

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; February 3, 2023

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. Any chief deputy coroner may hold office and become a voting member only after written authorization from the coroner has been submitted to the ISACC Board of Directors (Board).
- Section 3. 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 31 of that fiscal year.
- Section 4. 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 5. As a condition of membership, members shall agree 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 6. 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 and Section 2 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, 1st Vice President, 2nd Vice President, and Immediate Past President shall serve as officers of ISACC. The four officers plus seven additional members 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, 1st Vice President, 2nd Vice President, and Immediate Past President; who shall constitute the Executive Committee, 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 shall make additional 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 (IAC) district as now exists or hereafter may be established. If a candidate cannot be found to represent a separate IAC district, the Board may hold a vote to override this criteria.
- Section 3. The term of office for the President, 1st Vice President, 2nd Vice President, and Immediate Past President 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 provide 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 1st Vice President shall:
 - 1. Perform the duties of the President in the 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 2nd Vice President shall:

1. Keep, or cause to be kept, the minutes of all regular and special meetings of ISACC;
2. Keep, or cause to be kept, a register of the membership;
3. Conduct, or cause to be conducted, all correspondence relating to ISACC;
4. Issue, or cause to be issued, all notices of meetings of ISACC;
5. Perform all other functions related to the office of 2nd Vice President;
6. In the event of a vacancy in the office of 1st Vice President, automatically become the 1st Vice President;
7. Prepare, or cause to be prepared, 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 IAC or some other entity;
9. Report at each ISACC meeting the financial condition of ISACC; and
10. 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: one (1) director representing IAC districts 1, 3, and 5 shall be elected for a two (2) year term in odd-numbered years, beginning in 2023. One (1) director representing districts 2, 4, and 6 shall be elected for a two (2) years term in even-numbered years. This election shall commence in the year 2023 with a one (1) year term, and shall occur in even-numbered years thereafter for a term of two (2) years. The seventh member shall be elected "at-large" from any district for a term of two (2) years. The "at-large" position shall be elected in odd-numbered years. Each of the board members shall be elected 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.

Section 8. All elected positions are expected to uphold the duties of their position. This includes regular attendance of assigned meetings and reports to the membership. If unable to attend an assigned meeting, the alternate or Board must be informed in a timely manner.

Section 9. If a member holding a position on the Executive Committee, Board, IAC Board Representative, or IAC Legislative Committee Representative is not upholding their duties, the Board may choose to remove them from their position with a simple majority vote.

- Section 10. Vacancies in the Board, IAC Board Representative, or IAC Legislative Committee Representative shall be filled as follows:
- A. A vacancy in the office of the President shall be filled by the succession of the 1st Vice President. A vacancy in the office of the 1st Vice President shall be filled by the succession of the 2nd Vice President. A vacancy in the office of the 2nd Vice President shall be filled by appointment of the Board. In the event of a vacancy, the successor will complete the term of the vacated office in addition to their full term.
 - B. A vacancy in the IAC Board Representative or IAC Legislative Committee Representative shall be filled by appointment of the Executive Committee until the next full membership meeting where an election will be held for the remainder of the term.

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 members of the Board.

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 course 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 conferences and be current on their dues. A coroner can petition the ISACC Board of Directors if a hardship occurs within that fiscal year.
- Section 3. All reimbursement requests must be received no later than 30 days after the conclusion of the conference or training from which the individual is requesting reimbursement.

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 posted to the ISACC web page on the IAC website within thirty (30) days after the conclusion of the meeting.

ARTICLE VIII – QUORUM AND VOTING

Section 1. A majority of the ISACC Membership present shall constitute a quorum authorized to transact any business at any meeting of the association.

Section 2. Each county coroner or chief deputy coroner qualified to vote pursuant to Article II, Section 1 and 2, shall have one (1) vote per county 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 proxy vote shall be presented to the President prior to voting and in writing the day of the vote.

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 2nd Vice President 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.