

**INTERNATIONAL ASSOCIATION OF AUTO THEFT
INVESTIGATORS SOUTHEAST REGIONAL CHAPTER
STANDARD OPERATING PROCEDURES**

MANUAL CHAPTER 1

ANNUAL MEETING

Section 1:

There shall be an Annual Meeting in the Southeast Chapter of the International Association of Auto Theft Investigators (SEC-IAATI). The Annual Meeting shall be held during the month of June, as recommended by the Site Selection Committee, approved by the Executive Board, and a majority vote of the members at the Annual Meeting. Postponement or cancellation of the Annual Meeting shall be at the discretion of the Southeast Board. If a proposed site fails 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 cause of action for the good of the SEC Chapter. Notice thereof shall be sent to each member not less than one hundred eighty (180) days in advance of the meeting, either by newsletter inclusion, email notification or mailing of independent correspondence.

Section 2:

When the Int

ernational (IAATI) Annual Meeting is held within the jurisdictional boundaries of the Southeast Chapter (SEC), the SEC's Annual Meeting will be held in conjunction with the IAATI meeting. However, a separate business meeting and financial agreement between entities will be initiated.

Section 3:

The southeast chapter and the International (IAATI) or any other organization, will enter into a contractual financial agreement between the entities concerning assets and/or liabilities associated with a joint meeting. The contract will consider membership, assets, and debts as factors of agreement. The president shall designate the First (1st) Vice President, Finance Chairman, as the negotiator for this agreement. Prior to finalization of the agreement, the Southeast Chapter IAATI Executive Board shall review the proposed agreement from all parties involved for acceptance by the Executive Board.

Section 4:

Elections shall occur and other business may be presented at the Annual Meeting. When any questions come before the meeting not specifically provided for herein, the presiding officer shall be governed by the rules set forth in Robert Rules of Order, as revised, to govern the meeting unless provided in the Constitution or By-Laws.

CHAPTER 2

DUTIES OF PROGRAM CHAIRMAN

Section 1:

The Program Chairman 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 Chairman shall have the authority to appoint assistants and committees as necessary to fulfill these requirements.

Section 2:

The Program Chairman shall prepare a program that will benefit Annual Meeting Attendee, and further their awareness of the vehicle theft problem.

- A. The Program Chairman shall start no later than August 1st prior to the June Annual Meeting to arrange the program.
- B. The Program Chairman shall provide the Executive Director, by November 1st tentative subjects for the seminar and by February 1st, speakers for these subjects.
- C. All program arrangements shall be completed by 60 days prior to the Annual Meeting.
- D. The Program Chairman should, if possible, visit the Annual Meeting site to acquaint himself with its properties.
- E. The program Chairman shall cause a notice of the Annual Meeting to be sent, 180 days prior to the Annual Meeting, to all law enforcement publications and associations, to all law enforcement agencies and to all current members of the SE Chapter. The notice should include information for registering, making hotel reservations, and an outline of the program. This notice can be in print, electronic or on the SERC website.
- F. Contact with speakers and/or lecturers will be done in writing, either in print or email and copies kept for inspection and evaluation. These correspondences can be done electronically.
- G. In all contracts with individuals or companies either as speakers, lecturers, or demonstrators, the integrity of the SEC shall be of prime importance and shall in no way be compromised.
- H. The Program Chairman shall determine if a particular speaker's material is 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 session.
- I. An alternate program may be arranged for those delegates not able to attend regular programming due to its sensitivity of confidential nature.
- J. The Second Vice-President (Program Chairman) in consultation with the On-Site Chairman shall have the discretion to waive an instructor's registration fee, and/or, the cost of a night's stay at the seminar.

Section 3:

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

- A. The Program Chairman shall chair the seminar meetings, lectures, or demonstrations not specifically designated to the President or Executive Board of their appointees.
- B. The Program Chairman may appoint assistants, as he/she deems necessary.
- C. The Program Chairman will coordinate with the On-Site Coordinator to plan and execute a social program for companions and children of members in attendance, if practical.
- D. The Program Chairman shall dress in appropriate business attire while chairing these events to bring credit to the chapter.
- E. The demeanor of the Program Chairman shall be such that it reflects credit on the SE Chapter.

Section 4:

The Program Chairman shall be responsible for the arrangements for the annual banquet and swearing in of new officers.

- A. The Program Chairman should coordinate all banquet activities with the outgoing and incoming Presidents.
- B. The Program Chairman should arrange for the banquet seating in agreement with the outgoing and incoming Presidents.
- C. The Program Chairman should arrange for a Banquet Coordinator that is agreeable with both outgoing and incoming Presidents.
- D. The outgoing President may act as the Banquet Coordinator at the annual banquet.
- E. The Program Chairman should attempt to keep the activities of the annual banquet, excluding the meal, to a ninety (90) minute program.

CHAPTER 3

DUTIES OF THE ON-SITE PROGRAM COORDINATOR

Section 1:

The On-Site Coordinator (OSC) shall be in charge of all on-site arrangements, which occur prior to the start of the Annual Meeting and will represent the SEC in all on-site matters. He/she will be under the oversight control of the President, Executive Board, and Program Chairman.

Section 2:

The OSC shall appoint committees to assist in the orderly transaction of the Annual Meeting. These should include, but not limited to the following.

- A. Transportation Committee
- B. Finance Committee
- C. Registration Committee
- D. Companion Activity Committee
- E. Social Activities Committee

Section 3:

The OSC or designee shall coordinate with the host hotel for exhibitors as defined under the Exhibitor's Regulations. The Exhibitor's exhibits should be displayed within the hotel and during the Annual Meeting. Also, the OSC shall control the speaker's exhibits at the Annual Meeting.

Section 4:

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 and recording equipment
- D. Lecterns, chalkboard, easels

Section 5:

The OSC will be responsible for planning and carrying out a social program for the companions and children of annual meeting attendees, if practical. A fee may be established for such programs.

Section 6:

The OSC shall insure that a membership table and schedule (electronic or print) are available to assist attendees. The membership table is mandatory on registration and opening ceremony days and may include two days after opening ceremonies. The Membership Committee, Chairman and the 1st Vice President will work with the Executive Director in obtaining personnel for registration membership.

Section 7:

The OSC will establish a bank account for the Annual Meeting funds in coordination with the Program Chairman and Treasurer.

- A. The bank account will be established a minimum of eight months before the Annual Meeting is held, in a federally insured bank/credit union, with all incoming cash, checks, and electronic funds deposited/credited into the account. Also, a seminar budget will be initiated at this time.

- B. An advance cash amount deemed necessary by the OSC may be drawn from the SE Chapter account, to be returned at the completion of the Annual Meeting. However, when the SEC has a joint seminar with another association co-sponsoring the seminar, a contractual agreement will be implemented concerning start-up fees.
- C. The OSC shall insure that all Annual Meeting bills are paid within 90 days of the completion of the meeting.
- D. A final statement shall be prepared by the Program Chairman and the OSC within 90 days of the completion of the Annual Meeting and presented to the Executive Director, Treasurer, and President.
- E. All monies derived from the Annual Meeting shall become the property of the SEC and will not be divided on any basis with any other individual or group, except as deemed in a contractual agreement between the SEC and another group in a joint meeting.
- F. Cash grants or donations may be accepted, but the integrity of the SEC shall in no way be compromised by improper solicitations.

Section 8:

The OSC, assisted by the Program Chairman, will arrange for a Certificate of Attendance for each Annual Meeting Attendee and Speaker.

CHAPTER 4

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 vehicle theft and other topics in furtherance of the SEC training goals.

- A. The program shall commence at noon Sunday of the designated week of the Annual Meeting and terminate no earlier than Thursday of the designated week.
- B. A registration period and location will be designated, preferably in the host hotel, on Sunday from 12:00PM to 4:30PM, and on Monday and Tuesday from 7:30AM to 9:00AM.
- C. All attendees will register and pay a registration fee and be given distinctive name badges. The registration fee shall be determined by the OSC and his/her committee. Attendees shall wear their name badges to all SEC events. The President, Executive Board, Program Chairman or OSC shall have authority to waive the registration fee if in the best interest of the SEC, but only after consultation with the OSC.
- D. Any questions 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 it deems not in the best interest of the SEC.
- F. All attendees shall be given an electronic or printed program of events.

- G. Events opened to only active member shall be noted in the program and announced at the opening ceremonies.
- H. Due to confidentiality or sensitivity the Program Chairman or Executive Board may exclude any attendee from any session. Alternate programs of equal interest may be prepared for these session(s) by the Program Chairman.

Section 2:

Training Program

- A. Speakers who are dealing in sensitive or confidential subjects must inform the Program Chairman in ample time to include SAME in the program.
- B. The training program should adhere to the program, but if changes are necessary, attendee should be notified as quickly as possible.
- C. No "free time" or "social events" shall be included in the scheduled program during training seminar hours.
- D. If scheduled; morning and afternoon breaks will have duration of no more than thirty (30) minutes.

Section 3:

There shall be an annual business meeting and election of new officers held preceding the annual banquet. The meeting time and format shall be determined by the President.

Section 4:

There shall be an annual banquet and installation of new officers to be held on the night prior to the final day of the Annual Meeting. (The format shall be described in Chapter (6).

Section 5:

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 of attendees who fail to properly attend meetings.
- C. Certificates shall be transmitted electronically following the Annual Meeting.
- D. The Program Chairman or OSC shall use their discretion in designing the Certificate of Attendance, but it shall bear the SEC crest and shall indicate the course was sponsored by the SEC.

Section 6:

Executive Director

- A. The Program Chairman and OSC shall provide a membership table for the Executive Director or Membership Committee to accept both new and renewal membership applications.
- B. The Executive Director shall have available the following items:

1. Application forms
 2. Receipt book for money received
- C. At a joint meeting of the International (IAATI) and the SE Chapter the SEC Executive Director will coordinate with IAATI's Executive Director to process new membership applications.
- D. The Program Chairman will provide the Executive Director with a complete roster listing of attendees also; the Program Chairman and OSC will provide each attendee with a copy of the roster listing.

Section 7:

Certificate of Appreciation

- A. The Program Chairman and OSC, acting jointly or separately as agreed upon, shall issue Certificates of Appreciation to those entities which sponsor and/or help in making the Annual Meeting a success.
- B. The printing design will include the SEC crest and other information deemed appropriate by the Program Chairman and OSC.
- C. The SEC shall print these certificates for the program Chairman or OSC

Section 8:

Presidential Letters

- A. The new President, after each seminar, shall notify in writing the supervisor of each newly elected Board Member of their election and may include a statement of duties specific to the board member and may include committee assignments and responsibilities.

CHAPTER 5

PROGRAM CONTENT

Section 1:

Executive Board Meeting

- A. Should be held on the Saturday prior to the opening of the seminar on Sunday, time to be determined by the OSC and President and all board members notified prior to the meeting.
- B. Other meetings held as business dictates.

Section 2:

President's Reception

- A. Shall be scheduled for any evening during the conference, as determined by the President, and not exceed two hours.
- B. Funds for the reception shall be part of the overall Annual Meeting expense.

Section 3:

Opening Ceremonies

- A. Opening ceremonies, under the direction of the President, should begin no later than 9:00AM and will not exceed sixty (60) minutes.
- B. The format shall be decided by the Program Chairman and OSC working in coordination with the President.
- C. Flags of all participating countries should be presented, and the National Anthem of all participating countries may be played during the opening ceremonies.
- D. The invocation will be said prior to any introductions.
- E. The introduction of the Executive Board and head table dignitaries shall be handled by the President.
- F. All Past Presidents attending shall be announced during the opening ceremonies by the President.
- G. The ceremonies shall be open to all attendees, their companions, and children, as well as interested parties including the news media.
- H. At the conclusion of the opening ceremonies, a brief recess should be called to allow non-registered attendees to depart.
- I. Committee appointments (on-site, nominating and finance committees) will be announced by the President before the recess with other notifications.

Section 4:

Daily Training Program

- A. Shall begin no later than 8:30AM each day.
- B. Shall have a morning recess and an afternoon recess not to exceed 30 minutes each, and a lunch recess of at least one (1) hour.
- C. Daily sessions should not conclude before 4:30PM each day, except the last seminar day.

Section 5:

Annual Business Meeting

- A. Should not exceed two (2) hours
- B. Should be scheduled prior to the evening of the banquet.
- C. Shall be under the direction of the President.

Section 6:

Executive Board (meal) (Optional)

- A. Should be scheduled prior to, or after, the board meeting as determined by the President, and not to exceed two hours.
- B. Funds for this meal shall be paid for by the SE Chapter.

Section 7:

News Media

- A. The news media will be handled by the President, in conjunction with the Program Chairman or OSC.

CHAPTER 6
ANNUAL BANQUET CONTENT

Section 1:

The procedures for the Annual Banquet and Installation of Officers follows: It shall not be mandatory to include each item but a deviation from this outline should first be discussed with the outgoing and incoming President.

- A. Invocation: Banquet Coordinator will call the assembly to attention and introduce the person giving the invocation.
- B. Meal: Banquet Coordinator will determine the appropriate time to serve, and the appropriate time to continue the program.
- C. Introduction of Head Table: handled by the Banquet Coordinator as determined by the Program Chairman and President.
- 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 and/or dignitaries: as determined by the Program Chairman, OSC and President.
- F. Recognition and presentation of awards: as determined by the Program Chairman and OSC.
 - 1. Include On-Site Committee and other awards
- G. Outgoing President's Message: not to exceed ten (10) minutes.
 - 1. Provide gavel to incoming President
- H. New officers' installation ceremonies: not to exceed ten (10) minutes

OATH for new officers: I (include the name) do solemnly swear that I will uphold the constitution and by-laws of the SE Chapter-IAATI and to faithfully execute the duties of my office in accordance with the rules and regulations of the SE Chapter, so help me God.

- I. Incoming President's message: not to exceed fifteen (15) minutes
 - 1. Provide a plaque to outgoing President
- J. Conclusion: as deemed appropriate by the Program Chairman
- K. The OSC may give advice and recommendations for the Annual Banquet proceedings.

CHAPTER 7

SITE SELECTION COMMITTEE

SECTION 1:

The Site Selection Committee shall be comprised of at least three (3) active 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 Chairman of the Committee
- C. The Committee should be announced at the opening ceremonies on Monday.
- D. The site selection results of the Committee shall be announced during the Annual Business Meeting.

SECTION 2:

Duties

- A. The Committee shall interview all persons desiring to host the annual seminar and obtain:
 - 1. Written invitation from the chief of the sponsoring law enforcement agency.
 - 2. Written invitations from officials of the host city or government body.
 - 3. Written invitation from the host hotel

- 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. Parking provision
 - 6. Surrounding area activities/attractions
 - 7. Possible (PROJECTED) registration fee
 - 8. Desire to hold seminar and the ability to host same
 - 9. Who the OSC may be

SECTION 3:

The committee shall study and evaluate all invitations carefully. The best interest of the SEC shall be the prime concern of the Committee.

SECTION 4:

The Committee shall recommend the seminar location.

SECTION 5:

The Committee shall inform the Board of Directors at the Annual Meeting of their recommended site selection and why the selection was made. Future/other site nominations may be taken from the floor during the Annual Business Meeting. Notification of this should be made to the site selection committee.

CHAPTER 8

SITE SELECTION PROCEDURES

SECTION 1:

Any member, law enforcement agency or interested group may bid to host the Annual Meeting of the SE Chapter.

SECTION 2:

This bid shall be formally presented by the Site Selection Committee during the Annual Meeting.

SECTION 3:

Requirements:

- A. The interested party shall have in writing the support of his superior and department or law enforcement agency.
- B. The interested party may have in writing the additional support of local law enforcement agencies in the bidding area.
- C. The interested party will have in writing the support of local officials who could influence the successful outcome of the Annual Meeting.
- D. The interested party should prepare a written resume to include but not limited to the following:
 1. Proposed site
 2. Proposed dates
 3. Facility
 4. Size of facility
 5. Financial arrangements

CHAPTER

9

DUTIES OF THE RESOLUTION COMMITTEE

SECTION 1:

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

- A. The President shall designate an active member as the Chairman of the Committee.
- B. This Committee shall 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 Chairman should read all resolutions at the Annual Business Meeting and assist the President in the vote thereon.
- D. Resolution copies should be provided to the Executive Director for inclusion in the official minutes of the Annual Business Meeting.
- E. The Committee Chairman shall ensure the original resolutions are properly mailed or delivered to the appropriate person/entity with a cover letter over the President's signature.
- F. Any follow-up will be the responsibility of the Committee Chairman.

CHAPTER 10

RESOLUTION PROCEDURES

SECTION 1:

Any current members of the SEC may enter resolutions during the Annual Meeting.

SECTION 2:

Content and preparation

- A. Resolutions shall have redeeming value to the SEC and not be of a frivolous nature.
- B. All resolutions shall be titled and adhere to the resolutions rules in Robert's Rules of Order.
- C. All resolutions should be typed single spaced when presented to the Resolutions Committee.
- D. All resolutions shall be signed by the entering member or members.
- E. Entering members or their designated representative(s) should attend the Annual Business Meeting to make any necessary explanations.
- F. Resolutions shall be presented to the Resolution Committee before noon the day of the Annual Business Meeting.

- G. Resolutions shall include name, address and title of the person or entity to which the resolution is to be sent.

CHAPTER 11

DUTIES OF THE FINANCE COMMITTEE

SECTION 1:

The Finance Committee shall be comprised of at least three (3) active members as selected by the President.

- A. Members having past financial experience should be considered.
- B. The Committee Chairman will be the current 1st Vice President, or in his/her absence, a Chairman designated by the President.
- C. The Committee members shall be selected and announced at the Opening Ceremonies.

SECTION 2:

The Treasurer shall make available the financial records of the SEC to this Committee, covering the period since the last audit.

- A. All members of the SEC, using any SEC funds, shall provide the Treasurer with financial reports/records prior to the Annual Meeting for making the finalized Treasurer's Report.

SECTION 3:

The Finance Committee shall audit the financial records of the SEC for the previous year.

- A. The Committee shall make a report of its findings at the Annual Business Meeting.
- B. Any discrepancies shall be reported at once to the President and the Executive Board.

SECTION 4:

The Finance Committee shall propose an annual budget (CHAPTER 12) and present it at the Annual Business Meeting.

CHAPTER 12

SE CHAPTER-FINANCIAL BUDGET

SECTION 1:

A proposed yearly line-item budget for expenses of next year shall be submitted by the Finance Committee to the Executive Board at an annual Executive Committee seminar meeting for approval. The last years' expenses must be reviewed in order to develop an appropriate budget for the upcoming year.

- A. The budget shall project expenses for the SE Chapter-IAATI.
- B. All budgetary line-items in the budget process will be justified and supported yearly by receipts and reports for accountability and audits. Receipts will be maintained by the Treasurer at his/her office for any expenses incurred in the SE Chapter.
- C. Any time a member of the Executive Committee, member-at-large or SE Chapter representative receives line-item expenses from this budget and the same reimbursement from his/her business/employment for the same item, the funds from the SE Chapter shall not be dispersed.

SECTION 2:

Expenses (President)

- A. The President is authorized expenses to maximum of \$500.00 for official SE Chapter business during his/her tenure without prior approval of the Board of Directors.
- B. The President is authorized \$2,000.00 for travel expenses to the annual IAATI Seminar. Any excess of these expenses will require justification to and approval by the Board of Directors.

SECTION 3:

Expenses (Executive Director)

- A. The Executive Director is authorized a maximum of \$400.00 for office-type operational expenses in support of his/her position. Additional expenses may be approved by the President.
- B. A maximum of \$600.00 is authorized for travel and related expenses for the Executive Director to attend the Annual SE Chapter Seminar. Additional expenses may be approved by the President.

SECTION 4:

Additional expenses, above the aforementioned amount, needs approval of the President.

SECTION 5:

Seminar Start-Up Fee

- A. An annual Seminar Start-Up fee of \$2500.00, if requested by the OSC, may be given for initial expenses at the seminar site.

SECTION 6:

IAATI Assessments

- A. IAATI assessments (Suspended August 1993)

SECTION 7:

Marketing

- A. Marketing items will not be purchased by any membership fees collected through routine SE Chapter business.
- B. Marketing items will only be purchased through seminar surplus funds, if available, profits on previously sold marketing items, donations, and outside solicited funds.
- C. All marketing expenditures will be kept to a maximum of \$1,000.00 and must be approved annually by the Board of Directors at the Annual Training Seminar.
- D. Marketing items and sales will be supported by receipts for accountability and audited by the Finance Committee at the Annual Training Seminar.

SECTION 8:

Miscellaneous Costs

- A. An annual line-item budget for miscellaneous expenses is allocated for a maximum amount of \$500.00. All expenses exceeding that amount must be approved by the President.

SECTION 9:

Supporting Documents

- A. All expenses incurred by members of the Board of Directors and/or their designated representatives to complete SE Chapter business, must submit receipts within thirty (30) days justifying appropriate costs or expenses. These receipts will become a part of the Treasurer's financial accounting system for expenses.

CHAPTER 13**DUTIES OF THE TRAINING COMMITTEE****SECTION 1:**

The Training Committee shall be comprised of at least three (3) members of the SE Chapter, as selected by the President.

- A. The President shall designate the Chairman of the Committee.
- B. The Committee shall be appointed and announced at the last session of each Annual

Training Seminar.

SECTION 2:

Duties

- A. Prepare and solicit material for the SE Chapter's newsletters
- B. Prepare and recommend minimum standards for vehicle theft training
- C. To advise the Program Chairman (2nd Vice- President) of specific training needs and suggested seminar topics and assist in obtaining instructors for upcoming training.
- D. To maintain and update a list of qualified instructors and their area of expertise.

CHAPTER 14

DUTIES OF THE NOMINATING COMMITTEE

SECTION 1:

Nominating Committee-The Committee shall be comprised of the three (3) most immediate Past-Presidents of the SE Chapter, one active member who is not also a member of the Executive Board, and one associate member who is not a member of the same board. All shall be in attendance at the Annual Training Seminar. In the event that there are not three (3) Past-Presidents at the Annual Meeting, the President shall appoint additional members of the SE Chapter to this Committee to be comprised of five (5) members.

- A. The Chairman of the Nominating Committee shall be the most recent immediate Past-President. The President shall appoint the active and associate members to the Nominating Committee.
- B. The Committee members shall be selected and announced by the President to the full membership present at the Opening Ceremonies of the Annual Meeting.
- C. Nothing in this section shall preclude any member or group or members from placing in nomination in any appropriate way, to be voted upon at the Annual Seminar of the SE Chapter, any person, or persons whom such member, group or members might see fit to nominate for election as an officer or slate of officers, providing the person or persons nominated are current members of the SE Chapter as defined in the SEC Constitution/By-Laws.
- D. A member of the Nominating Committee may not be a candidate for an elected office.

SECTION 2:

Duties

- A. The committee shall receive all nominations proposed to them.
- B. An oral interview and background check should be made of each nominee to determine his or her fitness and desire to serve.
- C. This requirement may be waived for presently sitting officers.
- D. The results of the Committee shall be reported to the membership at the Annual Business Meeting.

CHAPTER 15

EXHIBITORS REGULATIONS

SECTION 1:

All Exhibitors shall make application to the SE Chapter to exhibit their products during the Annual Training Seminar.

- 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."
- B. Excluded from this definition, with the approval of the Executive Board, would be any individual, group or company who has been invited to participate in the Annual Meeting as lecturers and/or speakers.

SECTION 2:

The Sponsorship and Exhibitors Committee shall solicit and invite exhibitors to each Annual Seminar. The OSC and Sponsorship and Exhibitors Committee will coordinate in providing space and arrangements for the exhibitors at the Annual Training Seminar facility.

SECTION 3:

All exhibitors shall pay to the SERC a minimum fee of five hundred dollars (\$500.00) for exhibiting their product or service during the Annual Meeting. This does not include any expense assessed by the hotel, such as electrical.

SECTION 4:

Each exhibitor shall exhibit under the following regulations.

- A. Exhibitors shall have Annual Meeting name badges specifically marked Exhibitor.
- B. Exhibitors will not be permitted to attend training sessions, workshops, or the Annual Business Meeting, unless they are an instructor, active association member or Board member.
- C. Exhibitors will be allowed to attend all SEC social functions and may socialize with all attendees, except in training and business meeting rooms.
- D. Each exhibitor must sign a disclaimer of liability to be furnished by the SEC and maintained by the SEC Executive Director.
- E. Each exhibitor must sign a statement acknowledging that the SEC does not endorse their product or service and that they shall not imply or advertise that they have this endorsement or that they have exhibited their product or service to the SEC. These shall be maintained by the SEC Executive Director.
- F. Each exhibitor shall arrange for adequate space to display his/her product or service with the OSC, and if needed, the Program Chairman.
- G. Exhibitors shall be arranged so that they do not interrupt the orderly organization of the annual meeting.

(NOTE: Disclaimer of Liability for Exhibitors part of the SOP), see page 19

Disclaimer of Liability

I, _____, representing
_____, an exhibitor at the

SEC-IAATI Annual Meeting do hold IAATI, SEC-IAATI, and any or all of their members **HARMLESS** from any and all claims of liability resulting from the display or from the use of any product or service shown at the Seminar, arising from any cause whatsoever.

It is understood that neither IAATI, nor SEC-IAATI in any way endorses any product or service. Furthermore, the inclusion of the display at the display at the Seminar should in no way be construed to constitute such an endorsement.

Agreed between the parties this day _____, of 20_____

Company Name: _____

Address: _____

Telephone: _____

FAX: _____

Email: _____

Description of Product or Service: _____

Signed:

Witness: _____
(SEC-IAATI)

Witness: _____
(SEC-IAATI)

SECTION B: Non-Endorsement of Products and Services

It is understood that neither IAATI, nor SEC-IAATI in any way endorses any product or service. Furthermore, the inclusion of the display at the display at the Seminar should in no way be construed to constitute such an endorsement.

Agreed between the parties this day _____, of 20_____

Company Name: _____

Address: _____

Telephone: _____

FAX: _____

Email: _____

Description of Product or Service: _____

Signed: _____

Witness: _____
(SEC-IAATI)

Witness: _____
(SEC-IAATI)

CHAPTER 16

DUTIES OF THE MARKETING COMMITTEE

SECTION 1:

The Marketing Committee shall be comprised of three (3) current members of the SE Chapter, selected by the President.

- A. The President should designate the Chairman of this committee
- B. The selected committee members will work closely with the OSC before and during the Annual Training Seminar for the purpose of coordinating transportation of goods and dispensing areas for the marketing items.

SECTION 2:

Duties

- A. The Marketing Committee shall fully evaluate those marketing items having excellent resale value and provide this information to the Executive Committee/Board.
- B. Expenses and reports of the Marketing Committee shall be controlled by the requirements of **CHAPTER 12, SE CHAPTER FINANCE BUDGET.**
- C. The Marketing Committee will have a booth/table at each Annual at each Annual Training Seminar for dispensing marketing items to be sold.
- D. Profits derived from the sale of marketing items will be used for incentives to increase membership in the SE Chapter, to promote the Annual Training Seminar, and to repurchase marketing items.

CHAPTER 17

DUTIES OF THE CONSTITUTION AND SOP COMMITTEE

SECTION 1:

The Constitution and SOP Committee shall be comprised of three (3) active members selected by the President.

- A. The President shall designate the Chairman of the Committee who is knowledgeable in the Standard Operating Procedures and Robert's Rules of Order.
- B. The members of the Committee shall be knowledgeable in the Standard Operating Procedures and Robert's Rules of Order will be selected and announced at the Opening Ceremonies.

SECTION 2:

Duties

- A. The Constitution and SOP Committee shall review proposed SOP and Constitution changes effecting the operation of the SE Chapter.
- B. If no SOP or Constitutional changes are submitted for the forthcoming seminar, this committee may be dormant.
- C. The sponsor or his designate, of any changes, should be encouraged by the Chairman to attend the Annual Business Meeting for sponsorship and discussion of the change.
- D. The Committee with the assistance from the sponsor or his designate shall determine the cost effectiveness, rationale, fairness, and applicability of the proposed change in the SE Chapter.
- E. Neither the Committee nor any other member of the SE Chapter thereof will inhibit, abridge or hinder a SE Chapter member's right to submit proposed change(s), to publicize the proposed change in the SE Chapter's quarterly newsletter, or to testify on a change at the Annual Business Meeting.
- F. The Committee will be guided by Robert's Rules of Order).

CHAPTER 18

DUTIES OF THE Newsletter Committee

SECTION 1:

- A. This Committee shall be comprised of three (3) current members of the Se Chapter selected by the President.
- B. The President shall designate the Chairman of the Committee
- C. The Committee will work closely with the President, Executive Director, Program Chairman and On-Site Coordinator for news, seminar preparations and articles which are considered important for the SEC members.
- D. The Committee will not receive compensation for services, but will be reimbursed for such expenses as supplies, postage and telephone fees which may be required to complete the tasks as controlled by the requirements of CHAPTER 12, SE CHAPTER- FINANCE BUDGET .

SECTION 2:

Duties and Contents

- A. The Committee shall collect items for the SEC newsletter and the IAATI APB (Newsletter)
- B. The Committee shall arrange newsletter articles included for the next newsletter into a print-ready format and submit them to the Editor of the IAATI Newsletter (APB)

- C. The Committee may contact the President, Executive Director, Program Chairman and On-Site Coordinator for current news articles and updated materials for the seminar.
- D. Newsletter(s) may contain administrative news, seminar news and announcements, case information (if released by public authorities), training materials, updated By-Laws or SOP, standard news articles, court opinions and/or any other articles germane for the SEC members.

SECTION 3:

Publications

- A. The SEC shall publish at least one newsletter per year
- B. The Committee shall publish one newsletter at least three (3) months prior to the annual seminar to include proposed constitutional changes and seminar registration form and
- C. The Committee may publish an additional newsletter with approval of the President.
- D. The Committee shall mail the completed newsletter to the Executive Director.
- E. The Executive Director and /or designee will be responsible for the mailing and distribution of the newsletter.

CHAPTER 19

AWARDS

SECTION 1:

Awards Committee

- A. There shall be awards established within the Southeast Regional Chapter of the International Association of Auto Theft Investigators to recognize its members for outstanding performance throughout the year.
- B. A Committee shall be designated by the President to receive all nominations submitted. The deadline for acceptance of nominations shall be set and announced to the membership by the Awards Committee Chairman.
- C. Following a review by all members of the Awards Committee, the selection will be made and announced to all appropriate persons, such as:
 - 1. Award Recipient
 - 2. Recipient's Immediate Supervisor and/or Department Head
 - 3. President
 - 4. Executive Board
- D. The names of the Award recipients will be announced to the President and the Executive Board no later than the Executive Board Meeting at the beginning of the Annual Training Seminar.

- E. The Lifetime Achievement Award shall be exempt from this notification process as the recipient will only be disclosed at the time the Award is presented. (**Refer to Section 6: Lifetime Achievement Award**).
- F. Nothing in this chapter shall preclude the President of the Southeast Regional Chapter from presenting special recognition awards which he or she deem appropriate during their tenure.

SECTION 2:

Classification of Awards

- A. There shall be the following four (4) classifications of awards.
 - 1. Award of Merit
 - 2. Certificate of Merit
 - 3. LoJack Award
 - 4. Lifetime Achievement Award

SECTION 3:

Award of Merit

- A. This award shall be presented to an individual, unit, or department who has displayed excellence throughout the year in the field of Vehicle Identification and/or Recovery. These actions can include, but not limited to:
 - 1. A large-scale investigation involving multiple vehicles, jurisdictions, or suspects.
 - 2. Innovative ideas or programs which resulted in a positive impact on the community.
 - 3. Large or unique vehicle recoveries.
 - 4. Any other actions, programs, or investigations deemed appropriate by the Awards Committee.
- B. The Southeast Regional Chapter shall furnish the recipients(s) of this award:
 - 1. Free registration at the Annual Training Seminar for a maximum of two people.
 - 2. One complimentary hotel room for (1) night at the Annual Training Seminar.
 - 3. A plaque depicting the name of the award, the recipient's name, date and location of presentment.
- C. This award will be presented by the President and the Chairman of the Awards Committee during the Opening Ceremonies of the Annual Training Seminar.

SECTION 4:

Certificate of Merit

- A. This award shall be presented to an individual, unit, or department who has displayed excellence throughout the year in the field of Vehicle Identification and/or Recovery. These actions can include, but not limited to:
 - 1. A large-scale investigation involving multiple vehicle, jurisdictions, or suspects.
 - 2. Innovative ideas or programs which resulted in a positive impact on the community.
 - 3. Large or unique vehicle recoveries
 - 4. Any other actions, programs, or investigations deemed appropriate by the Awards Committee.
- B. Any nominee who was nominated for but not selected for the Award of Merit shall receive a Certificate of Merit.
- C. The Southeast Regional Chapter shall furnish the recipients(s) of this award.
 - 1. A certificate signed by the President of the Southeast Chapter and the Awards Committee Chairman depicting the name of the award, the recipient's name, date, and location of presentment.
 - 2. There is no maximum number of these awards that can be presented each year.
- D. This award will be presented by the President and the Chairman of the Awards Committee during the Opening Ceremonies of the Annual Training Seminar.

SECTION 5:

LoJack Award

- A. This award is to honor law enforcement officers whose efforts, in conjunction with the use of the LoJack Stolen Vehicle Recovery Network, made the most significant impact on the recovery(s) of stolen vehicles(s).
- B. This award can be presented to an individual, unit, or department.
- C. The recipient(s) of this award shall receive:
 - 1. Registration fee for the Annual Training Seminar shall be waived for a maximum of two people.
 - 2. One complimentary hotel room for the length of the Annual Training Seminar.
 - 3. A plaque or similar commemorative depicting the name of the award, the recipient's name, date, and location of presentment.
- D. The committee considering this award must consist of at least one (1) member who is currently employed by the LoJack Corporation Law Enforcement Division.

- E. The LoJack Corporation shall reimburse the Southeast Regional Chapter for the amount of the fees for the seminar registration, hotel, and award. The Chapter Treasurer shall compile and submit all invoices for reimbursement.
- F. This award will be presented at the Banquet of the Annual Training Seminar by a representative of LoJack Corporation.

SECTION 6:

Lifetime Achievement Award

- A. This award will be presented to a person who had over the course of their career and association with the Southeast Regional Chapter displayed actions that greatly influenced the chapter and the goals of IAATI and who have distinguished themselves by service to the association or for other outstanding acts in the vehicle theft field.
- B. Candidates are selected based upon extraordinary service to the association and not for those services normally required of association members or for other significant acts bringing favorable credit to the association or its members.
- C. There shall be a subcommittee within the Awards Committee for the selection of any recipient of the Lifetime Achievement Award. The subcommittee will be titled Lifetime Achievement Award Committee and shall be comprised of past recipients of the award. The most recent recipient will act as Chairperson. This committee will be announced by the President at the time of all committee appointments.
- D. The Committee shall exercise due diligence in considering all nominations to insure anyone selected for the award fulfills the criteria described in paragraph 1 of this section.
- E. Due to the prestigious nature of the Lifetime Achievement Award, this award may not necessarily be presented each year.
- F. The name of the recipient shall not be disclosed to anyone outside the Lifetime Achievement Awards Committee until presentation.
- G. When a qualified recipient is selected, the award will be presented at the Opening Ceremonies during the Annual Training Seminar by the Chairman of the Lifetime Achievement Awards Committee.

CHAPTER 20

Conference Coordinator

Section 1:

Purpose

- A. The annual SEIAATI conference is the primary contributor to the organization's membership and revenue. Consequently, it also represents a significant risk to SEIAATI's public image and financial sustainability. For this reason, the SEIAATI Board has recommended the establishment of a Conference Coordinator role.

Section 2:

Appointment

- A. The President of SEIAATI shall recommend a candidate to the Officers of SEIAATI.
- B. The appointment is confirmed by a majority vote of the Officers of SEIAATI.
- C. The appointment can take place at any time.

Section 3:

Term and Renewal

- A. The candidate serves an initial two-year term, with the possibility of an SEIAATI Officer approved extension for an additional two years.
- B. Following a four-year term, the position may be opened to new candidates at the discretion of the President to encourage new perspectives.

Section 4:

Remuneration

- A. While SEIAATI is a volunteer-based association, the Conference Coordinator role is critical and to attract and retain top candidates, to attract and retain qualified candidates, SEIAATI may offer reimbursement for pre-approved expenses, including conference registration, travel, and accommodation.
- B. Any subsidy shall be a part of the conference budget.

Section 5:

Organizational and Reporting Relationships

- A. The Coordinator reports directly to the 2nd Vice President.
- B. The Coordinator maintains close communication with key stakeholders, including:
 - SEIAATI Executive Director
 - Treasurer
 - Sponsorship and Marketing Director
 - Chair of the Site Selection Committee
 - Host Agencies
 - Conference Director and Onsite Committee
 - Any external conference planning contacts

Section 6:

Roles and Responsibilities

- A. The SEIAATI Conference Coordinator is responsible for the successful planning and execution of SEIAATI Conferences and any joint conferences with International IAATI or other Chapters/Branches.
- B. Provide guidance to potential Conference hosts on expectations and requirements when bidding for, planning, or hosting an SEIAATI 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 Agency or International IAATI, Chapters or Branches, including their President, Board members, and On-site Conference committee during the planning stage when applicable.
- E. Ensure that Conference hosts are aware of and adhere to specific SEIAATI procedures, covering scheduling, venue selection, contract approvals, accommodation negotiations, and other essential aspects.
- F. Encourage liaisons between SEIAATI'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 SEIAATI Board members and others when there is a joint conference with other parties.
- H. Facilitate compliance with SEIAATI 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 or privileges.

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