

CONSTITUTION AND BYLAWS of the IDAHO STATE ASSOCIATION OF COUNTY CORONERS, Inc.

Adopted: January 31, 2001

Amended: February 1, 2016; September 28, 2017; February 9, 2018

ARTICLE 1 – NAME AND OBJECTIVES

- Section 1. The name of the organization shall be the Idaho State Association of County Coroners, Incorporated (ISACC).
- Section 2. The objectives of ISACC shall be to unite Idaho’s county coroners and their deputies into a single statewide organization in order to:
- A. Formulate standards and principles for guidelines in the operation of the office of the county coroner;
 - B. Collect, compile, and distribute information about the role and function of the county coroner;
 - C. Provide a forum for the discussion of subjects which educate the county coroners and deputy coroners in the performance of their duties;
 - D. Provide a forum for discussion of issues of mutual concern between the county coroners and the state of Idaho;
 - E. Establish lines of communication with the Idaho Legislature so that the Legislature will have the benefit of the knowledge and experience of the county coroner when considering legislation impacting the operation of the office of county coroner;
 - F. Present and promote legislation believed to be beneficial to the office of the county coroner and the taxpayers of the state of Idaho;
 - G. Oppose legislation which is detrimental to the office of county coroner and the taxpayers of the state of Idaho; and
 - H. Acquire, own, use, convey, or otherwise dispose of and deal in real or personal property and any interest therein.

ARTICLE II – MEMBERSHIP

- Section 1. Any Idaho county coroner upon the payment of the annual dues shall be a voting member of the association.
- Section 2. All regular dues are payable on October 1st of each fiscal year, with the fiscal year beginning on October 1st and ending on September 30th. Such dues become delinquent after January 31st of that fiscal year.
- Section 3. Any deputy coroner authorized by his or her county coroner may become a member of the association but shall not have the right to vote unless otherwise designated pursuant to the provisions of Article VIII, Section 3 of this Constitution and Bylaws.
- Section 4. As a condition of membership, members shall agree in writing to abide by the ISACC Code of Conduct. Any member who fails to maintain compliance of the ISACC Code of Conduct shall be reviewed by the ISACC Board of Directors and may be subject to expulsion from ISACC.
- Section 5. Any person or organization, upon payment of a fee to be determined by the membership, may become an associate member of ISACC but shall not have the right to vote or any other authority because of that membership.

ARTICLE III – GOVERNMENT

- Section 1. The government of ISACC shall be vested in the membership, except as otherwise provided in this Constitution and Bylaws.
- Section 2. Only members enumerated in Article II, Section 1 shall be eligible to hold office and vote, unless otherwise designated pursuant to the provisions of Article VIII, Section 3 of this Constitution and Bylaws.
- Section 3. The control and management of the property, finances, and general supervision of all the affairs of ISACC shall be under the supervision of the board of directors answerable to the membership. The President, Vice President, and Secretary/Treasurer shall serve as officers of ISACC. The three officers plus four additional coroners elected as set forth in Article IV shall constitute the board of directors.

ARTICLE IV – ELECTION, TERMS OF OFFICE & DUTIES OF OFFICERS, BOARD MEMBERS AND THE REPRESENTATIVE TO THE IAC BOARD OF DIRECTORS AND LEGISLATIVE COMMITTEE

- Section 1. The officers of ISACC shall be the President, Vice President, and Secretary/Treasurer; who shall constitute the Executive Board, and serve without salary.
- Section 2. The officers shall be elected at the ISACC Annual Conference. Upon the presentation of a slate of officers by the Nomination Committee, any member may make additional
- Idaho State Association of County Coroners Constitution and Bylaws

nominations from the floor. Election shall be by secret ballot when deemed necessary by the President. Election to any office shall be a majority of the votes cast. Each officer shall represent a separate Idaho Association of Counties district as now exists or hereafter may be established.

Section 3. The term of office for the President, Vice President, and Secretary/Treasurer shall be for one (1) year, starting on the date of their election and continuing until their successors have been elected and qualified.

Section 4. The duties of the officers of ISACC shall be as follows:

A. The President shall:

- (1) Preside over all meetings of ISACC;
- (2) Appoint all standing and special committees and name the chairs of the committees except as otherwise provided in this Constitution and Bylaws;
- (3) Cast a special ballot in case of a tie at meetings of ISACC; and
- (4) Enforce all rules relating to the administration of ISACC.

B. The Vice President shall:

- (1) Perform the duties of the President in absence of the President;
- (2) In the event of a vacancy in the office of President, automatically becomes the President;
- (3) Shall be the chairperson of the Education Committee; and
- (4) Ensure all training and hours from ISACC meetings are forwarded to the Idaho Association of Counties.

C. The Secretary/Treasurer shall:

- (1) Keep the minutes of all regular and special meetings of ISACC;
- (2) Keep a register of the membership;
- (3) Conduct all correspondence relating to ISACC;
- (4) Issue all notices of meetings of ISACC;
- (5) Perform all other functions related to the office of Secretary/Treasurer;
- (6) In the event of a vacancy in the office of Vice President, automatically become the Vice President;
- (7) Prepare an annual budget to be adopted by the membership at the annual meeting;

- (8) Receive and receipt all monies payable to ISACC unless there is a contract for administrative support services with the Idaho Association of Counties or some other entity;
- (9) Report at each ISACC meeting the financial condition of ISACC;
- (10) Report at each ISACC meeting the financial condition of ISACC; and
- (11) Provide the President with a list of those not qualified on non-payment of dues as required by Article II, Section 1.

Section 5. The seven additional members of the board of directors for ISACC shall be elected as follows: six (6) members shall be elected from each of the Idaho Association of Counties districts for a term of one (1) year. The seventh member shall be elected “at-large” from any district for a term of one (1) year. Each of the board members shall be elected in during the ISACC Annual Conference.

Section 6. The ISACC membership shall elect a representative to the Idaho Association of Counties Board of Directors to serve a term of two (2) years. The election for this position shall commence in the year 2001 at the ISACC Annual Conference for a one (1) year term, and shall occur in each even-numbered year thereafter for a term of two (2) years. Also, an alternate with the same qualifications as the representative shall be elected for a two (2) year period to attend the meetings of the Idaho Association of Counties Board of Directors should the regular representative be unavailable, and shall complete the unexpired portion of the term of the regular representative should he or she be unable to do so.

Section 7. The ISACC membership shall elect a representative to the Idaho Association of Counties Legislative Committee to serve a term of two (2) years. The election for this position shall commence in the year 2015 at the ISACC Annual Conference for a one (1) year term, and shall occur in each even-numbered year thereafter for a term of two (2) years. Also, an alternate with the same qualifications shall be elected for a two (2) year period to attend the meetings of the Idaho Association of Counties Legislative Committee should the regular representative be unavailable, and shall complete the unexpired portion of the term of the regular representative should he/she be unable to do so.

ARTICLE V – COMMITTEES

Section 1. The ISACC committees shall include the Nomination Committee, the Education Committee, and such other special committees as may be appointed from time to time by the ISACC President.

Section 2. The ISACC President shall appoint all committees and name the chair and vice chair unless otherwise provided in this Constitution and Bylaws. All appointments shall expire with the expiration of the term of the President under whose term the appointment was made.

Section 3. The Nomination Committee shall consist of the Immediate Past President as chair and six (6) members who represent each Idaho Association of Counties (IAC) district. The ISACC

President shall appoint the six (6) members and the ISACC Board shall approve prior to August 1 of each year. If the Immediate Past President is not available to chair the Nomination Committee, the board will vote for a chair.

ARTICLE VI – CONTINUING EDUCATION

- Section 1. Coroners must attend and participate in twenty-four (24) hours of continuing education every two (2) years to remain in good standing with the ISACC. Continuing education and Training must pertain to the Medicolegal Death Investigation and the role of the coroner. Continuing education must be courses approved by the Education Committee in order to apply to continuing education requirements.
- Section 2. In order to receive funding for training from ISACC, the member requesting funds must have attended at least one (1) of the last two (2) ISACC meetings and be current on their dues. A coroner can petition the ISACC Board of Directors if a hardship occurs within that fiscal year.

ARTICLE VII – MEETINGS

- Section 1. ISACC shall have a minimum of two (2) meetings per year. The annual meeting of ISACC shall occur in the Fall of each year. The semi-annual meeting of ISACC shall occur in February of each year in conjunction with the Idaho Association of Counties Legislative Conference. Notices of the annual meeting shall be sent to each Member not less than fifteen (15) days prior to the meeting.
- Section 2. The ISACC Board of Directors shall have four (4) meetings per year. These meetings shall occur quarterly. Two (2) of these meetings shall occur in conjunction with the Idaho Association of Counties Legislative and Annual Conferences.
- Section 3. The President may call a special meeting of ISACC at any time with the approval of the board of directors.
- Section 4. The minutes of each meeting of the membership or board of directors shall be distributed to all members of ISACC and to a representative at Idaho Association of Counties within thirty (30) days after the conclusion of the meeting.

ARTICLE VIII – QUORUM AND VOTING

- Section 1. A majority of the ISACC Membership shall constitute a quorum authorized to transact any business at any meeting of the association.
- Section 2. Each county coroner qualified to vote pursuant to Article II, Section 1, shall have one (1) vote on any issue requiring a vote of the ISACC Membership.

Section 3. In the absence of the county coroner, a deputy coroner specifically authorized by the county coroner in writing to vote on behalf of the county coroner may vote on any issue requiring a vote of the ISACC Membership. The authorization to vote shall be presented to the President prior to voting.

ARTICLE IX – AMENDMENTS & RULES OF ORDER

Section 1. Amendments to the ISACC Constitution and Bylaws shall be made only at a regular or special meeting, upon approval by a two-thirds (2/3) vote of the members present. No proposition to amend shall be acted upon unless written notice of the amendment has been given to the Secretary/Treasurer not less than thirty (30) days prior to the meeting. A copy of the amendment shall be contained in the call for the regular or special meeting with a copy sent to each member at least fifteen (15) days prior to the date of the meeting at which the amendment(s) is to be voted on.

Section 2. The ISACC Constitution and Bylaws shall be reviewed in even-numbered years every two years with the first review in 2016.

Section 3. The most recent edition of Robert's Rules of Order shall govern the ISACC meetings and committees.