

Association.

- f. All attendees shall be given a program of events. Events specifically limited to active members shall be noted in the program and announced at the opening session.
  - g. The program committee may exclude any person from any session to protect confidential or sensitive information. Alternative programs may be prepared by the Program Chair.
- \*Added 1995

## **Section 2: Training program**

- a. Speakers who are dealing in sensitive or confidential subjects must inform the Program Chair in ample time to include same in the program.
- b. All speakers should provide a copy of their presentation, typed single space on 8 1/2 x 11 white bond paper, including any handout materials, to the Program Chair for inclusion in the Annual proceedings.
- c. Speakers in need of reproduction of handout materials should coordinate with the Program Chair prior to the start of the Annual Meeting.
- d. The training program should adhere to the printed program, but if changes are necessary, attendees should be notified as quickly as possible.
- e. No "free time" or "social events" shall be included in the scheduled program during normal business hours.

## **Section 3: Certificate of Attendance**

- a. A certificate of attendance shall be presented to each attendee at the Annual Meeting.
- b. The President and Executive Board reserves the right to refuse to issue a certificate to attendees who fail to properly attend meetings.
- c. Certificates shall be presented at the end of the Annual Meeting.
- d. The Program Chair and On-Site coordinator shall use their discretion in designing the certificate of attendance but it shall bear the Association logo and shall indicate the course sponsored by the Association. The certificates should also include the name of the education institute with which the training program was coordinated.

## Chapter 6 - Program Content

### Section 1: Opening Ceremonies

- a. Opening Ceremonies shall be brief and will not exceed ninety (90) minutes.
- b. The format shall be left to the Program Chair and On-Site Coordinator working with the President.
- c. Flags of all participating countries shall be presented, and the National Anthem of the host nation will be played during opening ceremonies.
- d. Introduction of Executive Board, Chapter Presidents, their spouses and children, and interested parties including news media.
- f. At the conclusion of the Opening Ceremony, a brief recess should be called to allow non-registered attendees to depart.
- g. Committee appointments to be announced after resolution shall be the nominating, financial, site, constitution and by-law, membership, and such other committees deemed necessary by the President.

### Section 2: Daily Training Program

- a. Should begin no later than 0900.
- b. Shall have a morning recess and an afternoon recess. A lunch recess of at least on (1) hour shall be scheduled.
- c. Should not conclude before 1630 each day.

### Section 3: Annual General Meeting

- a. Should not exceed two (2) hours.
- b. Should be scheduled for Thursday afternoon
- c. Shall be under the direction of the President.
- d. All members who wish to attend the AGM will be required to register with the Executive Director at least 14 days prior to the AGM, so they can be provided with secure access details to connect to the meeting, and to ensure we have sufficient capability within our video conferencing platform. Members who fail to register within the prescribed time, may due to the technical and/or logistical capabilities and/or restraints, not be able to attend the AGM, and such inability to attend will not affect the legality of the AGM in any way.

- e. The AGM agenda and all reports should be made available to all members at least 7 days prior to the AGM.
- f. The President should appoint two members to be the co-hosts within the video conferencing software to assist the Executive Director. Their role will be to:
  - vet all members in the 'waiting room' before admitting them to the meeting to ensure they are members of good standing who have pre-registered. (Depending on the number of members who have indicated they will be attending the meeting, the vetting of members in the waiting room may be unfeasible. As such, there may be a need to issue some type of non-transferrable access code in advance to each member.
  - monitor the chat messages and provide any IT help they can to members during the meeting via the chat messaging tool.
  - monitor the microphones and mute any member's microphones that may be unruly or are introducing background noises.
  - Place copies (or links to them) of all agenda papers on the Chat messages for members to access if they forgot to download them prior to the meeting.
- g. If during the course of the AGM any members participating online or via the telephone drop out or lose their connection, they may try and rejoin, but the meeting will continue with those remaining members.
- h. If during the course of the AGM:
  - there is a catastrophic event as such loss of power to the venue or loss of internet connection that affects a significant proportion of the participants, or
  - significant agenda items the meeting cannot be completed within scheduled time
 the President may suspend the meeting and reschedule it to recommence at a next date within the next 30 days.
- i. Members may submit questions to the board up to 24 hours prior to the AGM. The President, Executive Director and other Officers, as requested by the President, will review the questions, and where possible combine similar questions. An attempt should be made to address as many of the members' questions as possible within the time frame of the meeting. Any unanswered questions should be answered as soon as possible after the AGM and sent to the member who asked the question.
- j. After the AGM, but before the annual banquet, the Executive Director should provide the Incoming President with a list of the elected incoming Board members so they can be announced during the swearing in process.
- k. A full breakdown of tasks and timelines for AGMs and Elections is included in the attachment "Timelines for AGMs and Elections.pdf" at the end of this chapter.
- l. During the AGM the President will declare all board positions vacant. The Nominating Committee's report, which is circulated as part of the AGM agenda

paper at least 7 days prior to the AGM, should include its recommendations for each of the Incoming Board positions. At the AGM the President will ask the Executive Director if there have been any petitions received to challenge any of the Nomination Committee's recommendations. If so, an election will be held for each position that has been challenged

- m. A petition to request an election for a position will only be accepted under the following circumstances:
  - a. The petition has been signed by at least two dues-paying members and the member seeking the board position.
  - b. The petition clearly states the position they are seeking on the Board.
  - c. The individual had submitted the required board nomination documentation before the closing deadline for board nominations (i.e. 90 days prior to the AGM) and had participated in an Interview with the Nominating Committee, and
  - d. The petition has been received by the Executive Director at least 24 hours prior to the scheduled start of the AGM.
- n. Where there is a vote required for a position of 4th Vice President or higher, then the candidate recommended by the Nominating Committee and any candidate challenging for the position, shall each be allowed to make a two minute verbal presentation to the AGM attendees prior to the vote. For challenges to the positions of Director or Associate Director, candidates will not be provided an opportunity to make any presentation to the members prior to the vote.
- o. Where the Nominating Committee's recommended candidate loses an election to a challenging candidate, the losing candidate will automatically be entitled to be considered for the level immediately below the level they were initially recommended for. Depending on the Nomination Committee recommendations for the lower level positions, this may then require a vote for other candidates at the lower level positions.
- p. It is noted that AGM attendees will have received copies of each candidate's Board nomination in the Agenda papers, to assist in making a decision.
- q. Where a vote is required the candidate's names should be listed on the electronic ballot papers in alphabetical order based on their surname.
- r. The vote shall be conducted in the format specified in Chapter 14 – Voting Procedure.

#### **Section 4: Presidents Reception**

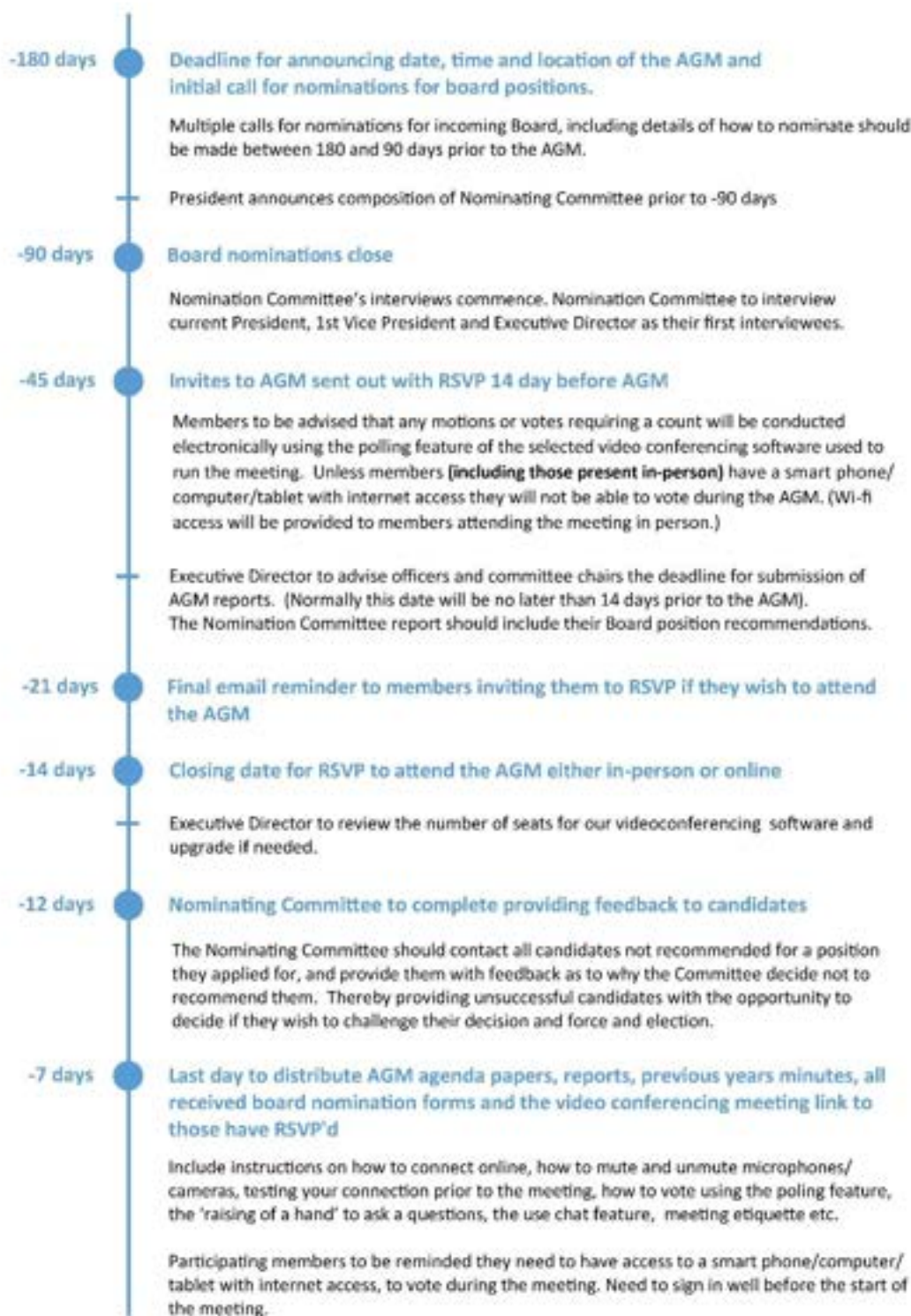
- a. Shall be scheduled for Sunday evening and not exceed two (2) hours.
- b. Funds for this reception shall be part of the overall Annual Meeting expense.

**Section 5: Executive Board Luncheon (Optional)**

- a. Should be scheduled on a day when other routine luncheons are not planned.
- b. Funds for this luncheon shall be part of the overall Annual Meeting expense.

**Section 6:** The news media shall be handled by the official media representative of the Association as appointed by the President.

## Timeline for AGMs and Elections





Advise participants that if individual members lose connection then the meeting will proceed without them and they are free to try and reconnect. If there is a catastrophic 'technology challenge or loss of internet connection' affecting a significant number of members during the meeting, then the President may decide to either continue with the meeting or suspend the meeting and reschedule it at a new time within 30 days.

In order to minimise the risk of technical interruptions to the meeting, we encourage the most significant items be scheduled early in the agenda and ask members to be efficient as possible, by being ready to vote when required and to avoid and excessively lengthy speeches.

The period of time for members to vote for each motion is limited to 90 seconds minutes with the exception of votes for the election of Directors and/or Associate Director, as members are required to select up to 10 candidates. In these cases the voting window will remain open for 3 minutes. The Executive Director be responsible for monitoring the time each vote remains open, and will announce the result of all votes immediately after the close of each vote.

If there is a challenge for any of the of Vice President or President positions, each candidate will be entitled to make a 2 minute presentation before the of vote is conducted.

If there is a challenge for the any of the Directors or Associate Directors position, no verbal presentations will be allowed, prior to the vote.

Immediately after the AGM the Chair of the Nominating Committee is to provide the incoming President with copies of all board nominees applications and the committee's notes from the interviews. This information is to be used by the Incoming President to assist in the allocation of committees and work priorities for the coming 12 months.

The Executive Director is to provide the Incoming President with the list of all incoming Board members appointments prior to the Annual Banquet.

## Chapter 7 - Annual Banquet Content

**Section 1:** The following are the procedures for the Annual Banquet and installation of officers. It shall not be mandatory to include each item but a deviation from this outline should first be discussed with the outgoing and incoming Presidents.

- a. Invocation-Master of Ceremonies will call assembly to attention and introduce person giving invocation.
- b. Meal-Master of Ceremonies will determine the appropriate time to serve, and the appropriate time to continue the program.
- c. Introduction of head Table-Handled by Master of Ceremonies as determined by the Program Chair.
- d. Introduction of Executive Board and past Presidents-pre-planning is necessary to obtain names of those past Presidents in attendance.
- e. Introduction of guests or dignitaries as determined by Program Chair.
- f. Recognition's and presentations of awards-as determined by Program Chair.
- g. Outgoing Presidents message-not to exceed ten (10) minutes.
- h. Installation Ceremonies-not to exceed fifteen (15) minutes. (See Attachment 1 - Oath of Office I & II)
- i. Incoming Presidents message-not to exceed fifteen (15) minutes.
- j. Conclusion-as deemed necessary by Program Chair.

## Chapter 8 - IAATI Committees

### A. Annual Training Seminar

Included in Chapters 1 - 7

### B. APB Committee

(Added August 2010)

#### **Section 1:**

- a. The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.
- b. The president shall appoint an Editor to handle the job of putting out the magazine

#### **Section 2: Duties:**

- a. IAATI shall publish a magazine for its members called the APB
- b. Chapter/Branches will be equally and well represented in the APB
- c. The chairperson shall provide the APB Committee reports within timely manner to the Executive Director by its due date.

## C. Appeals Committee

(Added April 2020)

**Section 1:** A member has the right to request an appeal for any board decision relating to a disciplinary matter involving:

- a) Suspension of their membership for a term of more than three (3) months;
- b) Termination of membership; or
- c) Removal from office or from a position on an IAATI Board or committee.

**Section 2:** The Member will remain suspended/expelled or stood down from any position within the Association pending the outcome of the appeal.

**Section 3:** The request for an appeal must be lodged in writing to the International President by the Member. The request should include the grounds for the appeal and all documentation and evidence they have justifying their request.

**Section 4:** Upon receipt of a request for an appeal, the President will consider the request and within 21 days determine if an appeal will be granted, using the following criteria:

- a) It is expected that an appeal will be automatically granted if this is lodged by the disciplined member for this matter and it is lodged within 30 days of being notified of the Board's decision to suspend/expel or demote the member.
- b) Appeal applications received after the 30 day appeal period, will only be considered if, in the President's view, and based on the material submitted with the appeal, there is significant new evidence that was not available at the time of the original disciplinary decision, and it is likely to result in the previous Board decision being overturned.
- c) The President must consult the Association's Legal Advisor(s) prior to making their determination.

**Section 5:** If an appeal is granted then the President shall appoint an Appeals Committee consisting of a chairperson, one of IAATI's Legal Advisors and one other member. All of the members of the Appeals Committee should be from branches and chapters different to the branch/chapter of the member who lodged the appeal, and should not be members of the original deciding Ethics Committee.

**Section 6:** If the President rejects the member's request for an appeal, they must document the reasons for rejecting the appeal in writing to the Member and the Board.

**Section 7:** Upon finalizing the composition of the Appeals Committee, the Committee Chair should write to the member advising them of the members of

the Appeal Committee and that they will review the evidence they had submitted with their request for an appeal.

**Section 8:** The Appeals Committee may request and review any information that was used to reach the decision to suspend/expel or demote the member. Members of the Appeals Committee shall be able to contact and question any parties associated with the case.

**Section 9:** In order to not disadvantage the member it is expected that the Appeals Committee will aim to finalize their decision within 8 weeks of being formed, although it is acknowledge in complex matters more time may be required.

**Section 10:** The Appeals Committee should provide a report of their finding along with one of two decisions

- a) The new evidence or reasons for the appeal are have been reviewed and the Appeals Committee finds that the Board's previous decision should stand.
- b) The new evidence or reasons for the appeal is considered significant and, if available previously, is likely to have resulted in a different decision by the Board. The Board's previous decision be overturned and the member be reinstated.

**Section 11:** The Appeals Committee's Decision is final.

**Section 12:** The President should provide copy of the Appeals Committee report and decision to the member and the Board within 7 days of receipt.

## D. ATPA Committee

(Amended August 2010)

**Section 1:** This select committee shall be known as the “Auto Theft Prevention Authority committee”.

- a. This committee was previously known as the National Association of Auto Theft Prevention Authorities (NAATPA) founded in 1994 under the auspices of IAATI.
- b. Under a resolution proposed by NAATPA and adopted by IAATI IN 1998, NAATPA was dissolved and became a standing committee within IAATI known as the Vehicle Theft Prevention Authority Committee.
- c. IAATI in 1999 changed the Vehicle Theft Prevention Authority Committee to a select committee requiring the adoption of an SOP.
- d. IAATI in 2010 changed the name of the Committee to the Auto Theft Prevention Authority Committee or the ATPA Committee

**Section 2:** The purpose of this committee is to promote the auto theft prevention authority concept and to help provide vehicle theft prevention expertise, thereby providing IAATI with a auto theft prevention component.

**Section 3:** The Auto Theft Prevention Authority Committee shall consist of one IAATI member from each country, province, or state that has an auto theft prevention authority/council, or similar concept.

- a. The Chairperson of the committee shall be appointed by the IAATI President, and that person shall be a full time employed director of an “Auto Theft Prevention Authority.”
- b. The committee shall meet on an annual basis at the IAATI Annual Meeting.

**Section 4:** The committee shall meet on an annual basis at the IAATI Annual Meeting to establish an auto theft prevention agenda for the coming year and discussion of auto theft prevention issues that are pertinent to IAATI.

Effective Date:

01/23/25

Last Modified:

## Section 5:

### Establishment of ATPA Committee

The Auto Theft Prevention Authority (ATPA) Committee is established under the International Association of Auto Theft Investigators (IAATI) Standard Operating Procedures (SOP), Chapter 8.

### Purpose of the ATPA Committee

Under IAATI SOP, Chapter 8, Section 2: The purpose of the ATPA Committee is to promote the auto theft prevention authority concept and to help provide vehicle theft prevention expertise, thereby providing IAATI with an auto theft prevention component.

### Guidance of the Committee

The ATPA Committee, and the Committee members, shall be guided by the IAATI Constitution, Policies and Guidelines, as published on the IAATI website or those most recently adopted by IAATI.

### ATPA Committee Mission

The mission of the ATPA Committee is:

*To enhance working relationships among auto theft prevention authorities by creating networks and sharing of information to further the common goal of vehicle crime prevention worldwide.*

### ATPA Committee Goals

The goals of the ATPA Committee are:

1. To facilitate and promote a professional partnership with vehicle crime prevention organizations and agencies.

2. To provide easy access and networking of information to enhance the success of vehicle crime prevention programs.
3. To collaborate and coordinate a unified approach in vehicle crime prevention.
4. To share experiences and information to better meet fiscal challenges.
5. To promote and enhance the prevention of vehicle crimes.
6. Identify local, state, provincial, national, and international trends regarding vehicle crimes.

### **Committee Membership and Attendance**

The intent of the ATPA Committee is to gather representatives of ATPAs from states and provinces to accomplish the stated goals and further the Committee's Mission. Committee attendance is not based on a state or province having an established ATPA, but is classified as follows::

1. Voting Members - In accordance with IAATI SOP, Chapter 8, Section 3: The Auto Theft Prevention Authority Committee shall consist of one IAATI member from each country, province, or state that has an auto theft prevention authority/council, or similar concept.
  - a. An IAATI member in good standing representing a state or province with an established ATPA can apply for membership on the ATPA Committee.
  - b. During an ATPA meeting, only one state or province representative will have voting rights.
  - c. Proxy votes from one state or province representative to another state or province representative are not allowed for voting on a motion, as a state or province ATPA representative must be present, either in-person or virtually, during an ATPA meeting, to cast a vote on business matters of the ATPA.
2. Non-Voting Members - Any IAATI member in good standing and upon application may be appointed to the ATPA Committee, but shall not have voting rights on business matters of the ATPA Committee.

3. Non-Voting Guests - Individuals having an interest in creating a state or province ATPA may attend an ATPA Committee meeting, but shall not have voting rights on business matters of the ATPA Committee.

### **Application and Appointment for Voting Membership to the ATPA Committee**

Interested persons desiring to apply for a Voting Membership appointment to the ATPA Committee shall apply by submitting a ***ATPA Committee Voting-Member Application*** to the ATPA Chairperson. The ATPA Chairperson will provide a recommendation to the IAATI President, where the final decision for determining Voting Members of the ATPA Committee will rest with the IAATI President and/or designee.

- The IAATI President or President's designee shall determine the member's status as a Voting Member at the time of review and decision.
- Applicants who are determined eligible for Voting Membership shall be notified through an appointment letter from the IAATI President or the President's designee.
- Applicants who are determined not to have met the qualifications for Voting Membership shall be notified of the final decision by the IAATI President or President's designee.
- ATPA Committee Voting Members serve at the pleasure of the IAATI President.
- Voting Membership on the ATPA Committee may be restricted by the IAATI President due to limitation on the Committee size; an applicant or Voting Members' demonstrated interests to not align with the Committee mission, goals; an applicant or Voting Member's

### **ATPA Committee Protocols**

adversarial or disruptive behavior; or any other articulable reason determined by the IAATI President and/or any delegate(s) empaneled for the purpose of determining membership status.

### **Appointment of the ATPA Committee Chairperson**

The ATPA Committee Chairperson shall be appointed by, and serve at the pleasure of, the IAATI President. Accordingly, prior to appointment, the ATPA Committee Chairperson must be an IAATI member in good standing and shall be a director of an established ATPA. The ATPA Committee Chairperson shall remain in this role until otherwise vacated by the Chairperson or replaced by a successor through appointment of the IAATI President.

### **ATPA Sub-Committee**

With approval of the IAATI President, the ATPA Chairperson may establish an ATPA Sub-Committee for the study, evaluation, or discovery of information necessary to assist the ATPA Committee. An ATPA Sub-Committee shall be under the control and management of the Chairperson. The Chairperson will ensure all information, products, and activities of an ATPA Sub-Committee are reported to the ATPA Committee during regular scheduled ATPA Committee meetings.

### **Voting as a Means of Decision**

During the normal course of business for the ATPA Committee, determining the will of the Voting Membership will occasionally be required to establish the members' position on a matter before the Committee. The Committee will utilize Robert's Rules of Order to determine decisions and actions supported by the Committee. The Chairperson will call for a Motion, a Second, followed by a discussion on the matter, and then casting of votes from all Voting Members. The Chairperson may call for a voice, roll-call or written vote. A vote resulting in a tie shall be decided by the ATPA Committee Chairperson.

### **ATPA Committee Meetings**

1. Meetings of the ATPA Committee shall be called by the Chairperson at a date and time convenient to the majority of members.
  - a. Meetings of the Committee shall be scheduled at least quarterly, unless extenuating circumstances prevent this frequency.
  - b. In accordance with IAATI SOP, Chapter 8, Section 3(b): The ATPA Committee shall meet on an annual basis at the IAATI Annual

Meeting.

2. All Committee meetings will be facilitated and controlled by the Chairperson, or a designee in the event of the Chairperson's absence.
3. All ATPA Committee meetings will be recorded, or notations will be taken for compilation of meeting minutes. The Chairperson will submit the ATPA Committee meeting

recording and/or meeting minutes to the IAATI President within two (2) weeks following the ATPA Committee meeting.

### **ATPA Meeting Agenda**

The Chairperson shall establish the agenda items for discussion at each Committee meeting. At the onset of each meeting, the Committee will approve the agenda, where amendments may be made by either approval of the Chairperson or by majority vote of the Voting Members.

### **Products Produced by the ATPA Committee**

The ATPA Committee may produce professional tangible products in the form of best practices, advisories, publications, or reports. The following processes will be used for production of products by the ATPA Committee:

1. All documents developed by the Committee, or any sub-committee, shall be approved by majority vote of the Committee.
2. All documents developed by the Committee, or any sub-committee, shall include the IAATI and ATPA logos. The IAATI and ATPA logos are owned by IAATI, where control and use of these logos requires compliance with the IAATI Standard Operating Procedures.
3. The Chairperson shall review the ATPA Committee approved product(s), ensuring the product(s) are marked with the IAATI logo and ATPA Committee logo.
4. The Chairperson shall submit the ATPA Committee product to the IAATI President for consideration and approval, which may require approval from other IAATI Committees and/or the IAATI Board. The IAATI President retains the right to not approve any ATPA Committee approved product, nor forward



the ATPA Committee product to other IAATI Committees and/or to the IAATI Board.

5. ATPA Committee products, or any drafted working products, used or distributed outside the Committee without the express approval of the IAATI President and/or IAATI Board is prohibited.
5. All ATPA Committee work products, whether approved or denied by IAATI, are owned and controlled by IAATI. Any use or distribution of ATPA Committee products must comply with the IAATI SOP.

#### **Publication to the ATPA Committee Section of the IAATI Website**

The ATPA Committee may produce products for publication to the ATPA Committee section of the IAATI website, Vehicle Crimes Today, or APB. All ATPA Committee products intended for publications shall be approved by the ATPA Committee Chairperson. Once approved internally to the Committee, products intended for publication shall be forwarded to the IAATI President or designee for review, approval, and final publication to the website.

## E. Auto Finance Committee

(Added January 21, 2016)

**Section 1:** This select committee shall be known as the “Auto Finance Committee”.

- a. On October 10, 2010, IAATI and the AUTO FINANCE FRAUD INVESTIGATORS ASSOCIATION signed an MOU which states they will “work cooperatively to identify opportunities to strengthen both national and local collaborative efforts including fostering mutual support for IAATI and the AUTO FINANCE FRAUD INVESTIGATORS ASSOCIATION “AUTO FINANCE COALITION” programs”

**Section 2:** The purpose of this committee is to “work together in identifying and developing training projects mutually determined to be beneficial to the members of IAATI and the AUTO FINANCE FRAUD INVESTIGATORS ASSOCIATION” “AUTO FINANCE COALITION”

**Section 3:** The Auto Finance Committee shall contain one member from IAATI and at least one from the AUTO FINANCE FRAUD INVESTIGATORS ASSOCIATION “AUTO FIANCE COALITION”

- a. The Chairperson of the committee shall be the President “CHAIR” of the AUTO FINANCE FRAUD INVESTIGATORS ASSOCIATION “AUTO FINANCE COALITION”

**Section 4:** The committee shall be responsible to write an article for each edition of the APB and the Auto Theft Today on known issues of Auto Finance Fraud.

## F. Certification Committee

### **Investigator Certification Certified (Level I), Advanced (Level II) and Master (Level III)** (Updated January 19, 2011)

#### **Section 1: Purpose –**

The Certification program shall:

1. Acknowledge knowledge in all phases of auto theft investigation.
2. Recognize professional standards of achievement in auto theft investigative theory and practice by members.
3. Encourage the continuing education and training in the field of auto theft investigation.
4. Increase professional standing within the auto theft investigation field.

#### **Section 2: Auto Theft Investigator Certification by Review Board**

There shall be an Investigator Certification Review Board (here and after referred to as “Review Board”) The Review Board will be made up of a representative of each chapter/branch and the training coordinator.

The Chapter/Branch President selects their Certification Directors from within their respective Chapter/Branch. These directors will be responsible for the following tasks:

1. Select a director from each state/region within the chapter/branch it represents.
2. Each Statewide Certification Director will be responsible to review certification applications to ensure the applicant meets the stated requirements of the project.

Statewide Certification Directors will:

1. Examine all requests for application for certification from their respective region.
2. Administer tests.
3. Maintain records for their respective state/ region.

### **Section 3: Minimum Standard for Certification as an Auto Theft Investigator**

Every applicant for certification must:

1. Be a member in good standing with the IAATI.
2. Complete the application and send it to the Review Board.
3. The Application must have a minimum score of 100 points (see application for explanation of points) for Certified Level, 200 points for Advanced Level and 300 points for Master Level.
4. Take an examination and receive a passing score of 70%.

### **Section 4: Applications**

1. Application will be reviewed to ensure applicant meets all requirements.
2. Applications will be available on the IAATI web site or can be mailed directly to an individual.
3. Applications must include the payment before a certificate is issued.

### **Section 5: Testing :**

1. Internet testing – A link via the IAATI web page ([www.IAATI.org](http://www.IAATI.org)).
2. Annual testing will occur at IAATI seminars.
3. Testing may be given at regional IAATI seminars.
4. Regional testing - set by regional representatives at their convenience.
5. Recognized practical testing with prior approval by IAATI Board.

The minimum passing grade is 70%. Candidates, who fail the test can re-test twice without Review Board Approval.

### **Section 6: Certification**

The International Association of Auto Theft Investigators will issue certificates to applicants have been approved by the Review Board and who pass the examination. These certificates shall be valid for a five-year period from the date of issue. The cost will be posted on the application and the website. Checks will be made payable to IAATI.

### **Section 7: Re-certification**

When the five-year period of certification expires, investigators may apply for Re-certification by:

1. Showing they have received a higher level of certification (available in upcoming years) or
2. Demonstrating they have achieved (through the applicant's documentation) a minimum of 30 points in continuing education in the field of auto theft investigation within the 5-year period of their initial application for certification.
3. Maintaining membership in good standing in IAATI (note: we will not re-certify investigators who are not current members of IAATI).
4. If documentation has not been submitted at the end of six months, the certification will expire, and the individual will have to re-apply and document 130 points for Certified, 230 points for Advanced and 330 for Master in order to take the test.

### **Section 8: Suspension Revocation or Denial**

The Review Board may suspend or revoke the certification of an auto theft investigator if it finds an individual:

1. Has knowingly made a material misrepresentation of any information required for certification.
2. Has knowingly and designed by any means of false pretense, deception, fraud, misrepresentation or cheating whatsoever, obtained or attempts to obtain credit, training or certification from the Board.
3. Is no longer a member of IAATI in good standing.

### **Section 9: Appeal**

1. Any applicant or certified investigator aggrieved by an adverse decision may appeal to the Review Board by means of a written notice to the Executive Director of IAATI.
2. The Review Board shall conduct a hearing and give all parties the opportunity to be heard. The hearing may be recorded and witnesses may be heard.
3. The Executive Director shall inform the applicant or certified investigator of the time, date, and location of the hearing.
4. The Review Board shall issue its final decision in writing within 60 days after the appeal is heard.

5. If the applicant is still aggrieved, they may make a final appeal in writing to the 2nd Vice President of the IAATI. The request for a hearing shall be made in writing to the Executive Director of IAATI. The decision of the 2nd Vice President will be in writing to the aggrieved member within 14 days of final decision and this decision will be final.

**Section 10: Administration**

- a: The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the General Membership.
- b: The IAATI 2nd Vice President (Training Coordinator) will oversee the Certification Committee.

(Section 10 added August 17, 2014)

## G. Chapter/Branch Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson - one of IAATI Elected VP's), and each Chapter Branch President.

### **Section 2: Purpose and Duties**

- a. Handle all inquiries or request from Branches / Chapter and forward to the Executive Director so that the subject matter can be addressed by the IAATI Executive Board in a timely manner.
- b. Make recommendations to the IAATI Executive Board on CBL changes made by any IAATI Chapter/Branch that are submitted for IAATI Executive Board approval

### **Section 2: Purpose and Duties** (Updated January 2017)

The purpose of the Committee is to act as a channel of communication between the chapters/branches and the Board and to foster greater cooperation and closer ties between the chapters and branches.

As such the Committee will:

- a. Handle all inquiries or request from Branches / Chapter and forward to the Executive Director so that the subject matter can be addressed by the IAATI Executive Board in a timely manner.
- b. Make recommendations to the IAATI Executive Board on CBL changes made by any IAATI Chapter/Branch that are submitted for IAATI Executive Board approval.
- c. Regularly receive updates from each Chapter/Branch of their activities and initiatives, so learning's can be shared across the branches and chapters.
- d. Explore ways of encouraging greater interaction between the chapters and branches including the sharing of skills, expertise and resources across the worldwide IAATI network.

In addition the Committee chair will provide regular informational updates to the committee on other board initiatives that may impact on the chapters and branches and encourage discussion of these items to enable appropriate feedback to the Board or relevant Committee.

## H. Constitution & By Laws/ SOP Committee

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a sitting elected VP of the Executive Board, and the delegates may be selected from the Executive.

**Section 2: Duties:**

- a. The Committee will act on any requests for CBL or SOP changes brought forth by the IAATI Executive Board.
- b. The Committee will discuss, reword (if required), and make recommendations to the Executive Board on any and all requests for changes to the SOP and CBL.
- c. The Committee Chair will be responsible for posting any CBL Changes in accordance with CBL Article 7.

**Section 3: SOP/Constitutional Amendment Submissions**

In order to ensure that the proposed amendment (request or change) is within IAATI's constitutional standards and is clearly worded, the submitter shall send his/her proposed amendment to the IAATI Legal staff for review. The Legal staff shall review the proposed amendment and, if necessary, assist the submitter in making needed revisions to the proposal so that it meets with IAATI's constitutional requirements.

Once the Legal staff has approved the submission, the submitter will then submit the proposal to the Chair of the SOP/Bylaws Committee where the committee shall discuss and vote on the proposal which if it is approved by the Committee, shall be forwarded to the Executive Director for consideration at the next meeting of the IAATI Board of Directors.

## I. Counter Measure Standards Committee

(Added January, 2019)

To address IAATI's mandate this committee was established in 2018 in response to the information void regarding the understanding and support of security / safety / investigation Standards for automotive OEM and Aftermarket solutions.

1. The counter-measure standards committee will unite a community of industry stakeholders to facilitate the prevention and investigate vehicle crimes.
2. To provide a conduit of knowledge that exchanges technical information and developments.
3. To cooperate and encourage high professional standards in the prevention and investigation of vehicle theft and its kindred crimes.

### Countermeasures Standard Committee Definition and Mission Statement

#### Preamble

The objectives and purpose of this Association shall be:<sup>1</sup>

- a) To unite for mutual benefit those public officials and private persons engaged in the prevention and investigation of vehicle theft and its kindred crimes.
- b) To provide for the exchange of technical information and developments.
- c) To cooperate with any other individual, agency or association to further vehicle theft prevention and suppression.
- d) To encourage high professional standards of conduct among members and other vehicle theft investigators and to continually strive to eliminate all factors which interfere with the administration of justice.

#### Countermeasure Defined

- {Webster}<sup>2</sup> an action or device designed to negate or offset another
- {Learners}<sup>3</sup> an action or device that is intended to stop or prevent something bad or dangerous

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<sup>1</sup> IAATI Constitution, Section 3

<sup>2</sup> <https://www.merriam-webster.com/dictionary/countermeasure>

<sup>3</sup> <http://www.learnersdictionary.com/definition/countermeasure>

- {Wikipedia}<sup>4</sup> A countermeasure is a measure or action taken to counter or offset another one. As a general concept it implies precision, and is any technological or tactical solution or system designed to prevent an undesirable outcome in the process. The first known use of the term is in 1923.

### **Mission Statement**

To provide a collaborative environment with professional industry leadership, both private and public, tasked to identify, facilitate and review technological, tactical and/or system solutions aimed to counteract the ability of criminal offenders engaging in vehicle theft and associated crimes.

### **Goal**

The Countermeasures Standards Committee will seek viable and practical solutions in response to influential factors leading to vehicle crimes.

### **Objectives**

1. The Countermeasure Standards Committee will unite a community of industry stakeholders to facilitate in the prevention and investigation of vehicle crimes.
2. The Countermeasure Standards Committee will provide a conduit of knowledge that exchanges technical information and developments.
3. The Countermeasure Standards Committee will cooperate and encourage high professional standards in the prevention and investigation of vehicle theft and its kindred crimes.

### **Policy Position and Statement**

The Board has endorsed the following statements as its official policy position regarding the use of electronic devices to circumvent vehicle security systems. It should be used if IAATI is asked to provide a comment on this issue.

*"IAATI acknowledges there are electronic and mechanical security overriding devices available on the market to circumvent vehicle security systems.*

*IAATI further believes the distribution or use of these types of devices must be limited to authorized parties (vehicle manufacturers, licensed locksmiths, law enforcement, insurance companies, etc.) to legally gain entry into a vehicle or access its systems."*

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<sup>4</sup> <https://en.wikipedia.org/wiki/Countermeasure>

## J. Education Training Committee (Training Coordinator)

**Section 1:** Purpose - The purpose of the Training Coordinator of IAATI is to promote quality education in vehicle theft and kindred crimes investigation. This educational process will encompass sciences and specialties of vehicle crime investigations intended to make investigators knowledgeable of theft and fraud operations, and methods for eliminating vehicle crimes.

### **Section 2: Goals - Primary objectives of the Training Coordinator.**

- a: Work with the Program Chair, 3rd vice-president and the On-Site Coordinator. To assist in developing an informative educational program for attendees for each seminar.
- b: Develop and continue to update a listing of subject matter and expert lecturers to be maintained an educational data bank in the Executive Director's office.
  - 1. The Program Chair will use this information in developing the annual seminar's educational program.
- c: To communicate with, advise and encourage the IAATI chapters to exchange subject matter and lecturers for broader cross-indexing of the educational process.
- d: Initiate immediate and long range educational curriculums to meet the challenges of the present and the future via all resources available to IAATI.

### **Section 3: Administration**

- a: The Training Coordinator will be the 2nd Vice President of IAATI.  
(Amended August 17, 2014)
- b. The President may appoint assistants to help the Training Coordinator.
- c. The Training Coordinator shall work under the direction of the IAATI 2nd Vice-president to assist in the management of the Education and Training Committee and shall provide other assistance as directed.
- d. The Training Coordinator will report his activities to the Executive Board at the annual seminar.

\*\*Chapter added 1995

- E. Financial obligations (reasonable expenses) of the Training Coordinator will be paid from the IAATI budget.

## Section 4: Duties and Responsibilities

The Training Coordinator :

- a. Shall develop and continue to update a list of educational vehicle crime related subjects and roster of speakers for each subject to be maintained in the Executive Directors office.
- b. Will work with representatives of the annual seminar site and planning committee in formulating the educational programs to include entrance and advance level subject.
- c. Will Survey the membership and advise the Program Chair and On-Site Coordinator of specific training requests or topics.
- d. Will Provide an evaluation form for attendees on subject matter at the annual seminar and furnish the outcome to the upcoming seminar Program Chair and On-Site Coordinator.
- e. Assist in developing testing and certification procedures as may be required for accreditation.
- f. Will maintain hotel/services contract files as they may relate to the function of the on-site training facility (2-3years).
- g. May Provide the APB editor with training material suitable for publication.
- h. Shall perform other duties as determined by the President, Executive Board and 2nd vice-president.

\*\*Chapter added 1995

## K. E-News Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson - one of IAATI Elected Board Members and a member at large.

### **Section 2: Duties**

- a. Publish E-News 6 times per year in two month increments starting in January of each year. The deadline will be the 15th of the month prior to publication.
- b. The E-News Magazine should be published as close to the beginning of the month as possible.
- c. The members of the committee shall solicit articles for the E-news throughout their tenure from Committee Chairs, Chapter/Branch Members or anywhere that may seem newsworthy and would benefit the members of IAATI
- d. Shall compile a report for each Conference Call/Board Meeting including the latest statistics not limited to member viewing, e-mail notices sent, returns.
- e. The committee shall work with the Executive Director to correct and maintain a complete, accurate and up to date e-mailing list for all members
- f. The IAATI Executive Board should also play a critical part of the E-News, as such, the following guidelines should be met by the members of the IAATI Executive Board:
  1. IAATI Seminar committee required to submit articles for publication. Starting in September of the prior year, the IAATI Seminar Committee shall provide an article or flyer with the seminar dates and hotel information. The seminar committee shall continue to submit articles/flyers with updated seminar information on a timely basis.
  2. Each chapter/branch shall provide local seminar information in a timely basis.
  3. IAATI Awards Committee Chair shall submit request for nominations articles.
  4. Each Director shall be required to submit at least one training article per term.
  5. Constitution/By-Laws amendment proposals shall be submitted for publications.

## L. Ethics Committee

(Revised April 2020)

**Section 1:** The committee shall be comprised of a committee chairperson appointed by the President and from the Executive Board. In addition, once the Ethics Committee has received a complaint, the Chairperson should then appoint one of the Association's legal advisors and an additional three members of good standing to assist in the investigation, deliberations and reporting of each specific complaint. The Legal Advisor and three members of good standing may be from the Executive Board or from the membership, but should be from at least three different branches/chapters, and not include the same branch/chapter as the member being investigated.

**Section 2:** IAATI's effectiveness requires that actions of its members be impartial; that organizational decisions and policies be made through the proper channels of the organization's structure; that the membership and offices held in the organization not be used for personal gain; and that there is confidence in the integrity of the organization. The purpose of this Code of Ethics is to establish ethical guidelines of conduct for all organizational members by setting forth those acts or actions that are compatible with the best interest of the International Association of Auto Theft Investigators and its members.

**Section 3:** The Ethics Committee is responsible for investigating any complaint or allegation of the Code of Ethics that is filed with a member of the Executive Board and the Ethics Committee Chairperson. The following standard operating procedure shall be followed in the event of any allegations.

- a. All complaints or allegations shall be made in writing.
- b. Written complaints or allegations shall be made to any sitting member of the Executive Board.
- c. Complaints or allegations received by that board member shall be immediately referred to the President and the chairperson of the Ethics Committee.
- d. Within 14 days of receiving the complaint the Ethics Committee Chairperson should:
  - Finalize the appointment of the other three members of good standing to join the Chairperson and legal advisor investigating the matter.
  - Provide written notice to the accused member(s) of the allegation or complaint against them including the following details:
    - The date of the complaint;
    - The name of the person(s) making the complaint or allegation
    - The exact wording of the complaint and the section(s) of the Code of Ethics that are alleged to have been breached.
    - The names and email contact details of the committee members investigating the complaint or allegation

- A request that within 14 days of the date of the communication, they acknowledge receipt of the Ethic Committee's communication and advise if they accept or deny the complaint or allegation. If they wish to deny the complaint or allegation, they be requested to cooperate with any requests for documentation, information or evidence and to provide a signed authority from the accused allowing IAATI to obtain and review all relevant information and documentation from all sources.
- An outline of the proposed 'next steps' and anticipated timetable that the Ethics Committee will be following to conduct the investigation.
- The possible processes and procedures to be followed once the Ethics Committee's report is provided to the President.
- The member's rights and to respond and any appeal processes
- e. Before commencing the investigation all Ethics Committee members must review their own potential or perceived conflicts of interest and report these to their fellow committee members. If it is considered that any member has a conflict of interest then they should step aside from the investigation and a replacement must be appointed. Failure to declare a conflict of interest is a breach of the Code of Ethics.
- f. If the Legal Advisor steps aside then they should be replaced with one of the Association's other legal advisors.
- g. The investigating members shall conduct thorough, unbiased investigations and must have the authority to obtain and review all relative information and documentation from all sources.
- h. Where permitted under law, the investigation team should ask to record all verbal conversations with the accused or witnesses, and maintain and accurately document all evidence reviewed including all written correspondence by the members of the investigation team or that, which has been supplied by any of the parties involved in the matter being investigated.
- i. Upon the completion of the investigation a written report shall be prepared and sent to the President (or in the case of the President being the accused, the 1st Vice President for distribution to the Executive Board)
- j. The report should detail:
  - The name(s) of the accused;
  - The date of the complaint, or allegation;
  - The exact wording of the complaint(s) or allegation(s);
  - The names of all members of the Ethics Committee involved in the investigation;
  - Details of any Committee members who stepped aside from the investigation because of conflicts of interest;
  - Copies of all signed declaration(s) of no conflict of interest by the Ethics Committee members;
  - Details of the Committee's investigation process and plan;
  - Copies of all correspondence to the accused outlining the allegations, the processes the Ethics Committee will undertake; inviting them to respond to the allegations and, their explaining their rights.

- A list of all parties interviewed or consulted during the investigation. (The Ethics Committee should aim for a balance between protecting the privacy and confidentiality of those who have provided evidence, with the right of the member and the Board to access to documentation upon which IAATI is relying on to make its decision. This could be achieved, for example, by limiting access to the document or redacting certain non-essential portions, names etc. from the document.);
  - A summary of the investigation findings and specific examples that either support or deny the allegations;
  - A conclusion section marking the complaint or allegation as:
    - ‘Sustained’ (i.e. when sufficient evidence is present to prove the allegation.), ‘not sustained’ (i.e. when there is a lack of creditable evidence to either prove or disprove the allegation.) or ‘unfounded’ (i.e. when there is sufficient evidence present to prove the allegation to be false.)
    - An opinion may be included with the conclusion that should be based on the facts surrounding the investigation
  - Copies of all supporting documentation, correspondence to and from the accused and the investigating team, witness statements, photographs, emails, copies of any signed authorities provided by the accused or other evidence involved in the investigation.
- k. The Report should be labelled ‘Confidential – not for dissemination’ and only distributed to the Executive Board members and the accused. Wider dissemination of the report should only be considered by the President in special circumstances, and only after seeking advice from our legal adviser(s).
- l. Upon receiving the report, the President must within 14 days:
- notify the accused member(s) of the outcome of the Ethics investigation; provide them with a copy of the report marked ‘Confidential – Not to be disseminated’; and advise the accused of the date the Executive Board will meet to consider the report.
  - schedule a meeting of the Executive Board to consider the report and vote on any decisions or recommendations.
- m. Following the Executive Board meeting to consider the Ethics Committee report the Executive Director should write to the accused to inform them of any decisions made by the Board. If the Board decides to consider any form of disciplinary action (including but not limited to suspension or termination of membership) then the accused must be given 14 days advance notice of any such Executive Board Meeting, and provided an opportunity to make a written or verbal presentation to the board, and to be available to ask or answer any questions should he/she decide to so ask or answer, before any vote of a disciplinary action is taken.

**Section 4:** To assist in the establishment of experience and the consistency of investigations it recommended that the pool of possible Ethics Committee members be encouraged to serve for a minimum of 3 years.

The role of identifying potential breaches of the Association Code of Ethics rests with all IAATI members. However, the members of the Ethics Committee should avoid becoming involved in any issues until a formal complaint has been lodged. If members of the Ethics Committee do provide advice or become involved in a matter that subsequently comes to the Ethics Committee in the form of a formal complaint, they must declare their previous involvement and the extent of the advice. If their involvement in the issue is considered to be more than minimal, and to have created a potential or perceived conflict of interest, then they should stand aside from the Committee's Investigation and report.

These SOPs are designed to serve as guidelines for Committees and may not always fit all situations. They are not 'set in concrete' and may be modified by Committees if needed in unusual circumstances. However, the purpose of these guidelines is to ensure fair and proper procedures are followed and there is consistency in procedures. If deviating from the published SOPs the Committee will be expected to justify their reason(s) for not following any specific SOP.

## M. Finance Committee

**Section 1:** The Finance Committee shall be comprised of at least three (3) members selected by the President.

1. Members having past financial experience should be considered.
2. The Committee Chair will be the current 1st Vice President.

**Section 2:** The Treasurer shall make available all financial records of the Association to this Committee.

**Section 3:** The Finance Committee shall audit the financial records of the Association for the previous year and make a report of its findings during the Annual Business Meeting.

1. Any discrepancies should be reported at once to the President and Executive Board.

**Section 4:** The Committee shall formulate a budget for each fiscal year and present it for approval by the Executive Board at the Annual seminar.

**Section 5:** The budget will also include an insurance levy that will be collected from each full paid attendee registration for the annual IAATI Conference to help underwrite financial losses associated with international conferences. The onsite coordinator and program chair should be aware of this while he/she is preparing their conference budget for the annual IAATI conference.

### (1) FINANCIAL MATTERS

#### Section 1: Budget

- a. A proposed annual budget for expenses of the Association for the next budget year shall be submitted to the Executive Board and to the Association at the annual seminar business meeting.
- b. The budget will include projected expenses incurred by the Association. The treasurer has authority to pay up to an additional total of **\$500.00** for item expenses not listed in the budget. However, Finance Committee approval is required for expenses beyond the **\$500.00** limit.

#### Section 2: Incidental Expenses

- a. The President is authorized to spend up to a maximum of **\$1000.00** for official IAATI business expenses during the fiscal year without prior approval of the Finance Committee. This is for expenses in addition to those itemized in the annual budget. Appropriate receipts are required for these expenditures. This authorization can include, but not limited to, trips by the President to represent IAATI at official functions.

### **Section 3: Compensation**

The Executive Director, Newsletter Editor, Director of Marketing, and Treasurer may be given an honorarium and expenses as recommended by the Finance Committee and approved by the Executive Board

#### **Section 3a:**

The annual Seminar registration fee shall be waived for the incumbent International President of IAATI. All International Life Members wishing to register for the annual international seminar will be eligible to a discounted registration fee as set by the host seminar committee. This will entitle them to attend any classes, meetings and all catering and social events included in the standard registration fee. It excludes any optional extra social events for which there is an additional fee charged. International Life Members not wishing to register for the seminar classes and/or the social events are entitled to attend the AGM without charge.

### **SECTION 4: Travel Expenses**

*(see also the Chapter 15: Travel Policy and Guidelines for Board and Committee Members)*

Travel and miscellaneous expenses not specifically covered in this section or the Annual Budget must be submitted to the Finance Committee for approval.

- a. The Executive Director and Treasurer shall be reimbursed for actual reasonable expenses including transportation and lodging to attend the annual seminar. The Executive Director and Treasurer shall not be paid the expenses if they are being reimbursed separately by their employer. Receipts are to be submitted prior to reimbursement.
- b. The editor of the newsletter shall be reimbursed for actual reasonable expenses to attend the annual seminar. The editor shall not be paid the expenses if they are being reimbursed separately by their employer. Receipts are to be submitted prior to reimbursement.
- c. An amount will be allocated in the budget each year to assist the North American and International Legal Advisor with their travel costs to attend the International Seminar. The amount will be determined by the Finance Committee annually when setting the budget for the next year and will be split based on the likely costs each Legal Officer is likely to incur

- d. The E-News Editor shall be reimbursed for actual reasonable expenses including transportation and lodging to attend the annual seminar. The E-News editor shall not be paid the expenses if their employer is reimbursing them separately. Receipts are to be submitted prior to reimbursement.

### **Section 5: Database**

From 2007 forward all IAATI Seminars will be required to use the IAATI Seminar Database for the seminar business. This database can be kept up to date by the seminar committee designee, or the IAATI Executive Director.

### **Section 6: Memorial Fund Payments**

- a. The treasurer has the authority to make a donation of \$500 dollars to a Memorial Fund or directly to the family, of any IAATI member killed in the line of duty by an Auto Thief, or while conducting an Auto Theft Investigation. This will be subject to funds available as determined by a committee composed of the current 1st Vice President, 2nd Vice President and Treasurer of IAATI
- b. Beginning in the budget year 2010 \$1000 dollars will be placed in the IAATI budget for the above purpose. Any monies carried over from previous years shall be rolled over into the next budget year until such time as there is a maximum of \$5,000 in this fund.
- c. The Executive Director shall maintain a record of such members so honored, in an appropriate location on the IAATI web site entitled "*In the Line of Duty*".

### **Section 7: Funding requests**

- a. To assist the Finance Committee prepare and manage IAATI's budget, all requests for funds or budget bids, should be submitted using the following IAATI Funding Request Template.

(See the next page)



## BUDGET BIDS / FUNDING REQUESTS

**Initiative:** Name of the initiative

**Author:** Author's name

**Date:** Date

### Notes:

This template should be used for all funding requests or budget bids. We asked that you attempt to address each of the 10 headings, but detailed questions listed below are included as prompts only, and you do not necessarily have to address all questions. The more information you provide to justify your request and to demonstrate you have considered other alternatives, the risks, etc., the more likely your request will be successful, given funds are available.

Applications for funding requests from the Development Fund may be made any time during the year. Submissions for major funding bids that are likely to require a specific budget allocation should be submitted by the 1<sup>st</sup> May each year so they can be reviewed and included in the planning process for the next year's budget.

Please submit this form to the Executive Director ([jvabounader@iaati.org](mailto:jvabounader@iaati.org)) who will forward it to the Finance Committee for consideration.

### 1. Project Title / Name

### 2. Committee(s) / Individual(s) submitting the request

### 3. Purpose

- What is the problem being addressed?
- Why is the funding needed?

### 4. Solution

- What is your proposed solution?
- What alternative solutions, if any, exist or have been considered?
- Why have you chosen your preferred solution?
- Are you suggesting a pilot or do you intend it will be rolled out to everyone?

### 5. Benefits

- What will be the benefits if funded?
- Who benefits?
- How will you know if your project is successful?

- Can you and do you intend to measure of the outcomes of your project?
- 6. Timeframe**
- What is the proposed timeframes for you initiative? (include a breakdown of stage milestones if appropriate)
  - What are your anticipated start and end dates assuming funding provided
  - Is there a critical deadline for the approval of funding? i.e. is the price of equipment, materials or services subject to increase after a certain date?
- 7. Risks**
- What are the risks associate with this initiative?
  - What do you rate the level of each risk? ( High, medium or low)
  - What can be done to mitigate these risks?
- 8. Consultation**
- Have you consulted with any other IAATI committees or any other parties about this initiative?
  - Does it impact on any other committee i.e. Are there any IT or website changes required? Is so have you consulted with the IT committee to determine the costs of these changes.
  - Think about how you can work with the Marketing committee / social media subcommittee/ membership committee, training committee, etc.?
  - Does your proposal link to our 2021-26 Strategic Plan? If so how?
- 9. Costs**
- Please provide a breakdown of all costs, i.e.
    - hardware, software, equipment and materials, consultant fees, travel etc.
    - Initial purchase costs as well as any ongoing maintenance or licensing costs
  - Please include any taxes that may apply?
  - Will your initiative generate any income or result in any savings for IAATI?
  - Estimated Return on Investment (if applicable)
- 10. Total Funding sought**
- Total amount of funding sought in first year and
  - Amounts required for any subsequent years

- b. The Funding Request Template is a guide to not only assist the applicant(s) consider all aspects of their application, but to also assist the Finance committee assess the applications and make recommendations to the board.
- c. While funding requests can be received at any time of the year, major budget bids seeking funding from the following year's budget should be submitted by 1st May each year so they can be accessed and if approved factored into the budget deliberations.

## N. Heavy Equipment Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties:**

1. The chairperson shall correspond with his or her committee periodically throughout the year to maintain an up-to-date listing of manufacturers and manufacturer's contacts.
2. The chairperson shall provide the Heavy Equipment Committee reports timely manner to the Executive Director by its due date.
3. The chairperson or his designee shall act as the liaison between the heavy equipment manufacturers and IAATI.
4. The chairperson shall serve as the IAATI Heavy Equipment Award Director.

## O. IAATI File Library Committee

**Section 1:** The committee shall be comprised of a committee chairperson, and at least one delegate(s) appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegate(s) may be selected from the Executive Board or from the membership.

**Section 2: Duties:**

- a. The committee shall work to categorize and add key words for all items in the file library.
- b. Upon the addition of a new file in the Library, the Committee shall add the key words, and supply them to the Executive Director to add to the file.
- c. The chairperson shall provide the IAATI File Library Committee reports within a timely manner as directed, to the IAATI Executive Director/Board.

## P. Insurance Liaison Committee

Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

**Section 2:** Duties

- a. Act as a liaison between Insurance Companies and IAATI
- b. Work in conjunction with the IAATI Membership Committee to recruit new members through several initiatives outlined in the guidelines for the Insurance Liaison Committee. - SOP Attachment # 3.

## Q. Internet Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties**

- a. The committee shall solicit new ideas for the web page
- b. The committee will work with the Executive Director and the Web Master to continually update all required information for the Web Page
- c. The chairperson shall provide the Internet Committee reports within a timely manner, to the IAATI Executive Director/Board.

## R. Legislative Committee

(Added August 2010)

### Section 1:

The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### Section 2: Duties

That the Legislative Committee as an advisory body, provides a research and advisory service to all the Committee and Organs of IAATI in respect of all legislative and related matters. To this end the Legislative Committee shall:

- a. Provide a research function by identifying and informing IAATI of any legislative developments which are taking place around the world and which may be of interest to IAATI;
- b. Provide all the Committees and Organs of IAATI, on request, or on the Legislative Committee's own initiative with advice on matters pertaining to legislation and related issues, assist with the drafting of model laws, regulations, standards, procedures or similar provisions;
- c. Place articles in APB on judgments and case studies which are of interest to for example prosecutors, investigators and lawyers who are involved in combating vehicle crime;
- d. Annually contact Branch and Chapter presidents and board members with a request for information on legislative developments taking place within their region as well as for judgements and case studies, which may be of interest to other members and take such steps as may be necessary to publish such information in the APB or similar publication.

## S. Manufacturers Coordinating Committee

(Added August 2010, modified January 2019)

### **Section 1: Membership:**

The committee shall be comprised of a committee chairperson or co-chairs, at least two delegates appointed by the President, and additional delegates as selected by the President with assistance by the chairperson/co-chairs.

The committee chairperson/co-chairs will be member(s) of the Executive Board, and the delegates may be selected from the Executive Board or from the general membership.

Delegates will represent automobile and heavy equipment OEMs (Original Equipment Manufacturers), aftermarket manufacturers, and other third parties/industry stake-holders with a vested interest in the contribution of manufacturers to vehicle crime deterrence, mitigation and investigation.

### **Section 2: Committee Purpose:**

- Encourage operational cooperation amongst its members in support of vehicle crime investigation.
- Compare vehicle methodologies being observed in the field.
- Identify counter-methods being deployed by manufacturers.
- Encourage engagement with IAATI as members and SMEs (Subject Matter Experts) who provide appropriate training through IAATI venues.

### **Section 3: Duties:**

- The chairperson/co-chairs shall convene committee conference calls and/or face-to-face meetings periodically throughout the year to perform the functions set out in Section 2.
- The chairperson/co-chairs shall submit Manufacturers Liaison Committee reports within a timely manner as directed by the IAATI Executive Director/Board.
- The chairperson/co-chairs shall act as the liaison amongst automobile, heavy equipment and third-party manufacturers and IAATI.
- The chairperson/co-chairs and/or designate will keep IAATI informed of committee concerns, requests, suggestions, emerging theft trends and other vehicle crime subjects affecting committee or IAATI members.

- The committee periodically will publish a summary of its findings, lessons learned, etc. via IAATI communications channels, as appropriate

## T. Marine Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties**

- a. The chairperson and/or designate shall act as the liaison between IAMI and IAATI.
- b. The chairperson shall provide the Marine Committee reports within a timely manner, to the IAATI Executive Director/Board.

## U. Marketing/Publicity Committee

**Section 1:** This committee shall be known as the Marketing and Publicity Committee.

**Section 2:** This committee was established in 1989 to research, develop, recommend and implement marketing items and to promote the association's efforts in combating vehicle crimes to the public, private and governments sectors.

**Section 3:** The committee shall consist of a chair and no less than four additional members.

**Section 4:** Following the annual business meeting and election, the President will appoint a committee chair and, at his discretion, may appoint a co-chair. The President shall also appoint the committee members.

**Section 5:** Vacancies on the committee during the year will filled through appointment by the President.

**SECTION 6:** The committee will network with the other standing committees when appropriate and any other standing assignments as determined by the President and Board of Directors.

**SECTION 7:** The committee will prepare an annual report for presentation to the officers and board members at the pre-seminar business meeting.

## V. Membership Committee (Membership Procedure)

**Section 1: Application for Membership.** Applications for Active or Affiliate membership shall be made to the Executive Director, with recommendations by a current member in good standing, to include life members and past presidents.

\*\*\* Above extracted from CBL Article 2, Section 5 \*\*\*\*

**Section 2: Membership Application Procedure.** In the event that a person makes application to join a Chapter/Branch that is outside that persons' geographical area of residence or employment, the following procedure is to be followed:

1. The Chapter/Branch receiving the application must notify the Executive Director of IAATI International and the Branch/Chapter where the person normally resides or is employed.
2. The applicant must provide the Chapter/Branch in writing the reason why they are seeking membership in an area outside where they reside or are employed. The applicant is to be advised that the membership application will be jointly processed by both Chapters/Branch.
3. The Executive Director and/or the Chapter/Branch where the person resides or is employed has 14 days from the date of receiving the notification to object to the application proceeding.
4. The Chapter/Branch where the person normally resides is entitled to seek the necessary documentation to assist in establishing the bona fides of the applicant.
5. The Executive Director of IAATI International and/or Chapter/Branch must provide within 60 days of the notification, in writing full details supporting their objection. This period of time can be extended in the event that the requested documentation is not provided.
6. It is the responsibility of the two Chapter/Branch's to attempt to resolve the matter between themselves.
7. In the event that they are still in conflict as to the acceptance of the membership application the matter will be referred to the International Association Membership Committee who will have 30 days to make a decision and that decision shall be final. The membership Committee, on the invitation of either Chapter/Branch, can intervene and make a final decision on the matter at any time.

In the event that the application is denied a letter of explanation is to be forwarded to the applicant.

### **Section 3: Purpose and Duties of the Committee** (Added January 2017)

- a) The Membership Committee is also responsible for the development, implementation and regular review of strategies to attract new members and to retain existing members.
- b) In its annual report to the Board in August, the Membership Committee is to provide a review of membership numbers and summarize how the Association has performed in relation to the membership targets specified in IAATI's Strategic Plan.
- c) As the work of the Membership Committee is to be undertaken in close partnership with the local branches and chapters, that in addition to the members of the Committee appointed by the President; it is recommended that the 1st Vice President of each branch and chapter be a standing appointment on the Membership Committee.
- d) Free trial memberships may be offered by any branch/chapter as a means of attracting new members on the following conditions:
  - It is limited to individuals who have never been a member of IAATI
  - A lifetime limit of only 1 free membership per person
  - Such members apply online (in those countries where an online process is available, or via paper based forms elsewhere) and go through the normal vetting processes of the applicable Branch or Chapter
  - Where practical and technically possible, recipients of a free membership will only receive electronic copies of the APB
  - No dues are payable to International for members during the period of free membership

## W. Mexico/IAATI Development Committee

(Added August 2010)

### **Section 1:**

- a. The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties:**

- a. The Committee will attempt to keep up to date on all border issues between Mexico and the USA as it relates to Auto theft and Insurance Fraud
- b. The Committee will work with the IAATI Membership Committee in an attempt to recruit New Members in Mexico who can assist in cross border issues involving Stolen Vehicles and Insurance Fraud issues.
- c. The chairperson shall provide the Mexico/IAATI Development Committee reports within a timely manner to the Executive Director.

## X. NAEC Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least one delegate appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties**

- a. The chairperson and/or designate shall act as the liaison between NAEC and IAATI.
- b. The chairperson shall provide the NAEC Committee reports within a timely manner as directed, to the IAATI Executive Director/Board.

## Y. NMVTIS Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least one delegate appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties**

- a. The chairperson and/or designate shall act as the liaison between NMVTIS and IAATI.
- b. The chairperson shall provide the NMVTIS Committee reports within a timely manner as directed, to the IAATI Executive Director/Board.

## Z. Nominating Committee

### Section 1:

- a. The nomination committee is one of the most critical committees within IAATI as they are vetting future leadership. This committee shall be appointed by the President and shall consist of 5 members to 7 voting members.

The nomination committee is one of the most critical committees within IAATI as they are vetting future leadership. This committee shall be appointed by the President and shall consist of 5 members to 7 voting members.

The nominating committee shall be appointed by the President and shall be minimally comprised of:

- Two of the Past Presidents of the association and the most immediate of whom shall act as chair
- Two Chapter/Branch Presidents or their representatives
- One IAATI member-at-large
- Executive Director – NON-VOTING unless there is a tie

Nominating Committee Composition Guidelines:

1. The President should encourage members on the nominating committee that represents our global geographic and demographic association membership composition.
  2. Conflicts of interest must be declared – Nomination committee members shall comply with the code of ethics.
  3. Voting members can't serve on the committee in consecutive years
- b. The Nominating Committee members shall be selected at least 90 days prior to the AGM.

### Section 2: Duties

- a. The Committee members shall receive all nominations proposed to them. The Nominating Committee may note in their report to the Board, circumstances where the applicant has not answered the questions required on the nomination form, but where possible, provided the applicant an opportunity to resubmit it with all questions answered before the deadline.
- b. An oral interview with background check shall be made of each nominee, either virtually or in-person, to determine his or her "competency", fitness and desire to serve, and their understanding of the expectations and responsibilities of being a board member.
- c. The Nominating Committee should determine:

- Did the applicant submit the appropriately completed nomination form within the deadline?
- Is the nominee a financial member of IAATI and a member of good standing?
- Has the nominee been interviewed by the Nominating Committee?
- Does the nominee have the experience, skills, commitment, enthusiasm, and an understanding of what is expected from them to perform in the role they have nominated for?
- Have they served IAATI at either the Branch/Chapter or at the International level?
- What ideas or new skills or expertise do they bring?
- If they are an existing board member,
- have they performed and met their assigned tasks during the past year?
- Does the nominee have a firm grasp of IAATI's International challenges and capabilities?
- Do they have a sincere passion for advancing IAATI's cause?
- Have they demonstrated the leadership and accountability in their current board positions to be promoted to a higher level on the board?
- Has the Committee sought and considered feedback from the President, 1st VP and Executive Director about each candidate?
- Does the nominee meet the requirements of the specific position being sought?

The Nomination Committee should be wary of recommending the reappointment or promotion of any nominee that had not performed in the previous 12 months, simply because they are 'due' or 'expect' to be promoted. Promotion through the leadership positions should always be based on performance. It is a privilege and not a right.

- d. The Nominating Committee should interview the Executive Director, the serving President and 1st VP, as the first three persons they interview each year to receive feedback from them as to each nominated board member's performance during the year.
- e. Presently sitting officers who seek to re-nominate for a board position or to advance to a higher position may advance to the next higher position shall provide the nominating committee the following:
  1. A description of their accomplishments while in their present office.
  2. A summary of how they fulfilled the Constitution and By-law requirements of their particular office for the past year.
  3. What they presently see for IAATI in the future and how they might assist in the position they are seeking.
- f. The Nominating Committee's recommendations should be presented to the President and Executive Director in their AGM report at least 14 days prior to the AGM

- g. The Nominating Committee's recommendations should be presented in their AGM report which is distributed to all members at least 7 days prior to the AGM, including all applications submitted whether they were recommended or not.

### **Section 3:**

Nothing in this chapter shall preclude any member or group of members from placing in nomination in any appropriate manner, consistent with the published nomination deadline as established by the Nominating Committee..

### **Section 4:**

The in-person, telephone or video conference interviews should be conducted any time mutually agreeable to all parties, after nominations close, and before the deadline for submission of AGM reports to the Executive Director. This is likely to be approximately 2 weeks before the AGM but the exact deadline for submission of reports will be announced by the Executive Director.

The Nominating Committee should maintain notes of their interviews and together with all nominees' application forms, they should be provided to the Incoming President immediately after the AGM, to assist in the allocation of committee appointments and work priorities.

### **Section 5:**

The nomination Committee should recognize that the membership is varied and endeavor to reflect that in the Board's composition.

### **Section 6:**

No later than 12 days the prior to the AGM, the Committee chair, and/or any other senior member of the Committee, should contact each not recommended candidates and provide them with feedback as to why they were not recommended, and suggestions for how they could improve their chance of success in the future. Note this feedback should be provided prior to the distribution of the Agenda papers so as to allow unsuccessful candidate an opportunity to determine if they wish to challenge the recommendations.

### **Section 7:**

As a general rule, a nominee who has never served on the IAATI Board should only be recommended to the position of Associate Director, unless they have served as a Branch or Chapter President or Vice President, or there are other exceptional circumstances. A member should not generally be recommended to a Vice President position unless they have served at least one term as an IAATI Director.

Unless specifically advised by the candidate, any member not recommended for the position they applied for, will automatically be included in the pool of nominations considered at the level below which they applied for. For example, a member who unsuccessfully nominates for a VP position will automatically be considered by the Nomination Committee for a Director position.

See also the 'Timelines for AGMs and Elections' in Chapter 6 for more information.

## AA. Non-Chapter Membership Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and at least two delegates appointed by the President. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

**Section 2:** The Chairperson will communicate with the Executive Director throughout the year to keep abreast of new members who do not have Chapter/Branch affiliation.

**Section 3:** The Chairperson and the committee will draft an e-mail or letter (if member does not have e-mail capabilities) to send out to new or renewal members to keep them advised of upcoming events or initiatives by IAATI

**Section 4:** The Committee will attempt to align each member with a Chapter/Branch, or work with the member to recruit more members in an attempt to spur membership and to start a new Chapter/Branch in their area

## AB. Oversight Committee

The Oversight Committee is responsible for ensuring IAATI's standards and protocols are adhered to.

The Committee's duties include:

1. Undertake an annual review of the Board Member Induction Guide each year and the re-issuing of the guide to all board members within 21 days of the Annual General Meeting.
2. Maintain the seminar protocol documentation providing guidelines for professionalism and consistency among individuals representing the Executive Board and Board of Directors (the "Board").

### Seminar Protocol Guidelines

#### **Mission:**

The International Association of Auto Theft Investigators is a professional organization comprised of police officers, insurance company representatives, representatives of the automobile manufacturers, automobile recyclers and other entities associated with vehicles.

As such, we as an organization need to project a professional image during all of our functions. The following guidelines assist in establishing a professional image and some continuity during seminar functions. There are several times during a conference where the Board has an opportunity to exhibit the professionalism of the organization.

These include the President's Reception, Opening Ceremonies, Annual General Meeting (AGM), Banquet and Closing Ceremonies. It is during these functions that visitors from various entities involved in our association are present and it is imperative to put our best foot forward.

#### **Dress Code**

For delegates, conference literature shall state that the preferred dress code for classes is business casual. The preferred dress for the banquet is business formal. If delegates have not brought business formal attire, they may still attend with business casual wear. For Board members, unless tasked with conference preparation requiring physical labour, business casual will also be worn during classes.

For other events (such as the Opening Ceremonies and President's Reception), Board members will wear a navy-blue blazer or jacket. The slacks or skirts can be blue, tan or grey. Similar to the delegates, business formal will be the attire for the banquet. The IAATI name badge is also to be worn (either in the blazer pocket or around the neck).

### **President's Reception**

This reception occurs on the Sunday evening prior to the opening of the conference. This function allows the Board and delegates to have a forum for networking among fellow professionals.

This is a business casual event for the delegates; blazers, slacks and skirts for the Board. The current IAATI President and the four Vice Presidents along with the host chapter/branch President and Vice Presidents of the host chapter or branch should comprise the greeting line. These individuals should arrive at the location five minutes prior to the start of the function. This will allow the remainder of the members of the Board of Directors to mix with the other participants of the conference. This should insure a timely start for the function.

The food at the President's reception is usually "finger food" and there are several drink bars placed throughout the room. This is usually a cash bar, however, there may drink tickets issued to the participants.

If possible, a power point presentation or like presentation to be projected on screen(s) acknowledging the sponsor(s) of President's reception as well as all of the other sponsors and vendors. This will run continually during the reception. A large sign may be placed near the entrance, visible to those entering the room, advertising the sponsor for the President's reception.

The Presidents should be prepared to give a short welcome to those in attendance and during this welcome he/she should acknowledge any sponsor for the event.

### **Opening Ceremonies**

The opening ceremony occurs on the Monday morning of the conference. The time of the opening ceremony should be 8:30 a.m. and preferably no later than 9:00 a.m. This is the time for the formal opening of the training seminar and should not take more than 90 minutes. This is the time that the local dignitaries will be given an opportunity to address the conference attendees.

This is also the time that the committees will be named, the Past Presidents introduced, awards given, etc. (see attached schedule for opening ceremony). The Board should adhere to the above dress code and wear distinct name badge.

The conference attendees should be requested to appear in business casual during the entire conference (no shorts, flip flops, tank tops, etc.).

The same Power Point presentation shown during the Presidents Reception can be shown prior to the opening ceremony. This will allow more recognition to those that provide valuable support to our association.

This PowerPoint should also include images, preferably animated gif images, showing the flags of each of the countries in which IAATI has members.

### **Sponsors / Exhibitors Reception**

There should be a sponsors/exhibitors reception for a minimum of 1 hour to be scheduled one evening during the Seminar. This reception be open to all sponsors / exhibitors. All international board members and host branch/chapter board members be expected to attend to show support and thank our sponsors and exhibitors.

During the reception the International and host branch/chapter President's would jointly present whatever token of appreciation the Seminar Committee wishes to present to each sponsor present.

### **Banquet**

The evening usually starts with a cocktail hour at 6:00 pm in a room near the banquet hall. This will provide an excellent opportunity for the board members to circulate among the other attendees and gather suggestions or comments on the current seminar. This will also be an excellent opportunity to inquire as to what other topics they would like to see covered in the classes.

The banquet occurs on the last night of the seminar. See above dress code.

The evening usually starts around 6:00 p.m. in a room adjacent to the banquet room for a time to meet and visit other conference attendees. There may be drink tickets passed out or a cash bar established in the gathering room. This is the last official act of the current President and the first official act of the new President.

The out-going President is given an opportunity to thank the Board and give some closing remarks. The incoming President is sworn in, along with the new board and then makes his/her remarks to those in attendance.

There is time also set aside for the co-hosting chapter/branch to install their new executive board. This is also the time that the Dreher award is normally given. (see attached for schedule of banquet events). During the gathering time in the banquet room and during the meal time, when no other speaking is occurring, a Power Point presentation of the next seminar will be appropriate.

Over the past several years, the APB Editor has provided a slide show of photos taken thus far of the seminar. This tradition can be continued at the 3rd VP's request.

During the registration process, it would be helpful if all of those registering for the conference were polled as to their attendance at the banquet. Should they not be attending, we will be able to use their ticket for other spouses, or those working on the conference. This might help in reducing the amount spent on unused banquet seats.

### **IAATI Opening Ceremony**

- 3rd VP Call meeting to order State his/her name and position (All Cell Phones to Silent Mode)
- Presentation of Colors—Agency Name

- National Anthem Name/or recording of the hosting country
- Invocation-- Name
- Introduction Head Table Guest Speakers/Host Chapter President/IAATI
- IAATI president officially opens the seminar
- President/On Site Committee Chair
- Welcome Speaker 1-- Name
- Welcome Speaker 2-- Name
- Welcome Host Chapter President Name (Introduces Chapter Board/Past Presidents)
- Welcome IAATI President Name (Introduces IAATI Board/Past Presidents, Nominating Committee, Finance Committee)
- On Site Committee Chair Name (Introduces on Site Committee/housekeeping announcements)

\*For consideration:

Other than the Dreher Memorial Award and the IAATI President's Award, if given (will be during Thursday's banquet) - the IAATI 3<sup>rd</sup> VP, On-site Committee and Host Chapter/ Branch President can determine how to split remaining IAATI award presentations noted below.

- Award Presentations – (IAATI Awards)
  - Award of Merit Chair/Designee
  - Directors Award Chair/Designee
  - Insurance Investigator Award/Designee
  - Heavy Equipment Chair/Designee
  - IAATI Component Part Chair/Designee
  - NICB Award of Excellence/Designee
- Corporate Sponsors Presentations—(to be coordinated between the IAATI 3<sup>rd</sup> VP, On-Site Committee and Host Chapter/Branch President – although needs to be on Monday, with full audience in attendance.
- International Panel – Also to be held on Monday, with full audience attendance; no breakout session at the same time.
- 3<sup>rd</sup> VP Adjourns Opening

### **IAATI Banquet**

- 3<sup>rd</sup> VP Calls Banquet to order
- Invocation-- NAME
- Introduction Head Table 3<sup>rd</sup> Vice President Introduces
- (Presentation of flowers if needed)
- Food service
- Host Chapter President Remarks President
- Chapter Awards Presenter
- Chapter Swearing in of New President Name
- Chapter New President Remarks Name
- Introduction and swearing in of new Chapter Board Name
- Meal Service
- Presentation of Dreher Award (IF AWARDED) Chair/Designee
- IAATI President's Award - IAATI President

- IAATI President Farewell Remarks
- (Presentation of flowers if needed)
- Presentation of plaque and gold card to outgoing President
- IAATI New President sworn in
- The in-coming President will give a prepared speech
- The Executive Director provide the in-coming President a list of all Board Members
- The in-coming President will introduce each Board member by name and position
- Each Board member will approach the stage area when his or her name is called and line up for swearing in.
- The in-coming President will swear in the new Board
- Presentation re next year's International Seminar – Host Chapter/Branch President/designee
- (Possible prize drawing) Optional
- 3rd VP adjourns Banquet
- End of Banquet

### **IAATI Closing Ceremony**

- 3rd VP Remarks Name (This is the out-going 3rd VP, not the one sworn in at Banquet)
- Chapter Presidents Remarks Name
- IAATI President Remarks Name (one sworn in at Banquet)
- Possible Raffle - Optional
- 3rd VP Adjourns Seminar"

## AC.Property Committee

(Added August 2010)

**Section 1:** The committee shall be comprised of a committee chairperson, and if so requested by the President, at least one delegates. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

### **Section 2: Duties**

- a. The committee shall keep an updated list of all IAATI Property.
- b. The chairperson shall provide the Internet Committee reports within a timely manner, to the IAATI Executive Director/Board.

## **AD. Public Information Committee**

**Section 1:** The committee shall be comprised of a committee chairperson, and (if so designated by the President of IAATI) any number of delegates. The committee chairperson will be a member from the Executive Board, and the delegates may be selected from the Executive Board or from the membership.

**Section 2:** The Committee shall handle the dissemination of information on training, officer safety and intelligence information. The committee will do this by forwarding any such information on via mass email as well as to the APB Editor and the E-News Editor, and/or any Chapter/Branch publication.

**Section 3:** The Committee handled the printing of the IAATI Membership pamphlet and will continue to do so as well as to maintain the template and make changes as needed.

**Section 4:** This committee can/will pass news media requests on to the appropriate persons when notified.

**Section 5:** All IAATI authored news/media releases should be approved by the President, in consultation with the Officers, before being released and distributed.

## AE. Resolution Committee

**Section 1:** The Resolution Committee shall be comprised of at least three (3) members as selected by the President.

- a. The Chair of the committee shall be the current 1st Vice President.
- b. The Committee should be selected and announced at the opening ceremonies on Monday.

### **Section 2: Duties**

- a. The Committee shall receive all resolutions and discuss their content with the member entering them.
- b. The Committee shall consecutively number the resolutions and prepare them to be read at the Annual Business Meeting.
- c. The Committee Chair should read all resolutions at the Annual Business Meeting and assist the President in the vote thereon.
- d. Resolutions should be turned over to the Executive Director for inclusion in the official minutes of the Annual Business Meeting.
- e. The Committee Chair shall ensure that the resolutions are properly mailed or delivered to the appropriate persons.
- f. The Committee Chair will provide a report to the Executive Board within the year as to any necessary follow up.

## **(1) Resolution Procedures**

**Section 1:** Any current member of the Association may enter Resolutions during the Annual Meeting.

- a. Resolutions shall be of some redeeming value to the Association and not of frivolous nature.

### **Section 2: Content and Preparation**

- a. All Resolutions shall be titled, and adhere to the Resolutions Rule in "Robert's Rules of Orders".
- b. All shall be single spaced typed when presented to the Resolution Committee.
- c. All shall be signed by the entering member or members.

- d. Entering members shall be in attendance at the Annual Business Meeting to make any explanations necessary.
- e. Resolutions shall be presented to the Resolution Committee before noon on the day of the Annual Business Meeting.
- f. Resolutions shall include name, address and title of entity or person to which resolution is to be sent.

## AF. Site Selection Committee

**Section 1:** The site selection committee shall be comprised of at least three (3) + members as selected by the President.

- a. Members should be selected so that no geographical section is overly represented.
- b. The President should designate the Chair of the Committee.
- c. Members of this committee should be selected and announced at the opening Ceremonies on Monday.
- d. The recommendations of the Committee, as approved by the Executive Board, shall be announced during the business meeting on Thursday.

### **Section 2: Duties**

- a. The committee shall interview all persons desiring to host the annual meeting and should obtain:
  1. Written invitations from the chief of the sponsoring agency.
  2. Written invitations from an official of the host city.
  3. Written invitation from host hotel.
  4. Written invitation from an educational institution.
  5. Written correspondence from the chapter in whose area the seminar will be held. If it is proposed to be held in a non-chapter area and co-hosted by a non-chapter association, written correspondence from the association should be obtained.
- b. The Committee shall determine the following from the person or committee making the bid:
  1. Location
  2. Accessibility to Airport
  3. Size of facility
  4. Cost of rooms
  5. Surrounding area
  6. Parking provisions
  7. Actual desire to hold seminar and the ability to host same.
  8. Who On-Site Chair shall be.

**Section 3:** The Committee shall study all invitations and evaluate the same.

- a. The best interest of the Association shall be the prime concern of the committee.

**Section 4:** The Committee shall decide and recommend a seminar location.

**Section 5:** At the Annual Business Meeting the Committee shall inform the membership of their selection and why selection was made.

### **Site Selection Procedures**

**Section 1:** Any member, law enforcement agency or interested group may bid to host the Annual Meeting of the Association.

- a. This bid shall be formally presented to the Site Selection Committee during the Annual Meeting.

#### **Section 2: Requirements**

- a. The interested party shall have in writing the support of their superior and department or agency.
- b. The interested party shall have in writing the support of local law enforcement agencies in the bidding city.
- c. The interested party shall have in writing the support of local officials who could influence the successful outcome of the Annual Meeting.
- d. The interested party should have in writing the support of the hosting hotel and an agreement as to room facility pricing.
- e. The interested party should have in writing the support of a college, university, or Law Enforcement Training Academy.
- f. The interested party should prepare a written resume to include but not limited to:
  - 1. Proposed site
  - 2. Proposed date
  - 3. Facilities
  - 4. Size of facility
  - 5. Financial arrangements

## AG. Social Media Committee

### IAATI Social Media Prescripts – 2022

The purpose of the IAATI Social Media Committee (IAATI SMC) is to:

1. Provide oversight of *all* social media and Applications (Apps) accounts established in the name of IAATI to serve in the best interest of the members, build IAATI's professional brand on social media to promote the Association publicly,
2. Publicly promote the Association in a value-adding manner to establish, maintain, and protect the Association's professional brand and reputation,
3. Develop, and adapt, and maintain living social media Standard Operating Procedures with Best Practices for the Branches and Chapters to govern, monitor, and regulate the administration of *all* IAATI social media and Apps accounts.

#### IAATI's VISION STATEMENT:

To be the recognized global expert and leading provider of training on the deterrence, prevention, investigation, and prosecution of vehicle crimes.

#### IAATI's MISSION STATEMENT:

To provide a global approach in the fight against vehicle crime while providing effective, specialized training and unparalleled networking to our members.

#### IAATI's VALUES:

- ✓ Integrity: We always strive to do what's right.
- ✓ Commitment: We do what we say we are going to do.
- ✓ Professionalism: We require high standards of conduct by our members and affiliates.
- ✓ Teamwork: We work together as a team for the greater good of the organization.
- ✓ Respect: We always treat others with honesty and courtesy

The core *responsibilities and roles* of the IAATI SMC include:

1. Regularly reviewing the Association's social Media Policies and Procedures with Best Practices documents in partnership with the Branches and Chapters,

2. Ensuring that the Association's Social Media Policies and Procedures with Best Practices do not conflict with and are aligned with the User Terms and Conditions of existing social media and Apps accounts,
3. Regularly auditing all the Associations social media and Apps accounts,
4. Opening and closing inactive and/or inappropriate social media accounts and Apps accounts in partnership with the Branches and Chapters
5. Maintaining a register all the Association's social media and Apps accounts, with accounts Administrator's and Moderator's names, and all passwords,
6. Appointing, training, assisting Administrators and Moderators for the Associations social media and Apps accounts in partnership with the Branches and Chapters,
7. Ensuring all accounts are **optimally** moderated and sensitive information regulated,
8. Regularly attend applicable training for new social media and Apps technologies,
9. Ensuring that all social media account Administrators, Moderators, Branch and Chapter Representatives receive applicable training for new social media and Apps technologies, are regularly informed of new social media and Apps technologies, and legal concerns impacting the responsible use of social media and Apps technologies,
10. Liaise and communicate without delay any concerns/or issues to the Association's legal counsellors regarding the Association's social media and Apps accounts.

The IAATI SMC comprises:

1. The Chairperson who will be appointed by the actively serving IAATI President,
2. The Vice-Chairperson who will be elected and appointed by the IAATI SMC,
3. One representative from each Branch and Chapter to create, manage, promote, and moderate their Branch's or Chapter's social media and Apps accounts according to IAATI International Board approved social media and Apps Best Practice Guidelines,
4. Representatives from related committees,
5. Any member of the IAATI SMC may serve in more than one capacity.

*Note: the Social Media Committee is currently finalizing its SOPs to accompany these prescripts. They will be added to this document once they have been approved.*

## AH. Sponsorship/Exhibits Committee

### Exhibitors Regulations

**Section 1:** All Exhibitors shall be solicited with the use of the approved "IAATI Sponsorship / Exhibitor" form provided by the IAATI Sponsorship/Exhibits Committee Chair (SECC) to exhibit their products during the Annual Meeting.

- a. Exhibitors shall be defined as "Any individual, group, or company displaying any object or proposing any service which would appeal to the interests of Annual Meeting Attendees and/or which is to be used by the individual or group to solicit money for profit".
1. Excluded from this definition with prior approval of the 3<sup>rd</sup> Vice-President (Program Chair) and SECC would be any individual group or company who has been invited to participate in the Annual Meeting as lecturers and/or speakers.

**Section 2:** (Deleted as of 8/8/93)

**Section 3:** All Exhibitors shall pay to the Association a minimum of \$500, with fees above this minimum to be set forth on an individual contractual basis with the vendor for exhibiting their product or service during the Annual Meeting. This fee will also cover the cost of the rental space to include electrical outlets, tables, and seating.

**Section 4:** Each Exhibitor shall exhibit under the following regulations.

- a. Exhibitors shall have Annual Meeting name badges especially marked EXHIBITOR.
- b. Exhibitors will not be permitted to attend training sessions, workshops or the Annual Business Meeting, unless the individual exhibitor is a member of IAATI.
- c. Exhibitors will be allowed to attend all Association social functions and may socialize with all attendees except in business meeting rooms, unless the individual exhibitor is a member of IAATI.
- d. Each Exhibitor must sign a disclaimer of liability to be furnished by the Association.
- e. Each Exhibitor must sign a statement acknowledging that the Association does not endorse their product or service. They shall not imply or advertise that they have this endorsement.
- f. Each Exhibitor shall arrange for adequate space to display his product or service with the On-Site Coordinator / On-Site Sponsor & Exhibitor chairperson and only after having paid the host hotel for such space.
- g. Exhibitions shall be arranged so that they do not interrupt the Annual Meeting and its orderly conduct. (updated January 21, 2016)

## Sponsor / Exhibition Committee Chair

**Section 1:** The Sponsor / Exhibition Coordinator Committee Chair (SECC) SHALL PROVIDE ASSISTANCE TO THE ON-SITE EXHIBIT COMMITTEE\* in all arrangements for exhibitors and their exhibitions.

**Section 2:** The SECC MAY FINALIZE with the approval of the 3rd Vice-President any arrangements with the host hotel giving him or her exclusive rights to choose those who wish to make exhibits.

**Section 3:** THIS SECTION WAS REVISED IN AUGUST 1996 TO READ AS FOLLOWS: MONIES received from sponsors / exhibitors shall be included in the On-Site financial report for the annual meeting and considered as income from the annual meeting. This entry will reflect sponsor / exhibitor income, expenses and net income. ORIGINAL RECEIPTS FOR ANY AND ALL EXHIBIT EXPENSE, INCLUDING TRAVEL, HOTEL CHARGES, TABLE AND TRIM CHARGES BY THE EXHIBITOR MUST BE TURNED IN TO THE OSC WITHIN 60 DAYS TO BE CONSIDERED FOR PAYMENT.\* These funds shall not be available for use in the preparation of the annual meeting but will be included for distribution to the hosting entities after the meeting as may be appropriate.

**Section 5:** The SECC shall work with the ON-SITE EXHIBIT COMMITTEE\* and Program Chair to assure that the exhibitors do not conflict with the annual meeting and its orderly conduct.

**Section 6:** The SECC SHALL coordinate a "Sponsor & Exhibitor Meeting" along with the 3rd Vice-President, On-Site Coordinator, On-Site Sponsor / Exhibitor Coordinator, and all sponsors / exhibitors after opening ceremonies. This meeting will address any and all problems or concerns from the sponsors and exhibitors. Once any problems or concerns are resolved, the results will be relayed to the SECC and 3rd Vice-President.

**Section 7:** The SECC shall maintain an up-to-date Sponsor / Vendor spreadsheet. This spreadsheet will have all contact information for the sponsors and vendors that have attended past and present conferences. This spreadsheet will be forwarded to upcoming conference On-Site Exhibitor Chair. This spreadsheet will be maintained throughout the year with updates. The SECC will also forward the approved "Sponsor / Vendor Invitation Letter" to the upcoming On-Site Exhibitor Chair.

**Section 8:** The SECC shall be under the control of the 3rd Vice-President.

\*ADDED 7 AUGUST 1997 Revised January 2012

## AI. Survey Committee

The Survey Committee is responsible for undertaking the following tasks:

1. Undertake a worldwide Member Survey every five years.
  - This survey should be conducted in conjunction with the Branches and Chapters and as a minimum should seek feedback on:
    - How they become aware of IAATI?
    - Level of Satisfaction
    - Suggestions for change
    - Training and education, including annual training seminars
    - Communications including Publications, website, applications, etc.
    - Awards Program
  - The next Member Survey should be scheduled for 2022/23 and then every five years.
  - Wherever possible the methodology and wording of questions should be as close as possible to previous surveys to facilitate the benchmarking of current results with those from previous surveys. However, this does not restrict the option to include a small addendum of additional questions to each survey that canvass other specific topics of relevance to the International Board or its Branches and Chapters.
  - Selected results of the survey can be used as KPIs for the Board.
  - While the primary focus of this survey is on the International Association, individual Branches and Chapters may ask to include specific questions of their members that relate to their own branch or chapter.
  - The Survey Committee will be responsible for the designing, testing, administration and analysis of the survey.
  - A report will be provided to the Board containing the key findings to emerge from the report, analysis of all quantitative questions and all comments submit to any open-ended questions. When including any direct quotes from respondents the report authors should be mindful not to include any statements that may identify an individual respondent nor include any comment that may be offensive to individuals.
  - All survey respondents are to be offered the opportunity to receive a short summary of the findings once the survey report has been finalized.

2. In the period April – May each year the Survey committee will liaise with the Membership Committee to conduct an Exit Survey of all members who failed to renew their IAATI membership in order to understand why they didn't renew. Upon completion, a short report of the results is to be forwarded to the Board by the 31 May each year.
3. Each year the Survey Committee will undertake the following surveys in relation to the annual international Training Seminar:
  - A survey of seminar delegates (including both those attended in person and virtually)
  - A survey of seminar sponsors and exhibitors
  - A survey of speakers/trainers
  - An evaluation of all classes.

Where possible the committee should try and keep the questions for each of these surveys as similar to those used in previous years to enable the current results to be benchmarked against those of previous years.

A report analysing the findings each survey should be submitted to the Board by 30 November each year.

4. The Survey Committee should provide advice and assistance to any other IAATI Committee, Branch or Chapter that seeks to undertake their own survey. The advice should cover the design, administration or analysis of their survey, assistance with designing the questions so they can be matched to previous surveys (where appropriate), and respondent sampling and providing feedback to respondents. The Survey Committee should provide advice re the timing of such surveys to avoid potential issues of members/ sponsors etc. being over inundated with requests to participate in surveys.
5. The Survey Committee must maintain documentation in the Association's File Library relating to all surveys they have undertaken. This includes details of methodologies, copies of the questionnaires, and final reports so they can be used by future committees to replicate the questions and benchmark future results, where appropriate.
6. The committee should monitor the latest software and technologies for collecting feedback and provide advice and recommendations to the board as and when required.

## AJ. Vehicle Identification Committee

In keeping with IAATI goals of fostering vehicle investigation and training, this committee will focus on vehicle identification trends and best practices to relay to IAATI membership.

### Section 1: Membership:

- The committee shall be comprised of a committee chairperson or co-chairs, at least two delegates appointed by the President, and additional delegates as selected by the chairperson/co-chairs. One representative shall be appointed by the Vehicle Identification Award sponsor.
- The committee chairperson/co-chairs will be member(s) of the Executive Board, and the delegates may be selected from the Executive Board or from the general membership.
- Delegates will represent automobile OEMs (Original Equipment Manufacturers), aftermarket manufacturers, data service providers, vehicle identification specialists and other LE/third party/industry stake-holders with a vested interest in the identification of vehicles under investigation.

### Section 2: Committee Purpose:

- Encourage operational cooperation amongst its members in support of vehicle crime investigation.
- Compare vehicle identification techniques being utilized by investigators in the field.
- Categorize and promote identification features and services being offered by the parties.
- Encourage engagement with IAATI as members and SMEs (Subject Matter Experts) who provide appropriate vehicle identification training through IAATI venues.

### Section 3: Duties:

- The chairperson/co-chairs will convene committee conference calls and/or face-to-face meetings periodically throughout the year to perform the functions set out in Section 2.
- The chairperson/co-chairs will submit Vehicle Identification Committee reports within a timely manner as directed by the IAATI Executive Director/Board.
- The chairperson/co-chairs and/or designate will keep IAATI informed of committee concerns, requests, suggestions, emerging vehicle identification trends and other vehicle crime subjects affecting committee or IAATI members.

- The committee periodically will publish a summary of its findings, lessons learned, etc. via IAATI communications channels, as appropriate.
- The committee will select a recipient of the Vehicle Identification Award annually.
- Every two years the committee will review and update, if necessary, the sections relating to vehicle identification in the Association's certification manual.

**Section 4: Topics of interest may include:**

- Component/part marking techniques and trends
- Vehicle labelling methods
- Electronic traceability methods and procedures
- Analysis of audio/video/photographic evidence
- Additional forensic analysis as it affects identification
- Infrastructural systems aiding in identification (e.g. LPRs)
- Data service providers (e.g. Numerica) that assist with identification

## Chapter 9 – IAATI Awards Committee

### A. A.T. Phillips Memorial Award

(Discontinued after 8 years of inactivity August 21, 2014)

This award will be co-sponsored by State Farm Insurance Company. This award will be made solely upon recommendation of a committee. It will be awarded to an individual or an entire investigative unit of ANY insurance carrier provided the individual or unit members are full-time employees of the carrier. The award shall be made in recognition of outstanding efforts resulting in the apprehension and/or detection of those individuals responsible for vehicle theft related criminal acts against the insurance industry.

#### Section 1: Rules

- a. Committee to be appointed by the President, consisting of five (5) members. Four (4) members shall have a primary background in the insurance industry. One(1) member shall have a primary background in law enforcement. The chair shall be selected from the four (4) insurance industry members. All committee members shall be members of IAATI.\*

*\*Added/Changed 1995*

- b. Copies of the entire case history with specifics as to the exact responsibilities of the nominee shall be forwarded along with the nomination.
- c. The award shall be an appropriately designed plaque.
- d. Although intended to be an annual award, nothing shall preclude not presenting an award in any given year or the awarding of multiple awards within a year if so deemed by the committee.
- e. The committee chair will be responsible to notify each nominee's department head or individual supervisor, of the nominee's accomplishments, which led to their nomination.

#### ENDORSEMENTS

1. Contact was made with Mr. G. Robert Mercherle, Claims Vice President of State Farm Insurance, Bloomington, IL. Mr. Mercherle stated that State Farm would be receptive to support the program and would underwrite the award cost.
2. Contact was made with Mrs. Anne Phillips, widow of the late A. T. Mrs. Phillips was also very supportive, and grateful, to have an award named in memory of her late husband

**Section 2:** It will be the duty of the Chair to provide the Executive Director of IAATI, the award winner, the nomination used to win the award, and an article on the award winner (for the APB and the E-News) by June 1 prior to the Seminar.

## B. IAATI Award of Merit

**Section 1:** The award shall be called IAATI Award of Merit.

**Section 2:** The award was created in 1992 in order to honor a person, group, department or company in recognition for outstanding contribution in the area of vehicle theft investigation or prevention.

**Section 3:** Nominations for this award may come from any source but must be directed to the chair of the award committee. The cut-off date shall be May 1.

**Section 4:** The committee shall be appointed by the President.

**Section 5:** The award shall be presented at the Annual IAATI Training Seminar. If the intended recipient is not in attendance, the award shall be presented by a member of the board at a later date. While this award is intended to be a annual award, nothing requires such, nor precluded more than one yearly award if deemed appropriate.

**Section 6:** It will be the duty of the Chair to provide the Executive Director of IAATI, the award winner, the nomination used to win the award, and an article on the award winner (for the APB and VCT) by June 1 prior to the Seminar.

## C. IAATI Directors Award

**Section 1:** This award shall be known as the IAATI Directors Award.

**Section 2:** This award was created in 1985. This award will be given to an individual(s) and it is intended to honor any member(s) who have distinguished themselves by giving extraordinary service to IAATI and by promoting the objectives in Section 3, Article 1 of the Constitution. It is an award chosen by the IAATI Directors and may be bestowed to any IAATI member.

**Section 3:** This award is to be funded by IAATI and the winner will receive a physical award with his or her name and date of award.

**Section 4:** The committee shall be comprised of a Chairperson appointed by the President from amongst active Directors, and all Directors from the International Board of IAATI. Selection of award recipients shall be made by the Directors and the Chairperson will only vote in the event of a tie between nominees.

The committee shall review all nominations and provide the Chairperson with a decision prior to the June 1 deadline.

**Section 5:** It will be the duty of the Committee Chairperson to provide the Executive Director of IAATI, the award winner's details, a copy of the nomination used to win the award, and an article on the award winner (for the APB and/or Vehicle Crime Today) by June 1 prior to the annual seminar.

**Section 6:** Nominations for the 'Directors Award' may be submitted by anyone or any organization via the Committee Chairperson and Executive Director.

## D. IAATI Heavy Equipment Award

**Section 1:** Name- This award shall be known as the International Association of Auto Theft Investigators Heavy Equipment Award, or IAATI Heavy Equipment Award.

**Section 2:** History- This award was created in 2009 and is intended to honor any person possessing the qualifications of an active member of (IAATI), although membership is not a prerequisite, who has in some way distinguished themselves in the field of off-road (farm and construction) equipment investigation / recovery. It is not intended that it be awarded to anyone other than actual field investigators or first line supervisors of field investigators.

**Section 3:** Selection- Selection of award recipients shall be made by a committee of at least (5) persons, which shall include the Chair of the Heavy Equipment Theft Committee, International Association of Auto Theft Investigators, and should include other interested parties (if requested and available to serve). The Chair of IAATI Heavy Equipment Theft Committee shall act as Chair of this Committee.

**Section 4:** Nomination- Nominations for this award may come from any source but should be made known through the regular communications or publications of IAATI. Cut-off time for nominations for any given years' award shall be 1 May.

**Section 5:** Presentation- Presentation of this award shall be made at the Annual Training Seminar of IAATI, and should be made by a representative of IAATI. While it is intended to be a yearly award nothing requires such, nor precludes more than one yearly award if deemed appropriate.

**Section 6:** It will be the duty of the Chair to provide the Executive Director of IAATI, the award winner, the nomination used to win the award, and an article on the award winner (for the APB and VCT) by June 1 prior to the Seminar. Added 8-09

## E. NICB Award of Excellence

(Amended August 2010)

**Section 1:** This award shall be known as the "NICB Award of Excellence".

**Section 2:** This award was created in 2005 as a joint venture between the National Insurance Crime Bureau (NICB) and the International Association of Auto Theft Investigators (IAATI). It is intended to recognize any law enforcement person(s), unit or department, who has distinguished themselves in area of vehicle theft investigations, making a significant impact involving dismantlement and prosecution of a vehicle theft ring or chop shop.

**Section 3:** Selection of award recipients shall be made by a committee of at least three (3) persons appointed by the current president of IAATI. At least one member of the Committee will be an NICB representative. The Chair of the Committee will be a current member of the Executive Board of IAATI. A request for nominations which shall include qualifications for the award shall be made by the committee to NICB on or about March 1.

**Section 4:** Nominations shall be submitted by the NICB selected from but not limited to the NICB Top 25/Major Cases that have culminated during the current or previous year. Nominations will be submitted for the Law Enforcement person(s), unit or department with whom the local NICB Agent has assisted in the case. Nominations for any given year's award shall be submitted no later than May 1. Award recipient/s shall be chosen by June 1.

**Section 5:** Presentation of this award shall be made at the annual training seminar of IAATI and should be made by the President/CEO of the NICB or his designee and the Committee Chair of the NICB Award of Excellence. While it is intended to be an annual Award, nothing requires such when in the opinion of the NICB Award of Excellence Committee a qualified entry does not exist.

**Section 6:** It will be the duty of the Chair to provide the Executive Director of IAATI, the award winner, the nomination used to win the award, and an article on the award winner (for the APB and VCT) by June 1 prior to the Seminar.

## F. Raymond Dreher Memorial Award (Updated 1/23/25)

Section 1: This award shall be called the Raymond W. Dreher Memorial Award.

Section 2: This award is in memory of Lieutenant Raymond W. Dreher, Missouri Highway Patrol, and nineteenth (19th) president of this Association. Lieutenant Dreher was appointed to the Missouri Highway Patrol on July 1, 1946, and retired due to health reasons. On September 2, 1980, while still in hospital in Jefferson City, Missouri, he passed away after a long illness. Ray, as he was known to his many friends in the association, joined IAATI in 1959, and was actively involved in all phases of the Association and to the Missouri Highway Patrol is remembered through this award.

Section 3: This award shall be given to the Association members who have distinguished themselves by services to the Association, or for other outstanding acts in the vehicle theft field. It is not necessarily intended to be a yearly award, nor does this preclude more than one award being given in extraordinary services to the Association and not those services normally required of Association members, or for other significant acts that bring favorable credit to the Association or its members.

Section 4: Nominations for the award should be sent to the Committee Chair and Executive Director no later than May 1<sup>st</sup> of the current year and may be submitted by anyone or any organization. The selection of potential candidates shall be made by a five (5) member committee as appointed by the President.

Section 5: It will be the duty of the Committee Chairperson to provide the Executive Director of IAATI, the award winner's details, a copy of the nomination used to win the award, and an article on the award winner (for the APB and/or Vehicle Crime Today) by June 1 prior to the Seminar.

Section 6: The award shall be presented at the banquet during IAATI'S annual international seminar whenever possible by the committee chair or by the committee chairs designee.

## G. IAATI/AGC Award

**Section 1:** Name- This award shall be known as the Associate General Contractors of America/International Association of Auto Theft Investigators Award, or AGC/IAATI Award.

**Section 2:** History- This award was created in 1985 as a joint venture between the Associated General Contractors of America (AGC) and the Association (IAATI). It is intended to honor any person possessing the qualifications of an active member of (IAATI), although membership is not a prerequisite, who has in some way distinguished themselves in the field of off-road (farm and construction) equipment investigation / recovery. It is not intended that it be awarded to anyone other than actual field investigators or first line supervisors of field investigators.

**Section 3:** Funding- This award is to be funded by the Associated General Contractors of America.

**Section 4:** Selection- Selection of award recipients shall be made by a committee of at least (5) persons, which shall include the Chair of the crime Prevention Committee, Associated General Contractors of America and the Chair of the heavy equipment Theft Committee, International Association of Auto Theft Investigators, and should include other interested parties from both groups. The Chair of IAATI Heavy Equipment Theft Committee shall act as Chair of this Committee.

**Section 5:** Nomination- Nominations for this award may come from any source but should be made known through the regular communications or publications of both AGC and IAATI. Cut-off time for nominations for any given years' award shall be 1 May.

**Section 6:** Presentation- Presentation of this award shall be made at the Annual Training Seminar of IAATI, and should be made by a representative of both AGC and IAATI. While it is intended to be a yearly award nothing requires such, nor precludes more than one yearly award if deemed appropriate. Nothing shall preclude a subsequent appearance by the recipient or recipients before any body of AGC.

**Section 7:** It will be the duty of the Chair to provide the Executive Director of IAATI, the award winner, the nomination used to win the award, and an article on the award winner (for the APB and VCT) by June 1 prior to the Seminar.

**Section 8:** After the 2008 award announcement, continuation of the award was discontinued due to lack of funding from the Association of General Contractor's. This section will be left in the SOP for historical purposes only. Added 8-09

## H. 3M Vehicle Theft Investigators Award

(Discontinued in 2005)

**Section 1:** This award shall be known as the "3M Vehicle Theft Investigators Award".

**Section 2:** This award was created in 1989, as a joint venture between the 3M Company and the Association (IAATI). It is intended to honor any person or unit possessing the qualifications of an active member of IAATI, although membership is not a prerequisite, who has in some way distinguished themselves in vehicle theft investigations where VIN labels played a significant part of the success of the investigation. The winner or unit representative will receive a 3M sponsored trip to the annual IAATI conference. A \$1500.00 award will be made to a charity designated by IAATI in recognition of the recipient.

**Section 3:** This award will be funded by the 3M Company - Minnesota.

**Section 4:** Selection of award recipients shall be made by a committee of at least five (5) persons named by the current president of IAATI. Their recommendation shall then be reported to the executive board, who may have final selection rights.

**Section 5:** Nominations shall be submitted by a person (s) seeking said award and shall be endorsed by a supervisor or commanding officer of their respective department or agency. Nominations shall also contain a photo (3x5) of the award candidate. The cut off time for nominations for any given year's award shall be May 1.

**Section 6:** Presentation of this award shall be made at the annual training seminar of IAATI and should be made by a representative of the 3M company and the chair of the IAATI/3M Award Committee or his/her designee. While it is intended to be an annual award, nothing requires such, when in the opinion of the 3M Award Committee, a qualified entry does not exist.

**Section 7:** Subsequent to the 2003 award announcement, continuation of the award was discontinued due to the Federal government's lack of enforcement of their own standards for component parts marking and reprioritization of 3M's resources. This section will be left in the SOP for historical purposes only.

## I. IAATI/Lo-Jack Award

(Discontinued in 2005)

**Section 1:** The award shall be called the IAATI/LO/JACK Award.

**Section 2:** The award was created in 1993 in order to honor the law enforcement officer(s) whose efforts, in conjunction with the use of any electronic tracking device, make the most significant impact on the recovery(s) of stolen vehicle(s).

**Section 3:** The committee, appointed by the current IAATI president, shall consist of five (5) members, including a representative of the Lo-Jack Corporation. The committee shall have the sole discretion in determining the recipient of the award.

**Section 4:** Nominations shall be made to the appointed chair, with a cut-off date for any year's award being May 1.

**Section 5:** The winner of the award shall be sponsored by Lo-Jack to attend the IAATI Training Seminar. In honor of the recipient, a fifteen hundred dollar (\$1,500.00) donation will be made to a charitable organization designated by The Executive Board of IAATI.

**Section 6:** The award shall be made at the IAATI Annual Training Seminar shall be made by a representative of Lo-Jack and the chair of the committee or their designee.

**Section 7:** The award was discontinued after the 2005 Seminar, Beginning in 2006; the Lojack/IAATI Award will be switched from one award at the International level to several awards at the branch/chapter level. The award will be given out at regional seminars as of May 2006. This section will be left in the SOP for historical purposes only.

## J. IAATI Component Parts Markings Award

**Section 1:** This award shall be known as the "IAATI's Vehicle and Equipment Component Parts Markings Award" ("Award").

**Section 2:** This Award is intended to honor and recognise any person or unit ("the Recipient") possessing the qualifications of an active member of IAATI, membership is not a prerequisite, who has in some way distinguished themselves with initiative and/or in vehicle and equipment theft investigations where vehicle and equipment component parts marking played a significant part of the success of the investigation or was a significant focus of the initiative.

Component parts marking is defined as including but not limited to OEM VIN labels, aftermarket secondary markings or micro-dot technology, detection and application.

The Award will be supported by an individual or organisation. ("the Award Supporter").

The Award Supporter shall be approved by the Executive Board.

The Recipient will:

- receive recognition at the International Annual Training Seminar Awards night with a Plaque being funded and presented by the Award Supporter.
- will be able to send a representative to the IAATI International Annual Training Seminar where they will present on the award-winning case.

**Section 3:** This award will be funded from 2018 by Recoveri's Tag What's Yours.

**Section 4:** Selection of the Recipient shall be made by a committee known as the IAATI's Vehicle and Equipment Component Parts Markings Award Committee (The Committee) of at least five (5) persons named by the current president of IAATI.

The Committee shall comprise of:

- A Director of IAATI as Committee Chair,
- An Associate Director of IAATI,
- Two members at large of whom are not affiliated with the Award Supporter, and
- One representative appointed by the Award Supporter.

The Committee Chair shall have the deciding vote in the event of a tied decision and submit the Nomination to the executive Board for ratification of their decision.

**Section 5:** Nominations shall be submitted by any interested party.

Nominations will include:

1. the background of the investigation and/or initiative,

2. list all parties and agencies involved;
3. the outcome.
4. The reasons why this investigation/initiative is worthy of the Award.
5. a one page article (the Article) about the Award, presented in a fashion to enable the Article to be published in the APB, Vin, web site or any IAATI publication to members.
6. contain a photo (3x5) of the award candidate
7. the name of the person able to collect the Award at the Awards Banquet.

It is the responsibility of the nominating body to ensure that the circumstances and material presented for the Award are not subject to sub judice.

The Nomination shall be received by the Committee prior to the 1 May of each year or as otherwise agreed.

**Section 6:** Presentation of this award shall be made at the annual training seminar of IAATI. While it is intended to be an annual award, nothing requires such, when in the opinion of the Committee, a qualified entry does not exist.

All nominations that have been accepted but did not win the award are offered the opportunity to submit their article which IAATI may publish in one of their publications on an International or local regional basis. This still provides recognition for the efforts made and provides interesting/educational content for the IAATI membership.

**Section 7:** This Award was previously known as the IAATI 3 M Award, which was discontinued in 2003 and then reactivated in 2011 by the Avery Dennison Corporation which was discontinued in 2013. It is being reinstated in 2017 as the IAATI's Vehicle and Equipment Component Parts Markings Award to assist in capturing successful data on the use of component part markings. This critical data is not being captured through Uniform Crime Reports and will allow IAATI to document the numerous cases that have aided law enforcement in the identification of stolen motor vehicles where component part markings played a significant part in the success of the investigation. This information will be supplied on request and disseminated to relevant traffic agencies such as the National Highway Traffic Safety Administration (NHTSA) and others around the globe, to be used as evidence that vehicle and component part markings are a solution and play a critical part in the recovery and identification of parts and vehicles.

**Section 8:** List of recognised and verified Components Parts Marking Solutions. The provision of the Award is not limited to these recognised solutions.

OEM:

- VINs, ID marks, OEM electronic parts marking

Aftermarket:

- Etching or Branding Solutions
- Electronic Parts Marking RF Tags
- Microdots

- DNA Fluids
- UV Light Markings

## K. The IAATI Insurance Investigator of the Year Award

**Section 1:** This award shall be called the IAATI Insurance Investigator of the Year Award

**Section 2:** This award was created in 2014 in order to recognize and honor an insurance professional (individual or group) for his or her outstanding contribution in the area of vehicle theft investigation or insurance fraud investigation.

**Section 3:** Nominations for this award may come from any source and should include details of case which supports the nomination. Nominations must be directed to the IAATI Executive Directive by May 1.

**Section 4:** The winner will be determined by a committee appointed by the President.

**Section 5:** The award shall be presented at the annual IAATI Training Seminar. If the intended recipient is not in attendance, the award shall be presented by an IAATI representative at a later date.

**Section 6:** While this award is intended to be an annual award, nothing requires such, nor precludes more than one yearly award if deemed appropriate by the committee.

**SECTION 7:** It will be the duty of the committee chair to provide the Executive Director with the name of the award winner and to submit a written summary to the editor of the APB and VCT by June 1.

## L. President's Award

The President's Award was created in 1985. It will be presented at the discretion of the President to any person(s) or organization(s) to recognize and honor a significant and sustained contribution to IAATI or to the prevention, detection, investigation or prosecution of vehicle related crime.

The standard for the President's Award is exceptionally high, and with the exception of the Raymond H. Dreher Memorial Award, it is considered one of IAATI's most prestigious awards. Recognizing this importance, it should normally be presented during the annual international seminar banquet dinner.

The International President has the sole discretion to:

- Determine the criteria for the basis of his or her selection;
- Determine the number of recipients (up to a maximum of 3 individuals or groups), or if no award will be presented in a calendar year;
- Select the recipient(s) of the award.

While the President is free to determine the specific criteria he/she will base his/her decision on, it may include those that have (sometimes behind the scenes):

- Best demonstrated, within their local branch/chapter or at the international level, the values that define and shape the Association and serve as a role model for IAATI;
- Provided exceptional support and assistance in helping their IAATI colleagues or the Association reach even higher levels of achievement;
- Displayed exemplary commitment to IAATI and its goals to help educate and assist those combatting vehicle crime;
- Offered innovative approaches to the fulfillment of IAATI's mission that have had an enduring impact on the Association;
- Demonstrated unexpected, unusual, or a new/high standard of excellence above and beyond what is normally expected in their job or position;
- Provided consistently outstanding service to the Association through work on boards, committees, as a volunteer or as a trainer/speaker at our training events;
- Demonstrated leadership by chairing committees, mentoring others, serving as a role model, and/or using originality and creativity to enthusiastically and collaboratively develop strategies that enhance IAATI or its members;
- Contributed to IAATI by nurturing positive and respectful interactions with our members and/or industry to promote enthusiasm, involvement and/or cooperation with IAATI.

### **Who may nominate:**

- With the exception of self-nominations, there are no restrictions on who may submit a nomination. The nominations may be submitted by a member, non-

member, company or organization.

- All Branch and Chapters Boards, and Committee Chairs are encouraged to actively identify and submit nominations for any members or organizations, who through their interactions at either a branch/chapter or international level, are worthy of recognition.
- In addition, Chairs of other Award Committees are encouraged to forward any nominations that they have received that they believe may be worthy of recognition by the President.
- Prior nominees who were not selected to receive the award, are eligible to be nominated again in subsequent years.
- Whenever possible the nominee should not be informed that they are being nominated, and if selected as a recipient, they should only be advised of such prior to the awards presentation ceremony, if it is considered, they are unlikely to attend the banquet dinner or seminar opening ceremony.

The President will have the sole responsibility for selecting any recipients each year but may consult with others before reaching a decision. Since the President may not be familiar with those nominated, it is recommended that all nominations be as descriptive as possible and include as much substantive evidence as possible.

Nominations for the award should be sent to the International President and International Executive Director before the published deadline.

It will be the duty of the President to provide the Executive Director of IAATI, the award winner's details, a copy of the nomination used to win the award, and an article on the award winner (for the APB and/or Vehicle Crime Today) by June 1 prior to the seminar.

## Chapter 10 – Training Coordinator

Included in:

Chapter 2, Section 2 & 3

Chapter 3, Section 6 & 7

Chapter 4

Chapter 6, Section 2

## Chapter 11 – Electronic Mail

**Section 1: Purpose and Scope** Electronic mail or e-mail is a feature of computer networks designed to facilitate the timely sharing of information and documents. E-mail is used regularly by the IAATI Executive Board. This Chapter contains the guidelines for e-mail communication among IAATI Board members.

**Section 2: E-mail Security:** 100% security of e-mail memos does not exist. Sensitive material should not be forwarded via e-mail.

**Section 3: E-mail Rapidity:** Since e-mail is designed for convenience. E-mail may not result in an immediate response. Consider use of the telephone for matters of extreme urgency.

**Section 4: E-mail Etiquette:** When using e-mail to communicate with IAATI, consider the following application:

- a. Do not use all UPPERCASE letters in your e-mail messages as this is considered SHOUTING!
- b. Do not overuse fonts, colors and clipart in e-mail messages. This also may be considered as SHOUTING or “flame” mail.
- c. Use descriptive subject headings and always use the subject field. Keep subjects short and to the point.
- d. D. Be brief and succinct.
- e. E. Review your message before sending, paying attention to grammar, punctuation and spelling.
- f. Avoid humor and sarcasm in official memos.
- g. Summarize that to which you are responding. Include appropriate quotes from the original message.
- h. When sending important memos, request an acknowledgement of receipt.
- i. When receiving important memos, acknowledge receipt.
- j. Do not download material from an unknown source.

## Chapter 12 – Code of Ethics

**Section 1:** Purpose and Scope: IAATI's effectiveness requires that actions of its members be impartial; that organizational decisions and policies be made through the proper channels of the organization's structure; that the membership and offices held in the organization not be used for personal gain; and that there is confidence in the integrity of the organization. The purpose of this Code is to establish ethical guidelines of conduct for all organizational members by setting forth those acts or actions that are compatible with the best interest of the International Association of Auto Theft Investigators and its members.

**Section 2:** Adoption: The adoption of this Code of Ethics will, with cooperation, improve the attitude and practices of our members; minimize injustice or the perception of injustice and heighten public confidence in our organization and its members. All members of the International Association of Auto Theft Investigators are required to abide by this Code of Ethics.

**Section 3:** Distribution: The code of ethics shall be distributed in the following manner: Included in any publications of the APB, maintained on the IAATI Web site and contained in programs for annual seminars.

### **Section 4: Code:**

#### **Preamble**

This Code of Ethics presents the principles of the International Association of Auto Theft Investigators (IAATI). The purpose of IAATI is specified in Article 1 section 3 of its Constitution.

It is a requirement of members of IAATI that they comply with this Code of Ethics, as specified in Article 2 section 5 of IAATI's Constitution.

#### **Aim of the Code of Ethics**

It is recognized that the members' competence and knowledge reflects their respective abilities and qualifications. The following professional standards and expectations establish the guidelines and procedures that will permit an IAATI member to act in an ethical and objective manner, thereby upholding the integrity of the Association and its members.

The Code of Ethics sets out the core principles and values by which members of IAATI will conduct themselves in the course of their work and as members of IAATI. It provides members with broad guidelines to help them deal with ethical issues that arise during their professional life.

IAATI holds paramount that the fundamental responsibility of each member is to provide impartial professional judgment. Each member must strive to give the highest calibre of

professionalism in all dealings with, fellow IAATI members and those they deal with in the daily work.

### **Statement of values**

In their professional and official life, members will conduct themselves with:

- integrity
- professionalism and competence
- respect for confidentiality
- avoidance of conflicts of interest
- respect for IAATI, its principles and its members.

### **1. Integrity**

Members of IAATI will:

- Conduct all work with honesty, integrity and objectivity, and in good faith, exercising due skill, care and diligence.
- Accurately represent their qualifications, training and experience.
- Conduct their personal and official lives so as to inspire the confidence of the public.
- Use their knowledge and skills for the enhancement of the industry and their profession.
- Avoid alliances with those who practises are inconsistent with IAATI Code of Ethics or IAATI purpose.
- Shall, at all times, display the highest standards of integrity and be beyond reproach.

### **2. Professionalism and competence**

Members of IAATI will:

- Comply with IAATI's Constitution, policies and this Code of Ethics.
- Perform work in accordance within all appropriate, local, national or international laws.
- Use only legal and ethical means to obtain information.
- Communicate respectfully with colleagues, employers, officials, victims, other members of IAATI and individuals you come into contact with as part of your work and/or IAATI interactions.
- Demonstrate a commitment to professional development including continue to update and enhance their technical knowledge and skills by training, study, and the sharing of information and experiences with my fellow professionals and fellow IAATI members.
- Not negligently, maliciously or willingly injure directly or indirectly the reputation, prospects or business of another member of the Association.

### **3. Respect for confidentiality**

Members of IAATI will:

- Maintain and respect client and member confidentiality.
- Comply with all applicable privacy requirements.

- Respect the sensitive nature of any confidential or proprietary information made known or available to them and exercise the care required to prevent the unlawful or improper disclosure of such information.
- Use official or sensitive information that comes into their possession in accordance with the legislative and regulatory standards, the instruction of their employer
- or the specific instructions of the source.

#### **4. Avoidance of conflicts of interest**

Members of IAATI will:

- When serving as an officer or appointed to any IAATI board or committee, disclose to the President any actual or potential conflicts of interest at the earliest available opportunity.
- Openly declare potential conflicts of interest, and undertake work only where conflicts of interest will not actually or potentially threaten the integrity of their work or their decisions.
- Avoid actual or potential conflicts of interest.
- Ensure the interests of family members, friends or associates do not influence the performance of their duties in their employment or any role within IAATI.

#### **5. Respect for IAATI, its principles and its members**

Members of IAATI will:

- Conduct themselves in a manner that does not damage the good standing and reputation of the Association.
- Uphold the reputation of IAATI, and maintain a supportive public attitude towards IAATI.
- Carefully avoid any practice that is contrary to the law or would discredit the member, and/or the Association.
- Not do anything to bring discredit or harm the reputation of IAATI.
- Not make statements claiming to represent the views of IAATI without IAATI's consent.
- Treat others with courtesy, respect and dignity and not discriminate directly or indirectly against gender, race, culture, age, marital status, ethnic or social origin, sexual orientation, religion, believe, culture, language, birth or disability.
- Notify IAATI of any change in their personal or professional status that may impact on their position as an IAATI member, including any criminal charges.
- Strive to encourage other industry practitioners to apply similar standards in their professional conduct to those that IAATI members expect of themselves.

#### **Breach of the Code of Ethics**

Any person accepting membership in IAATI agrees to abide by the Association's rules, policies, and Code of Ethics. Members found to be in breach of the Code of Ethics may be subject to disciplinary measures as set out in Article 2 section 4 of IAATI's Constitution.

## Chapter 13 – Mission Statement

**Section 1: Purpose and Scope:** This Mission Statement is to declare to the members of the International Association of Auto Theft Investigators (IAATI), and other interested parties, the tasks with which the organization is charged. IAATI has based its Mission Statement on the objectives of the Association, provided by the Constitution and By-Laws, Article 1, Section 3.

**Section 2: Adoption:** Adoption of this Mission Statement will provide members of IAATI and other interested parties a clear understanding of the basis of the organization.

**Section 3: Distribution:** The Mission Statement shall be distributed in publications of the APB, maintained on the IAATI Web site and contained in programs for annual seminars.

**Section 4: Mission Statement:** To provide a global approach in vehicle theft deterrence, investigation, recovery and its kindred crimes  
(Amended January 23, 2014)

**Section 5: Vision Statement:** To be the recognized global leader in vehicle crime prevention, as well as a leading provider of vehicle theft related expertise and training.

**Values:** Integrity, Commitment, Professionalism, Collaboration

- **Integrity**–We always do what is right
- **Commitment**–We do what we say we are going to do
- **Professionalism**–We encourage high professional standards for our members and affiliates
- **Collaboration**–We work together for the greater good of the organization, sharing our collective knowledge, exchanging technical information and new developments related to auto theft and encouraging networking among our members and chapters to keep everyone informed

(Amended January 23, 2014)

**Section 6:** The Board shall set achievable goals and deliverables annually following the annual seminar based on the recommendations of the incoming President

## Chapter 14 – Voting Procedures

1. The usual method of taking an AGM vote is by electronic means to accommodate in-person voting, whether in physical or virtual attendance.
2. For non-AGM votes, including Board votes, the President or designee may determine the method for voting that may include either by voice, stating “aye” or “no”, or by a “show of hands”, or by “raising the right hand” as it is so called, and/or by electronic voting.
3. Where a vote requires a specific proportion of the votes to pass, that proportion shall be determined by the number of votes cast and not based on the number of member present at the start of the meeting.
4. Any member with voting rights may request a vote to be a ‘counted’ vote.
5. When conducting meetings using video conferencing tools the meetings should be recorded so we have a record of the results of any online polls and voice votes.
6. For votes relating to an election of a board position then all candidates’ names should be listed on the electronic ballot paper in alphabetical order based on their surname.
7. The electronic election ballot should clearly state the board position the vote relates to (i.e. Director) and the maximum number of candidates that may be selected (i.e. 10).
8. Members can select less than the number of candidates than required, but any ballot paper that contains more than the maximum number of selections will be declared informal and not counted.
9. Members should be allowed a minimum of 90 seconds to cast their vote. For votes in an election that require members to select more than one candidate, the time allowed to cast their vote should be a minimum of three minutes.

## Chapter 15 – Travel Policy & Guidelines for Board and Committee Members

### Introduction:

IAATI recognizes the need for members of its International Board and Committees to travel on official business. IAATI is committed to ensuring that all travel and related services are procured as cost effectively and efficiently as possible whilst ensuring the safety and wellbeing of staff.

This policy documents the conditions under which all travel should be approved and booked. It applies to all travel on behalf of the International Board and its committees and all travel arrangements including domestic and international travel.

The purpose of this policy is to ensure that:

- IAATI officials have a clear understanding of the requirements of this policy in relation to travel protocols and administration;
- IAATI achieves the maximum value for money; and
- Effective, efficient and consistent travel management is introduced across the board.

All travel and accommodation arrangements must comply with these Standards.

Note: this policy applies only to travel undertaken and paid for by the International body. Travel conducted on behalf of the individual branches and Chapters may be covered by their own Branch or Chapter Policies.

### Approval Process

All travel undertaken by International Board Members or members of any Committee that reports to the International Board, and is to be funded by the Association must adhere to the following guidelines:

1. Where there is no allocated budget for the travel the travel must be approved by the finance committee before any travel can be booked.
2. Where there is a budget allocated for the travel, the member can only book travel to the amount allocated by the budget. If the cost of the travel will exceed the allocated budget either:
  - a. The member is required to agree to compensate the Association for the amount over and allocated travel budget or
  - b. Apply to the Finance Committee for approval to exceed the travel budget.
3. All members are advised to check with the Executive Director or Treasurer as to the amount remaining in the allocated budget before booking any travel. As stated in 2

- a. above, if a member exceeds their annual travel budget they will be required to refund the excess within 30 days.
- 4. Applications for approval to exceed a travel budget is to be for exceptional circumstances only and would not normally be approved for planned travel.

### **Class of Travel and Accommodation**

- 5. IAATI will only pay for economy air/train/sea fares. If a member requests or books a higher grade fare they will be required to reimburse the Association the difference between the economy fare and the upgraded fare. When submitting their expense they should include both the receipt that they paid as well as a quote, obtained from the same company on the same day as the booking, for the economy fare.
- 6. When booking accommodation members are entitled to stay at the hotel where the meeting or training is being held but should book the most economical room available (generally a standard quality room). Where there is no accommodation at the meeting/training venue they should book the most economical room available at a suitable mid-priced hotel.

### **Travel Combining Business and Pleasure**

- 7. Members may travel with family members or extend their time away, however they will only be reimbursed for their personal fares, accommodation and travel insurance, etc. If they extend their travel plans the Association will only reimburse the member for the most direct fares to and from the meeting/seminar. Clear evidence of the cost for a direct fare for the member only must be provided to ensure transparency. This includes a quote from the same company obtained on the same day of the travel for the cost of a single person travelling direct to the meeting/training and directly home.

### **Travel Insurance**

- 8. All travel must be covered by travel insurance, the cost of which will be reimbursed by the Association. If a member books travel without travel insurance then they are required to reimburse IAATI all travel costs if they are unable to travel. Similarly they will not be entitled to claim for any additional expenses if they have commenced their travel and their plans change because of an event that would normally be covered by travel insurance.
- 9. If the member is travelling with a family member and takes out family cover travel insurance, and/or extend their travel for personal reasons, the amount of travel insurance reimbursed by the Association would be the insurance price had the member been travelling alone and did not extend their time away. In this case the member should submit two quotes for travel insurance. One based on travelling

alone and with no extension to their travel and a second with the price for travel covering any travelling companions and/or any extension to their travel.

10. Travel costs include the following any of the following:
  - Return air, bus, train, sea travel in order to get to from the members place of resident and the meeting.
  - Accommodation costs
  - Meeting or seminar registration costs etc.
  - Taxi fares -
  - Hire car (if essential)
  - Petrol, road tolls, parking expenses (for member's personal vehicle or hire car)
  - Visa costs (if applicable)
  - Meals while away
  - Travel insurance
  - Laundry and dry cleaning when travel is longer than four consecutive nights
  - Overweight and/or over-limit (up to two) baggage is allowed if the overage is due to Association equipment/material required for business
  - Excess applied to any insurance claim from their travel insurance
11. The following travel costs and out of pocket expenses are not reimbursed by IAATI:
  - Passport fees
  - Any travel power adapters you are required to purchase
  - Any sightseeing expenses while away
  - Alcohol
  - Movies (in-room and in-flight movies)
  - Newspapers or magazines
  - Costs for personal guests
  - Parking or traffic tickets
  - Cost of business clothing

### **Submission and processing of expenses**

12. All approved travel expenses will only be reimbursed after the submission of the appropriate receipts to the Executive Director. Where a member is travelling with a family member and/or extending their travel for personal reasons they must submit the cost of the fares/accommodation/ travel insurance etc. they paid, plus a quote from the same companies based on the most direct routes to and from the meeting/seminar. In relation to air/train/sea fares, these quotes must be dated within 24 hours of the date the fares were purchased, so a true comparison of the costs that IAATI would have incurred can be made.
13. All receipts should be submitted with 60 days of returning. If there is an outstanding travel insurance claim then, those receipts that the member does have should be submitted within 60 days of returning and the remaining receipts should be submitted as soon as they are available.

14. Any amount owed to the Association, for example any amount for an upgrade class of seat or for a travel costs that were not used and the member did not take out any travel insurance, are to be repaid to the Association within 30 days of their return or planned return date.
15. IAATI will cover any excess fee charged for an insurance claim relating to the member from their IAATI paid travel insurance policy.
16. The Member agrees to reimburse IAATI, within 30 days of receipt of any monies paid by their travel insurer to them for expenses that the Association has paid for.
17. Other than matters involving a travel insurance claim, any travel or out-of-pocket expenses submitted more than 60 days after the end of the travel are not considered reimbursable.
18. The Finance Committee is responsible for the approval of all out of pocket and travel expenses. The Finance Committee will review all expense submissions and refund the member all approved expenses within 30 days of receipt of the member's expense report.
19. When you wish to claim expenses there is a Microsoft Excel template that you must complete and send to the Treasurer and Executive Director. The template specifies the per diem allowance that IAATI pays including a breakdown for breakfast, lunch, dinner and incidentals. You cannot claim more than the per diem allowance, The per diem allowance is reduced to 75% on the first and last day of travel.
20. By submitting this expense form you certify that:
  - a) The amounts claims are a true and accurate record of the costs you have incurred, and you have only claimed for items you are entitled to as approved by the IAATI Travel Policy.
  - b) It excludes any costs for personal extensions to any official travel.
  - c) It excludes the costs associated with any family members or friends travelling with you.
21. If the travel policy has not been adhered to, you will be liable to repay any funding provided.
22. A copy of the spreadsheet can be downloaded from:  
<https://www.iaati.org/about/documentation/category/constitution--policies-and-procedures>

### **Member's Responsibilities**

23. It is a Member's responsibility to:
  - Book as early as possible in order to secure the lowest prices

- Check the itinerary to ensure the booking is correctly made; and
- Allow appropriate time to transfer to and from the airport to catch a flight and attend meetings.
- Obtain and submit all necessary receipts and documentation
- Submit with the time frames specified the reconciliation of their expense report and providing full documentation as verification of each expense.
- Reimburse any funds (if applicable) within the specified time frames

### **Breaches of the Policy**

24. Recipients of any IAATI funded travel are reminded that they should respect that they are travelling on behalf of the Association and represent IAATI. They should be professional at all times as their actions are being noticed by fellow members, sponsors, and other potential members and business partners. They should not be excessive in their travel claims as this limits the funds available to provide more services to the members.
25. Conduct which violates this policy is considered a breach of the Association's Code of Ethics and a complaint may be lodged with the Ethic Committee. Individuals who breach this policy are subject to appropriate disciplinary action by the Association, but not limited to one or more of the following:
  - Removal from the position on the Board
  - Suspension or termination of their membership;
26. In some circumstances, the Association may also report the person's conduct to external authorities such as their employer, the relevant Taxation Authority and/or Police Department.

### **Notes:**

#### **Passports and Visas**

Members traveling internationally should check that their passport is current with at least six month validity and three blank visa pages. The Association will not be liable to any costs associated with obtaining or renewing your personal passport.

Members should ensure they have any necessary visa (if required) and the correct type of visa well in advance of the scheduled departure date. Members should not rely on non-government websites for visa and passport information. Expenses associated with obtaining a visa may be reimbursed by the Association.

## **Combining Business and Personal Travel**

Recognizing that members are volunteers and travelling in their own time the Association allows members to add a personal leg to a business itinerary, and/or to travel with one or more family members provided:

- they clearly distinguish between the Association's and personal expenses and
- only claim for those costs that related to themselves and IAATI business.

## **Substitutions**

The Board does not support a substitution or exchange philosophy with regard to travel expenditures. If a member chooses a less expensive option, it would not be appropriate to utilize this "cost savings" somewhere else, particularly if it is personal in nature. All IAATI expenses must have a substantiated purpose and not present any optics issue which could be viewed in a negative way. Example: If you choose to stay at a friend's house while traveling on behalf of the Association, thus saving the IAATI lodging costs, you may not reallocate this cost savings to cover your meals while staying extra days for personal reasons, or to thank your host.

## **Parking and Driving**

The cost of parking whilst on business related travel is reimbursable. Valet parking is considered a personal expense and will not be reimbursed. The exception is where there is no alternative parking offered.

Driving and parking infringement penalties are not reimbursable.

## **Taxis**

The use of chauffeured luxury vehicles should be avoided. In instances where this type of transport is used, additional justification must be provided to show why it was necessary and represented value for money to the Association.

## **Alcohol**

Alcohol is not an allowable expense under this policy. Any consumption of alcohol during a meal, whilst providing hospitality or from a hotel mini-bar should be invoiced separately or itemized and paid as a personal expense.

Members are reminded that while on IAATI business they are representing the Association and as such the consumption of alcohol should be at responsible levels.

## Chapter 16 – Chapter and Branch Charters

When considering a request for recognition, the Executive Board must be satisfied that the applicant's proposed Constitution and By-laws are compatible with the Association's Constitution and that the establishment of the proposed branch/ chapter is in the best interests of the Association. In doing so and without limiting the factors which may be considered when conducting such an assessment, regard shall be had to the following:

- a. A clear reference must be made in the applicant's Constitution to its relationship with the Association and the Charter, together with an undertaking to comply therewith;
- b. The Constitution and By-laws must support the objectives of IAATI and must be compliant with the ethical principles upon which IAATI is founded;
- c. The Constitution must contain a provision that gives effect to Article 5, section 2 of the Association's Constitution that requires that all amendments to the Branch/Chapter's Constitution and By-Laws must be submitted to the Association for approval, prior to the amendment(s) being implemented.
- d. A provision to give effect to Article 4, section 4 of the Association's Constitution must be included in the proposed Constitution and provide that the Association's President and First Vice President are ex officio members of the Chapter/ Branch's Board and must consequently be invited to attend all Board meetings and receive all board correspondence and communications.
- e. Once a Branch or Chapter constitution has been approved by the International Board the Constitution should be issued the following certificate by the International President and Executive Director, and attached to the end of the constitution.



This version (*insert version number*) of the ..... Constitution has been reviewed and approved by the IAATI International Board on ..... (date).

Any subsequent amendments to this constitution will not come into effect until they have been reviewed and approved by the IAATI International Board and passed by a vote of the Branch/Chapter members.

Name:

Position: International President

Date:

Name:

Position: International Executive Director

Date:

## Chapter 17 – Meeting Protocols and Etiquette

The following guiding principles should be applied with respect to the procedures observed at all Board and Annual General Meetings (AGMs):

- Procedures should be fair and contribute to open, transparent and informed decision making
- Procedures should encourage appropriate participation in the affairs of the Association
- Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting
- Procedures should be sufficient for giving the members and decision-makers confidence in the deliberations undertaken at the meeting.

Unless otherwise stated elsewhere, meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is an effective manner for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to assist in making collective decisions in a cooperative and respectful way.

Please do not use Robert's Rules as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### **Electronic participation in meetings**

All Board Meetings, Annual General Meetings and Committee Meetings shall be conducted in a manner that allows individuals to participate by attending in person or by electronic means.

When voting on a matter, there are several methods available to assist in making the decision. A vote may be taken via:

- a. a show of hands, for in-person meetings
- b. if a member is participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative;
- c. via any form of electronic polling system as determined by the President.

## Visual or audio recording of meetings

All Board Meetings and Annual General Meetings may be recorded as needed to assist in the accurate recording of the minutes.

Attendees should be reminded of this, either as part of the meeting agenda papers, and/or at the start of the meeting. The Board may consider a motion for the electronic recording of a meeting to be paused for specific agenda items, if there is a need for confidentiality.

All recordings should be destroyed after the meeting's minutes have been confirmed as a true and accurate record at a subsequent meeting.

## Meeting Etiquette

1. The Meeting Chairperson or Executive Officer should send out notification of the planned meeting date, time and time zone in sufficient time in advance of the meeting. If required, the notice should also include the deadline for submission of all agenda items and and/or reports.
2. Any agenda items or reports submitted after the deadline will only be included at the approval of the Meeting Chairperson.
3. An agenda and meeting papers should be sent out at least 7 days prior to any meeting. As with any meeting, be sure to review all materials, reports, worksheets, etc., prior to the meeting. Be prepared to actively participate in the meeting. Your time, and the time of the other attendees is valuable, having done your preparation in advance will result in a more efficient meeting.
4. If you are unable to attend a meeting, please inform the Meeting Chairperson and Executive Officer via email or text message as soon as possible prior to the meeting.
5. Minutes of all meetings should be produced and distributed as soon as possible after the meeting. The minutes should include any action items which outline any follow-up tasks to be performed, their deadline and who is responsible for completing them. The production of minutes not only benefits those members who could not attend the meeting, but also serves to remind those present of all decisions and any action items assigned.
6. Minutes of all board meetings and AGMs should be uploaded to the members-only section of the website (general website or members-only section?) and marked as

either 'Approved' or 'Yet to be approved' reflecting whether they have been approved as an accurate record of the meeting. Minutes should be created using a standardized template and to include the above status of the report.

7. Respect your colleagues by being punctual and ready to start the meeting on time. If you expect to be joining the meeting late, please notify the Meeting Chairperson and Executive Officer prior to the meeting.
8. Be polite with your mobile phones and smart devices. It is not always necessary to turn your mobile device completely off, but please put it on mute/silent during the meeting so as not to disturb yourself and others. Do not attend to phone calls during the meeting unless it is an emergency. If you must answer a call during a meeting, please leave the room, or if attending electronically please ensure your microphone is muted and turn your video camera off to avoid distracting others.
9. At the start of the meeting, all participants should declare any conflicts of interest in relation to any agenda items. Depending on the nature of the conflict, the individual may decide to withdraw from any discussion and/or vote on the agenda item. If deemed appropriate, the Board may determine that the individual be precluded from any discussion and/or vote relating to the agenda item. Failure to declare a conflict of interest is a breach of IAATI's Code of Ethics. (Declaration of any conflicts of interest should be an agenda item at the start of all meetings.)
10. Participants should respect each other's contribution and not interrupt when someone is speaking. Meeting situations can sometimes create an excitable or animated environment, with passionate discussions and heated debate. Speak politely and do respect your colleagues, and let others finish talking before speaking yourself. If you have trouble remembering your thoughts, write down notes.
11. Be mindful of different personalities. Not everyone thrives in meeting environments. There are the outgoing, gregarious individuals that love open discussions and presenting, versus those perhaps more meditative in thought, precise and reserved. The latter can end up switching off in meetings, or feeling uncomfortable having their opinions raised. In these scenarios, it's good to consider how much pre-work can be expected in a business meeting. This is likely to be where the more introverted colleague can shine.
12. Participants should take turns talking and listen to their colleagues. Listening to what others say is crucial to any meeting situation. However, not only that, showing that you listen can make a difference too. Adjust your body language to show enthusiasm, even if you are participating via video chat. Research shows that being a good listener

can even make you a better leader, as indicated by The New York Times (March 15, 2018)

13. Avoid side conversations – It is simply impolite and rude to hold a side conversation while colleagues are trying to conduct a meeting.
14. Trying to multitask in a business meeting tells your colleagues that they are not as important as whatever you are doing and it's contagious. Focus, listen attentively.
15. Do not dominate discussions. As with interruptions, dominating the business meeting is not a welcome approach unless you are the meeting leader and it serves a specific purpose.
16. Do not deviate/digress from key points on the agenda. If you stray off topic from time to time, try to lead the conversation back to the main purpose. If the topic of conversation drifts for too long, everyone should be responsible for raising a hand, flagging it down, and bringing the topic back to the centre.
17. Please accept board decisions graciously, even if your view has been overruled.
18. Don't underrate the contribution you can make – or the contribution you should make during meetings. Do attempt to make an active contribution to debates and discussions.
19. Don't assume knowledge and be willing to answer any questions meeting participants ask, even if they appear naïve.
20. Please respect all confidences afforded to you in your role and don't discuss confidential information outside the boardroom.
21. Participants should act in a way that is fair and unbiased. Anger, rudeness, ridicule, obscene or profane language, impatience and lack of respect for others and personal attacks are not acceptable behaviour. Likewise, participants should not act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
22. Think about the age, demographics, background, gender, religion, cultural background etc. of your audience etc. People are not likely to listen to you if you are not catering your message to them.
23. Using humour is tricky and not always well-received. While humour can bring people together and help release tension in some circumstances, it may not always be well

received by all participants, and can sometimes cause unnecessary tension, especially where there is a wide range of diversity amongst the individuals present. As noted in points 21 and 22 above, participants should always avoid any jokes that may be considered discriminatory, or likely to offend others, so please think carefully before using humour in meetings.

24. Leave time for questions. It is an essential closing for every business meeting to both clarify any discrepancies and improve for next time. You will probably find that having a dedicated time slot for questions at the end is more productive than people constantly raising their hand and interrupting during the meeting.
25. Please be respectful that English is not necessarily the primary language of all participants and they may not always express themselves in English as well as others. Please be patient and try to focus on the underlying intention of their statements. If a participant is using an interpreter, please be patient and listen quietly while they interact with their interpreter.

### **Video Meeting Etiquette**

26. Think of a video meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:
  - a. If you have not used the Zoom before download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day such as mute/unmute your microphone, stop/start video, screen share etc. There are many good training videos online - watch one or a few prior to attending a Zoom meeting.
  - b. Set your video to “on” unless you are experiencing connection issues.
  - c. You should try to attend the meeting from a quiet area that has minimal background noise and movement. Zoom’s virtual background feature is an easy way to eliminate background distractions when you have to meet in a messy or busy location.
  - d. Prior to the meeting, check what your webcam is seeing. Avoid backlight from bright lights or windows. Have good lighting on your face so you can be seen clearly by the other attendees.

- e. Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
- f. Know how to mute your microphone or phone when not talking.
- g. Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.
- h. Join the meeting early. Show your respect for the other meeting attendees, join a Zoom meeting up to five (5) minutes before the scheduled start time.
- i. If you are sharing your screen, consider closing all other irrelevant programs and tabs on your computer.

## Chapter 18 – Policy on the use of the IAATI logo

The International Board has approved that individuals may use the IAATI logo in their signature block provided they also state their Membership number in the following format:

The IAATI logo may be used on company websites under the following conditions and or fees:

- Sole Trader: Free
- Less than 10 employees: \$250
- 10 or more employees: \$500

To seek permission for use of the IAATI logo companies should contact the International Executive Director or your local Branch/Chapter Executive Director.

Where the request to use the IAATI logo relates to a sponsor based in a particular region then any income generated will be split 50:50 between international and the specific Branch or chapter.

This fee will be reviewed each year by the Finance Committee

## Chapter 19 – INTERPOL Liaison Officer(4/25/24)

### Section 1:

#### Purpose

- a. In January 2024 IAATI signed an Agreement to work more closely with INTERPOL and to exchange information and training.
- b. It is a condition of this Agreement that specific details of this Agreement may not be released without the written permission of INTERPOL. For example, INTERPOL's logo may not be used by IAATI (including any of its Branches or Chapters) without first obtaining approval from INTERPOL, including details of how it is to be used.
- c. To ensure that IAATI adheres to all the conditions of the Agreement, it has been decided that all interactions with INTERPOL must, at least initially, be channeled through IAATI's INTERPOL Liaison Officer. During the initial term of the partnership Agreement, IAATI's INTERPOL Liaison Officer shall be its Executive Director.
- d. It is recommended that after the first 18 months of this Agreement, the Executive Board undertake a review of the Agreement, including but not limited to:
  - e. A summary of the number and types of interactions between the two organizations, including details of any benefits to IAATI, and how IAATI has assisted INTERPOL.
  - f. An examination of the workload of the Liaison Officer and any recommendations about changes to their role, or the appointment of more than one Liaison Officer within the Association.

### Section 2: Scope

#### Facilitate Communication:

Act as an initial and central point of contact for all communication between different departments, teams, or organizations. Ensure that information is accurately shared and understood by all parties involved.

#### Coordinate Collaboration:

Foster collaboration between various stakeholders by encouraging meetings, conferences, or workshops. Facilitate discussions, brainstorming sessions, or problem-solving meetings to encourage effective teamwork and achieve common goals.

#### Relationship Management:

Encourage the development of strong relationships between IAATI members and INTERPOL. This includes increased involvement by both parties in each other's educational, information and training events.

#### Conflict Resolution:

Identify and resolve any conflicts or issues that arise between different parties. Mediate conversations, negotiate compromises, and find mutually beneficial solutions. Foster a positive and harmonious working environment.

#### Project Support:

Provide support to ongoing projects by coordinating activities, tracking progress, and reporting status updates to relevant stakeholders. Ensure that project-related information is properly documented and shared.

#### Information Management:

Manage the flow of information between different parties. Keep all stakeholders informed about relevant updates, changes, or decisions. Ensure that all necessary documentation is properly organized and accessible.

#### Strategic Planning:

Contribute to the development and implementation of strategic plans by providing valuable insights and recommendations based on your understanding of stakeholder needs and interests.

#### Stay Updated:

Stay informed about industry trends, regulations, and best practices. Proactively identify opportunities for improvement and innovation. Share relevant knowledge and insights with stakeholders to enhance their understanding and decision-making processes.

### **Section 3:** Roles and responsibilities

- a. Ensure that the Executive Board is kept regularly updated regarding interactions with INTERPOL that relate to this Agreement.
- b. Immediately notify the Executive Board, if you become aware of any breach or potential breach of any aspect of the INTERPOL Agreement. In consultation with the President quickly act to investigate, and if confirmed, undertake corrective actions as specified in the Agreement.
- c. Twelve months prior to the expiry of the current Agreement commence an internal IAATI review of the benefits of the Agreement and if seek approval of the Executive Board to commence negotiations with INTERPOL to renew the Agreement.
- d. The Liaison Officer is to be the first and primary channel for communication between the two organizations. The Liaison Officer, after initial discussions, may approve specific members to deal directly with INTERPOL, keeping the Liaison Officer updated on their outcomes.

## Chapter 20 – Conference Coordinator (04/25/24)

### Section 1: Purpose

- a. IAATI's biggest contributor to its memberships and revenue is the annual IAATI seminars (International and at chapter and branch level), it is also the biggest risk for IAATI as our image and financial sustainability can be affected. For this reason, the IAATI Board has recommended the establishment of a Conference Coordinator role.

### Section 2: Appointment

- a. Nomination calls for the position of Conference Coordinator will be sent to all IAATI members.
- b. A committee appointed by the President will review applications, interviews shortlisted candidates, and submits recommendations to the Executive Board for voting.

### Section 3: Term and Renewal

- a. The successful candidate serves an initial four-year term, with the possibility of an Executive Board approved extension.
- b. After four consecutive years, the Board may call for new applications.

### Section 4: Remuneration

- a. While IAATI is a volunteer-based association, the Conference Coordinator role is critical and to attract and retain top candidates, IAATI may offer a small honorarium or subsidized attendance and or travel expenses at the annual international conference.
- b. The Finance Committee determines the size of the honorarium or subsidy as part of the annual budget deliberations, considering it an expense to both the International's budget, and the conference budget.

### Section 5: Organizational and Reporting Relationships

- a. The Conference Coordinator reports to the 3<sup>rd</sup> Vice President and closely communicates with various individuals, including the International Executive Director, Treasurer, Sponsorship and Marketing Director, Chair of Site Selection Committee, Host Branch/Chapter President, Conference Director, Onsite Conference Committee, and any Conference Direct contacts.

## **Section 6: Roles and Responsibilities**

- a. The IAATI Conference Coordinator is responsible for the successful planning and execution of International IAATI Conferences.
- b. Provide guidance to potential Conference hosts on expectations and requirements when bidding for, planning, or hosting an International IAATI Conference.
- c. Be a member of the Site Selection Committee, participating in the review of bids to host the conference.
- d. Collaborate with the selected Host Chapter or Branch, including their President, Board members, and On-site Conference committee during the planning stage.
- e. Ensure that Conference hosts are aware of and adhere to specific IAATI procedures, covering scheduling, venue selection, contract approvals, accommodation negotiations, and other essential aspects.
- f. Encourage liaisons between IAATI's Training and Education Committee and the conference hosts regarding training topic suggestions, themes and speakers that will address the needs and interests of potential delegates.
- g. Oversee the division of duties and responsibilities between International and the host Branch/Chapter.
- h. Communicate with local chapter and branches with regards to local conferences for assistance from IAATI.
- i. Facilitate compliance with IAATI policies, such as Responsible Serving of Alcohol and the undertaking of Risk Assessments.

## **Section 7: Administrative duties**

- a. Maintain copies of all signed contracts and updates, especially related to accommodation, food and beverage, transport, off-site venues, audio-visual support, etc.
- b. After each conference, keep records of delegate attendance, accommodation bookings, and final conference budget details.
- c. Maintain an up-to-date list of key contacts for International, Host Branch/Chapter, and other stakeholders.

## **Section 8: Attendance and Participation**

- a. The Conference Coordinator is invited to attend International Board meetings, providing advice and information. However, they do not have a voting right unless granted through other roles.

## SOP Attachment 1 – Oath of Office /Affirmation

(The Oath of Office was amended, and an option for an Affirmation was introduced on January 23, 2020.)

| Oath                                                                                                                                                                                                                                                                                         | Affirmation                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>President:*</b></p> <p>I (state your name) do solemnly <b>swear</b> to uphold the constitution and bylaws of the International Association of Auto Theft Investigators and to faithfully execute the duties of my office as President, <b>so help me God.</b></p>                      | <p><b>President:*</b></p> <p>I (state your name) do solemnly <b>promise</b> to uphold the constitution and bylaws of the International Association of Auto Theft Investigators and to faithfully execute the duties of my office as President.</p> |
| <p><b>All other Board Members:**</b></p> <p><i>The Incoming President to read out:</i></p> <p>“Do you solemnly swear or promise to uphold the constitution and bylaws of the International Association of Auto Theft Investigators and to faithfully execute the duties of your office?”</p> |                                                                                                                                                                                                                                                    |
| Response: <b>"I do, so help me God"</b>                                                                                                                                                                                                                                                      | Response: <b>"I do"</b>                                                                                                                                                                                                                            |

- \* Prior to the seminar dinner the incoming President should advise the outgoing President the wording they want to be used.
- \*\* Prior to the seminar dinner the Executive Director should advise all incoming board members, that they may individually choose to state either of the two responses listed above.

## SOP Attachment 2 – Seminar Site List

Added August 2009

| Year | Chapter/Branch         | Other information                                                |
|------|------------------------|------------------------------------------------------------------|
| 2010 | South East Chapter     | Orlando, Florida, USA                                            |
| 2011 | North East Chapter     | Atlantic City, NJ, USA                                           |
| 2012 | North Central Chapter  | Kansas City, MO, USA                                             |
| 2013 | Branch Hosted          | Rimini, Italy                                                    |
| 2014 | South Central Chapter  | Fort Worth, TX, USA                                              |
| 2015 | Western Chapter        | Phoenix, AZ, USA                                                 |
| 2016 | South East Chapter     | Murfreesboro, TN, USA                                            |
| 2017 | Branch Hosted          | Cape Town, South Africa                                          |
| 2018 | North East Chapter     | Pittsburgh, PA, USA                                              |
| 2019 | Branch Hosted          | Glasgow, UK                                                      |
| 2020 | North Central Chapter  | Chicago, IL, USA<br>(postponed to 2022 due to COVID-19 Pandemic) |
| 2021 | Western Chapter & CATI | Denver, CO, USA                                                  |
| 2022 | South Central Chapter  |                                                                  |
| 2023 | Branch Hosted          |                                                                  |
| 2024 | Western Chapter        |                                                                  |
| 2025 | Branch Hosted          |                                                                  |

(Table updated February, 2021)

## SOP Attachment 3 – Guidelines for Insurance Liaison Committee

Added August 2010

- Utilize resources and come up with a target plan for specific insurers who are not participating or appear to be under-represented.
- Develop a list of contacts at those carriers.
- Send out mailing to those contacts to get them up to speed on who we are, what we do, etc.
- Send out sample issues of the APB.
- Work on a Brochure designed for the insurance industry, outlining IAATI. We need to highlight some of the obvious, but maybe unknown benefits including:
  1. Our Auto Theft Investigator Certification program. We are the gold standard here and these certifications, and what they represent, are a valuable asset to the industry.
  2. Our educational activities, seminars, etc.
  3. The availability of world-wide resources to draw on to improve effectiveness in the fight against vehicle theft.
  4. etc.

We need to work on a continuing string of Insurance related articles for the APB.

- Increasing membership from the insurance community
- Regaining the involvement of Insurance corporate offices in supporting IAATI seminars, training, etc.
- We all recognize that the insurance industry, like other business entities, have all looked for ways to decrease their spending on outside activities. This includes the use of outside investigative resources as well as participation in outside organizational activities. They are also inclined to consolidate their “investigative” dollars into singular groups such as IASIU, etc. As previously noted, there is also a trend toward lessening overall investigative activities in general. All of these have affected their participation in IAATI from a membership and sponsorship standpoint.

- Our primary goal remains then to improve the participation and involvement of Insurance Company personnel in IAATI, both in membership and in attendance at IAATI functions. Some of the suggestions discussed included:
- We look for ways to improve communications between IAATI and the insurance industry to improve “IAATI Awareness” and the benefits of membership.
- A recommendation that IAATI come in contact with other industry associations in an attempt to have our kiosk on display at their annual conferences. These groups include, but are not limited to:
  - IASIU – Int’l Association of Special Investigation Units
  - NAFI - Nat’l Association of Fire Investigators
  - IAAI - Int’l Association. of Arson
  - IAMl – Int’l Association of Marine Investigators
- We would hope that IAATI may be able to work out arrangements with these groups to allow them to place their membership kiosks at our seminar in an exchange program. This would allow us to avoid paying “vendor fees” at their seminars. We would be hopeful that an existing IAATI member or board member who lives near a seminar could assist us in placing and attending to the kiosk during the seminar.
- Consideration should be given to developing “group membership” rates for insurance carriers. This could be approached in various ways but may include a set fee for a limited number of members. Included in this price could be attendance for one or two at our annual seminar, etc. We feel this should be explored further and it may increase exposure to IAATI and eventually increase paid participation. It should have the obvious benefit of opening the door to other forms of participation including sponsorship donations, etc. Companies would be more inclined to participate if they have personnel already involved.
- IAATI should explore the possibility of the inclusion of IAATI generated articles to be placed in industry publications such as the IASIU TODAY magazine, etc. We know that there are restrictions for some that allow only members to publish articles, but we may be able to get them in when submitted by an IAATI Board member on behalf of IAATI.
- The IAATI Certification program is a potential benefit to the insurance SIU industry that is not available to them anywhere else. They have all gotten involved in similar certifications provided by other groups and we should be no exception. We need to be sure that they are aware of the program and of the program quality and value not only to certify expertise but to promote the development of that expertise.
- We should develop a section or ongoing column in the APB devoted to Insurance-related matters. This needs to be a regular feature. We could generate these ourselves, ask our insurance members to generate some, and also approach insurance industry SIU Executives to submit them.

- We need to develop a Brochure specifically directed at the insurance industry outlining IAATI goals, benefits of membership, etc. We are viewed as strictly a police organization by many and we need to take some steps to move away from this perception.
- While there is a definite need to limit attendance at some training sessions to “law enforcement only” we should consider provisions to include retired law enforcement wherever possible. While these classes need to exist, they should remain “low profile” and should definitely not appear to be the focus of our seminars. We should possibly strive to develop “ Insurance/SIU Training tracks” and “Law enforcement Training Tracks” in our seminar schedules and possibly look into pre-registration for the law enforcement classes so that retired law enforcement could be considered/included to eliminate confusion/problems, at the time of the seminar.
- We believe IAATI Awareness efforts should be done from two directions, i.e. from the “ top down” and from the “bottom up”, as follows:
- Short IAATI presentations and/or introductory video could be done at local association meetings to promote IAATI Awareness. We have all done this for different groups and with IAATI existing membership, we could probably get into many different organizational meetings all over the world, if we can organize a way to get a specific message out covering specific speaking points. Bob Milton is active in local association meetings in Colorado and is doing short presentations to help bridge the gap between insurance and law enforcement and has used these opportunities to also promote IAATI involvement. These are the kinds of local efforts that will also help to promote IAATI participation.
- The committee is looking into a method to develop a list of contacts at various insurance companies. These could be upper management at either the Regional or Home office level. We are also looking into which insurance companies we should approach.

## SOP Attachment 4 – Guide for Incoming Presidents

Added June 2019

***You were chosen and accepted. Now it's time to get started***

It's an honor to be called to lead by your fellow IAATI members. Your fellow members believe you have the talent and determination to fulfil your responsibilities as our International President. In this guide, you'll find the tools and resources you need to lead.

***Read it. Digest it. Apply it. With good leadership, IAATI will be stronger***

### Responsibilities

As presiding officer of IAATI, the president works closely with the board and committee chairs to establish and follow a strategic plan, set goals for improving the members' experience and increase the impact of the Association in the community.

### Qualifications of a Good President

- Empowers and inspires members
- Manages time well
- Builds relationships
- Facilitates meetings / projects / initiatives
- Leads by example
- Respects the status and responsibility of the position of President
- Respects the history of the Association but accept that the Association needs to evolve if it is to continue to grow and survive.
- Acts professionally and with respect for others. How you present and behave tailors people's impressions of our Association.

The following pages outline a range of 'General' as well as 'Specific' duties and tasks the President is expected to undertake before, during and after their term.

## General Duties

- Demonstrate vision and encourage others to think outside the square.
- Promote the growth and development of the Association including increased membership.
- Encourage an open and transparent board and promote the submission of new ideas and feedback from both Board/committee members as well as any branch or chapter member.
- Ensure that the Association continues to be relevant to its members and the broader community.
- Assist the Association build a secure financial position.
- Ensure that the Association adheres to its constitution and rules.
- Motivate board and committee members to achieve the goals outlined in our Strategic Plan and our SOPs, along with any other tasks as requested by the Board, Senior Executives/Officials or as agreed by their committee.
- Encourage a culture of continuous review and improvement:
  - Identify those areas that are working well, and:
    - Communicate the achievements/outcomes to the Membership to demonstrate that the Association is continuing to grow and develop.
    - Where appropriate publicly acknowledge and/or reward the efforts of those board/committee members that were the driving force of the success.
  - Identify those areas/issues that are not working as desired and:
    - Consult with the senior members of the Committee responsible for the issue/project as to why progress is not being achieved.
    - Also consider consulting with Vice Presidents/Executive Director and possibly past Presidents or past chairs of the committee.
    - Based on these consultations work with the Committee Chair to see whether they need additional support, or need to review the project work plan, including extending the timeframe, breaking it down to smaller tasks, breaking in other people to assist etc.
  - Encourage Board and committee members to review their own areas of responsibilities and consider what outcomes/results do they wish to achieve; what are the strategies to achieve these outcomes; what resources/skills do they have; what additional resources/skill do they

need; can they get these resources/skills; if not are there alternative ways of achieving the outcomes?

- Encourage Board/Committee members to ask for assistance if needed. Members should not be made to feel embarrassed if they need assistance or can't complete a task.
- Lead effective and efficient meetings. This includes:
  - Allowing all board/committee members an opportunity to express their views
  - Considering all points of view and not forcing your view on others
  - Accepting majority decisions even if they are not in line with your personal views/opinion, and ensuring these decisions are acted upon.
- Ensure there is a proper and orderly succession plan for future leaders ensuring a seamless transition.
- Communicate regularly with Board members/ Committees/ and Branch & Chapter President's/Executives and the membership to:
  - keep them informed about the business and activities of the Association,
  - encourage them to provide their ideas/feedback to you,
  - ensure all members feel valued and connected to the organization.
- Engage with the Branches and Chapters and encourage greater communication and use of the International Board.
- Work closely with the Executive Director and your Vice Presidents, and ensure copies of all official correspondence sent or received are given to the Executive Director

## Specific Duties

### As 1st Vice President:

#### *Prior to the Seminar*

- Review current list of committee assignments and appointees and establish a plan for the next year;
- Informally reach out to key players to see if they want to serve again in the same capacity or if they want a change;
- Prepare a rough plan for committee assignments;
- Contact APB Editor and confirm the necessity for a professionally taken portrait photo for the cover of the Nov/Dec issue;

- Familiarize yourself with Roberts Rules of Order (for meetings at the seminar and for conference calls)
- Prepare a speech for the banquet. Typically, the current president's speech is longer as he is reviewing the whole year. The incoming president's speech should be shorter with words about looking forward to the upcoming year and congratulating those elected on this day and who were just sworn in.
- Review and become familiar with IAATI's Constitution and SOP

#### *At the Seminar*

- Fulfil duties of the 1st VP as per the SOP & CBL
- Reach out to current President to see if they need you for any other duties during the seminar
- Stay in close contact with the Executive Director who is your best ally regarding your responsibilities.
- Attend all scheduled Executive Board meetings

#### *At the AGM (Thursday Afternoon of the Seminar)*

- At the end of the AGM, after the election of the Executive Board, the new president immediately convenes a meeting of the new board
  - Expresses a few brief words of welcome to the new board
  - Asks the new board to appoint the Executive Director (as per our CBL)
  - Congratulates the Executive Director
  - Asks the Executive Director to prepare a copy of the new Ex. Board (including appointees) for the swearing-in ceremonies at the banquet.
  - Asks the Executive Director for a list of past presidents in attendance at the seminar
  - Asks the Executive Director for a copy of the swearing-in oath
  - Asks for a motion to adjourn.

#### *At the Banquet (Thursday Evening)*

- Go to the podium when called upon as the new president;
- Be sworn in by the current president;
- The first duty as President is to thank the outgoing president for their service and to present them with a life membership card and a plaque;

- Introduce the new Executive Board (call each by name starting with the 1st VP then Directors, Treasurer, Executive Director, Assoc. Directors, etc.;
- Ask the new Executive Board to gather, standing at the foot of the podium, facing the attendees;
- With a written version of the oath of office, administer same to the new Executive Board. (use breaks in the oath – do not administer as one long sentence)
- At the point you may say, “Ladies and Gentlemen, your 20\_\_ / 20\_\_ Executive Board of IAATI;
- NOTE: If you are not sure if a particular person is technically a member of the Board, include rather exclude. The oath of office can certainly be administered to presidential appointees as well;
- When the photos of the Board are done, give your speech as the new president of IAATI;
- If the Past Presidents were not acknowledged by the outgoing President, do so now with a list provided in advance from the Executive Director;
- After the swearing-in is done, leave the podium.

## **As President:**

### *Closing Ceremonies (Friday a.m.)*

- Determine ahead of time with the 2nd VP (former 3rd) if you are expected to officiate the closing ceremonies. If so, no long speech is required. Thank the on-site people and everyone who had a part in this event. Mention a few words about next year’s seminar and then wish everyone a safe trip home. You can end by saying, “This officially brings to a close the \_\_th annual training seminar! Thank you!”

### *After the Seminar (during the year)*

- Send professionally taken photo to APB Editor for the cover the Nov/Dec issue.
- As quickly as possible, complete the committee assignments for the upcoming year. Ideally this should be completed with 3 weeks of the end of the seminar.
- Email committee assignments to the board.
- Send regular emails (1 per month?) to the Executive Board, updating everyone on activities.

- Consider sending out regular communications, possibly via the Member Update MailChimp emails to keep the members informed and engaged.
- Write a personal thank you email/letter to International Seminar co-hosts / speakers / sponsors and exhibitors and encourage them to continue their association with IAATI.
- Draft a welcome letter to be automatically sent out when a new member joins. (The Executive Director and Branch and Chapter Executive Directors/Secretaries to provide the President with details of all new members.)
- Liaise with the Executive Director to finalize the design of your Challenge Coin by end of November
- Hold conference calls with Executive Board as necessary. (Normally in January, April/May and August).
  - Coordinate with the Executive Director to set the date and time of all board meeting and the reminders for submission of all board reports.
  - Preparing an agenda in consultation with the Executive Director and ensuring sufficient information is available to Board members.
  - Determine that a quorum is present in order to commence a meeting.
  - Dealing with agenda items in order of appearance (re-ordering if necessary).
  - Ensuring all members have the opportunity to speak, addressing the meeting through the Chair .
  - Explore all alternatives and encourage input from all committee members
  - Do not become emotive and/or use emotive or inflammatory language when dealing with issues.
  - Decide on small matters promptly.
  - Preserving order throughout the meeting and keeping discussion and decision making relevant and within time .
  - Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary.
- Maintain good contact and regular communication with VPs and Executive Director.
- Deal with all matters that are brought to your attention during the year.
- Ensure that all members of the Executive Board are fulfilling their duties.
- Prepare a President's message for the website (send to the Executive Director).
- Submit a President's message for the APB (deadline Sept. 15).
- Submit a President's message for the APB (deadline Jan. 15).

- Submit a President's message for the APB (deadline May 15).
- Coordinate with ATT Editor for requirements for the year.
- Maintain contact with 3rd VP regarding upcoming seminar.
- Ensure that the nominating committee has been preparing for the upcoming seminar
- In consultation with the treasurer and working within your travel budget, determine which Training Seminars you plan on attending during the year. Book travel as early as possible, once the seminar dates are locked in, to ensure best prices. Refer to the Travel Policy regarding the need to take out travel insurance and rules about upgrading or extending travel plans.
- For those Branch/Chapter Training Seminars that the President can't attend personally:
  - If there are funds in the travel budget send the 1st VP (or the next in line VP) as their representative.
  - Where funds are not available for anyone to attend, ask a senior member of the Board (who will be attending the seminar) to represent you by reading a letter you, as President, have written to the Host Chapter/Branch and seminar delegates. The letter should express your disappointment at not being able to attend but wishing them all the best for an entertaining and informative seminar and encouraging members to come to the next International Seminar.
- Send a congratulation letter to all members when they reach their 10, 15, 20, 25, 30 35, 40 year membership milestones. (The Executive Director to provide a list of all members reaching these milestones).
- At the beginning of November provide the Executive Director with a list of the Association's achievements during the past year, and upcoming initiatives to include the renewal letters/emails to all Chapter Members. Also provide a copy of the information to Branch Presidents so it can be included in their renewal notices.
- Send out a holiday message to all members worldwide in December.
- As required:
  - Send out letters/emails to lobby governments/industry groups on issues that the board considers important;
  - Liaise with other related organizations.

- Prior to the next seminar undertake a thorough handover process with the incoming president.

### *The Next Seminar*

- Attend and preside over all scheduled Executive Board meetings.
- Coordinate with Executive Director for details of meetings.
- Dress appropriately during the seminar. Business casual is acceptable. Shorts are not.

### *Registration Desk and during the seminar*

- Be on hand to welcome attendees (unless in meetings).
- Liaise and socialize with sponsors/exhibitors and senior officials of the co-hosts during the International and branch/chapter seminars.

### *Presidents' Reception*

- Prepare a few words as necessary (to acknowledge sponsors and welcome attendees).

### *Opening Ceremonies*

- Coordinate with 3rd VP (Emcee) beforehand re: presidential responsibilities.
- Officially "Open" the seminar.
- Provide a "brief" few words.
- Announce and introduce the Nominating Committee.
- Be on hand to give out award plaques as per the Award Committee Chairs.
- Introduce the Past Presidents in attendance.
- Introduce the current Executive Board.

### *AGM (Thursday p.m.)*

- Preside over the meeting (Do not skip over reports—the last such meeting was a year ago. This is a meeting for the membership, not the Board).
- Coordinate with the Executive Director re: agenda of the meeting.
- Call for all reports.

- Call the Nominating Committee report last.
- Ask for a motion to accept the report.
- Ask if there are any nominations from the floor (3 times).
- The Executive Director will oversee the acceptance of this report and will cast one ballot in favor of acceptance.
- Entertain a motion to adjourn when all business is concluded. The incoming President should announce that there will be a brief meeting with the new Executive Board to appoint an Executive Director.

### *Banquet / Swearing-in Ceremonies*

- Coordinate with 3rd VP/Emcee.
- When called upon, take the podium as President.
- Give a prepared speech regarding this past year's activities.
- Introduce your Executive Board and thank them.
- Introduce the Past Presidents and thank them.
- Introduce and welcome the new President  
(Perhaps the Emcee will call for the new president).
- Administer Oath of Office to incoming president.
- From this point on, it is the new President's show.

## **As Past President:**

### *After the Seminar*

- Write a brief "thank you" to the board and the membership and submit to APB Editor.
- Prepare to chair the Nominating Committee for the next year and serve as a member of the nomination coming for the following 2 years (i.e. 3 years in total)

### *Ongoing*

- Be willing to offer your advice and assistance to new President's if asked.

## SOP Attachment 5 – Guide for Branch and Chapter Presidents

This document has been prepared to assist incoming Branch and Chapter Presidents understand their relationship and responsibilities with respect to the International Board, its committee and any implications for how they manage their branch or chapter responsibilities and duties.

### International Board Membership

1. Under Article 3 Section 2 of the International Constitution all Branch or Chapter Presidents that are automatically a member of the International Board, and have vote in all board decisions.
2. As your membership of the board is 'role based', you have the right to nominate a representative (usually your 1st Vice President) to act as your proxy and deputize for you at any meetings that you are unable to attend. In such cases you should notify the International President and Executive Director, in advance of the meeting, that you are unable to attend and indicate who from your branch/chapter will be representing you at the meeting. If you are unable to attend any meetings your proxy will be able to vote and represent your branch on your behalf.
3. Your position on the board is designed to provide your branch/chapter with an opportunity to:
  - a. Have an active role in setting the direction and policies of the Association.
  - b. Convey to the board any initiatives, issues or feedback from your local board and/or members and their members.
  - c. Provide you with information that you can communicate back to your local board and your members about the activities of the International Board, their committees.

As such we encourage you to actively engage in all board and committee meetings in a positive and cooperative manner.

4. Prior to each Board meeting, you will be asked to submit a board report that will be included as part of the Board Agenda papers. The International Executive Director will provide all board members with two types of Microsoft Word templates for the submission of such reports. One template is for use if there is something you want to the board to discuss, provide advice/feedback on, or to vote on. The second template is for those occasions when you are simply reporting information for noting and not requiring any discussion or decisions from the board. All reports should be submitted by the deadline notified by the International Executive Director, to enable all reports to be collated and circulated well in advance of the board meeting.
5. As mentioned your board report is your opportunity to provide raise any issues or concerns, feedback or to highlight any initiatives, or achievements that your

branch/chapter has implemented, or seeking to implement. In addition, it normally provides a statement about the number of members in your branch/chapter, your financial position and notification of any upcoming training your branch/chapter is planning.

6. At the annual International Conference, there will generally be two Board meetings (generally on the Saturday before the Conference and on the Wednesday of the conference. In addition a number of the committee's may hold meetings on the weekend before the conference or during the conference. Again you are expected to attend these meetings or if unavailable nominate a person from your branch to represent you.

### **International Committees**

7. The International Board has a number of committees. In general there is an attempt, whenever possible, to have representation of all branches and chapters on these committees. This is to ensure the committee hears a broad cross-section of views and develops policies that are in the best interest of the Association and the vast majority of our members. As a branch or chapter President you are encouraged to seek out and identify members from your local board and or membership that you believe can make a positive contribution to each of the various International Committees. You are asked to liaise with the International President and 1st Vice President and put forward your recommendations of such members from your branch that you believe would be suitable for each International committee.

It should be noted that having your members on International Committees is not only a great way for your Branch/Chapter to influence the decisions and direction of the Association, but it also provides them with valuable experience that they can then bring to your local board.

8. In addition to your participation at board meetings and any other committees you wish to nominate for, all Branch and Chapter Presidents together with their 1st Vice Presidents are automatically a member the President's Committee. This Committee replaces the Chapter Branch Committee and is chaired by the International President. It is designed to be a direct forum for all Branch and Chapter Presidents and their deputies to discuss any issues, compare initiatives, highlight lessons they have learnt, and brainstorm possible new initiatives before they are forwarded on to committees to develop in further detail. The aim is to share information and provide a support mechanism for all Presidents and the 1st Vice Presidents.

The 1st Vice Presidents are invited to participate in this Committee as a means of ensuring there is a continuity of information and knowledge as each President's term ends.

### **Branch and Chapter Responsibilities.**

9. In order to ensure compatibility with the International Constitution, Article 5 Section 1 of the International constitution requires that, any changes to a branch or chapter Constitution and By-laws must be submitted in writing and approved by the International Executive Board before they can be implemented. It is therefore important that should you be seeking to amend your constitution and By-laws, that you submit it to the International Board's Constitution Bylaws and SOP Committee for review and submission to the International Board, prior to putting any such amendments to your members for voting on. We stress that this is a requirement of the constitution and is purely designed to ensure that any changes proposed by a branch/chapter does not conflict with the International Constitution. It is not intended that the International Board will block any amendments that do not infringe upon the International Constitution and Bylaws, its charter with your branch/chapter, or the International Code of Ethics.

If your Branch/Chapter has amended your local constitution and Bylaws without first obtaining approval from the International Board, any such amendments to your local constitution will not legally come into effect until such approval has been obtained.

10. Under Article 4 Section 4 of the Association's Constitution, the International President is an ex-officio member of the Board of Directors of each Regional Chapter/Branch. The International President is required through regular communication with the Branch and Chapter officers, to assure that the responsibilities of these officers are being properly fulfilled. As such, the Chapter/Branch Presidents are asked to ensure that the International President is included in all Chapter/Branch Board correspondence, such as notices and invitations to all branch or chapter board meetings and AGMs, copies of all agendas, board papers/reports and minutes for such meetings.
  - a. All Branch and Chapter Presidents are asked to:
  - b. Encourage and facilitate the submission of nominations from their members for international awards and to forward winners of their local awards to the chair of the relevant international awards committees.
  - c. Participate in the any International panels at Annual International Seminars (or the appointment of a suitable representative from their Branch/Chapter)
  - d. Cooperate in suggesting suitable speakers and topics for international training seminars and promoting all international training and educational events to their members.
  - e. Provide International Board and Executive Director with information about their training schedule.
  - f. Ensure their branch or chapter pages under the international website are maintained and updated regularly. This may be via nominating a local Board or Branch/Chapter member to do this work or to submit any updates and new content to the International Executive Director.

- g. Submit branch and chapter reports for publication in each issue of APB.
  - h. Share training materials and information (webinars, PowerPoints, reports, news items, training announcements, social media updates etc.) with all other branch/chapter members worldwide when possible.
11. All incoming Branch and Chapter President's who are new to the International Board are also encouraged to download the Induction Guide for International Board members from the Documentation - Constitution, Policies and Procedures section of the IAATI website."

## SOP Attachment 6 – Summary of Roberts Rules of Order

- For all meetings, name a parliamentarian
- For all pertinent items, entertain a motion
- After a motion, entertain a second to the motion
- After a second, call for discussion
- If discussion goes on endlessly, someone can “Call for the Question” and the discussion ends immediately. But one cannot call for the question if someone else has the floor.
- Call for the vote: All those in favor say, “Aye”
- All opposed say, “Nay”
- Any abstentions? (in the case of important or controversial votes)
- Say, “Motion carried,” or “Motion denied.”

For more information about Robert’s Rules:

- <https://robertsrules.org/robertsrules.pdf>
- The official Robert’s Rules website has more information:  
<http://www.robertsrules.com/>
- Another Robert’s Rules source of information is: <http://www.robertsrules.org/>

## SOP Attachment 7 – Fallen Officer’s Table

Seminar organizers are encouraged to set a Fallen Officer’s Table at their Annual training Seminar Banquet Dinner. If you do so, you should set out the table as specified below:

The table should comprise:

- A small round table
- A white table cloth
- A single chair and single place setting
- A single red rose in a vase
- The vase should have a red, ribbon and a blue and black ribbon
- A plate with a slice of lemon and pinch of salt
- An invert wine glass
- A light candle
- A bible
- A police hat and white gloves

You are also encouraged to read out this statement on the follow page at the start of your banquet dinner to explain the symbolism of the table.

## **“WHY SET THIS TABLE?”**

To make one remember,

This table is empty and set for one, symbolizing the frailty of one officer against the evil in today's society. A table for those that cannot attend tonight's dinner. This table is set for the fallen in honor of their sacrifices and the sacrifices of their families for their city and country. The table is set to honor our missing loved ones. It symbolizes that they are attending in spirit and they will never be forgotten.

The table is round – To show everlasting concern for our fallen comrades.

The tablecloth is white – Symbolizing the purity of their motives in answering their call to duty.

The chair is empty – To remind us that they are fallen and not with us.

A single red rose in a vase – Reminds us of the blood given, the life of each of the fallen, and the loved ones left behind who miss them daily.

The vase is tied with a red ribbon and a black and blue ribbon – The red ribbon is a symbol of continued determination to remember our fallen. The blue and black ribbon to remind us of the thin blue line that separates us from the evil in today's society.

A slice of lemon on the plate – To remind us all of the bitter fate of our fallen brothers and sisters.

A pinch of salt – Symbolizes the tears shed by the families of our fallen.

The inverted wine glass – To remind is our officer's inability to toast with us tonight.

The lighted candle – Is reminiscent of the light of hope which lives on in one's heart.

The bible – To represent the strength gained through faith to sustain those lost and to find peace.

The hat and white gloves – To signify the uniform they wore while serving.

*“To our fallen comrades. But, this time, we do not drink.”*