



Constitution and By-Laws
Of the
New Jersey Division
International Association for Identification
Chartered August 6, 1986

Revised October 17, 2001

ARTICLE I : AIM AND OBJECTIVE

SECTION 1.

This organization shall be known as the New Jersey Division of the International Association for Identification, which shall be incorporated under and by virtue of the law of the State of New Jersey, as a Not for Profit corporation, and is formed for the following reasons:

(a). To associate persons who are actively engaged in the profession of forensic identification, investigation, and scientific examination of physical evidence in an organized body, so that the profession, in all its branches, may be standardized and effectively and scientifically practiced.

(b). To encourage the enlargement and improvement of the science of forensic identification and crime detection.

(c). To encourage research in scientific crime detection.

(d). To keep its members apprised of the latest techniques and discoveries in forensic identification and crime detection.

(e). To employ the collective wisdom of the profession to advance the scientific techniques of forensic identification and crime detection.

ARTICLE II: MEMBERSHIP

SECTION 1.

Membership of this Division shall consist of Active, Life Active, Associate, and Honorary members. Application for membership shall conform to the provisions as set forth in the By-Laws.

SECTION 2. Active Membership

The Active Membership of the Division shall consist of persons actively engaged in the science of forensic identification, and their bureau or department heads. PROVIDED HOWEVER, that the foregoing persons are bonafide employees of, and who receive salaries from National, State, County, or Municipal governments, or some division thereof. Active members shall not lose their status or eligibility to hold office because of retirement or change of position, so long as they remain in good standing.

SECTION 3. Life Active Membership

Life Active Membership shall be limited to all Past Presidents; past twenty five (25) years; Members who have paid their dues and assessments to the parent body for 25 years and a member in good standing with the New Jersey State Division for three (3) years; - those members, granted this status shall be eligible to vote and are entitled to all the privileges of an Active Member. They shall be excused, during their life time, from further payment of dues and assessments.

SECTION 4. Associate Membership

All reputable persons, wholly or partially engaged in any of the various phases of the science of forensic identification and investigation, and who are not qualified for the Active Membership, are hereby eligible to become Associate Members. They shall, in all respects be subject to the same rules, fees and charges and entitled to the same rights and privileges as Active Members, except that they are not eligible to hold elective office.

SECTION 4a. Student Membership

Persons enrolled in an accredited educational institution, who are studying a curriculum with an academic focus on the forensic sciences or criminal justice, shall be eligible for student membership. Student members shall enjoy all the rights and privileges of an Associate Member. Dues shall be determined by resolution.

SECTION 5. Honorary Membership

Honorary Membership of this Division shall consist of persons who have performed some particular service for the Division, or who have in some way performed some meritorious act for law enforcement. Such person or persons, upon motion of any member in good standing, may be elected by the Board of Directors or by the Association in conference to Honorary Membership for a period of one year, and shall be excused from the payment of dues and assessments. They shall not be eligible to vote or hold office.

SECTION 6

Only Active or Life Active Members in good standing for a period of one year prior to the October conference shall be eligible to hold elective office.

ARTICLE III. OFFICERS

SECTION 1.

There are hereby created the following officers of the Division:

- A. President
- B. Vice Presidents: (1st, 2nd, 3rd, 4th)
- C. Secretary – Treasurer
- D. Sergeant – At – Arms

SECTION 2.

All of the foregoing Officers shall be elected at the Annual Conference of the Division.

SECTION 3.

No member shall be a candidate for, nor elected to more than one office during any year.

ARTICLE IV: BOARD OF DIRECTORS

SECTION 1.

There shall be a Board of Directors consisting of ten (10) members and a Chairperson (total of eleven 11). The ten (10) board members shall be elected at the Annual Conference of the Division.

SECTION 2.

The immediate Past President of the Division shall serve as Chairperson and eleventh member of the Board of Directors and shall be entitled to vote as a member of said Board. In the absence of the immediate Past President at the conference Board Meeting(s), the most recent Past President in attendance shall preside.

SECTION 3.

In the event of a vacancy occurring on the Board of Directors between Annual Conferences, such vacancy shall be filled by the President, and the newly appointed member of the Board shall hold office until regular elections at the next Annual Conference.

SECTION 4.

All Past Presidents and Officers of the Division may attend the Board Meetings. However, these persons may be heard but not have a vote.

SECTION 5.

A quorum of the Board of Directors shall consist of six (6) Directors.

ARTICLE V: REGIONAL REPRESENTATIVE

SECTION 1.

The Regional Representative is appointed each year by the President of the International Association for Identification. The State Division President may recommend a change in the appointment provided:

1. The proposed new appointee is a member in good standing of both the state and parent body and
2. The name of the new appointee is transmitted to the Chief Operating Officer of the parent body no later than (30) thirty days prior to the commencement of the annual conference of the International Association for Identification.

The duties of the Regional Representative shall be governed by the Constitution and By-Laws of the International Association for Identification.

ARTICLE VI: COMMITTEES

SECTION 1.

This committee shall consist of the Chairperson of the Board of Directors, who shall serve as chairperson of the committee; the Past-Presidents in attendance who wish to serve; and one Active or Associate member appointed by the President of the Association. No member of the Nominating Committee shall be eligible as a candidate for, not elected to the Offices of President, the Vice-Presidents, or the Board of Directors at the year's General Election. All members shall have the right to vote. In the event that less than five members are in attendance, the President shall appoint a sufficient number of active members to bring the Committee up to five. The Nominating Committee shall receive recommendations from any member who wishes to propose a candidate or candidates for election, and after considering names of the proposed candidates shall make nominations, and shall then post this list of nominations at the conference by noon of the

second full day. Nothing herein contained shall be construed to preclude the nomination for office of any eligible member from the floor of the Conference.

SECTION 2. Science and Practice Committee

- (a) The Science and Practice Committee shall be named by the incoming President within thirty (30) days after the President is inducted into office.

- (b) The Science and Practice Committee shall be composed of a Chairperson and nine (9) committee persons, one for each of the following disciplines:
 - 1. Fingerprint Identification
 - 2. Polygraph Examination
 - 3. Questioned Document Examination
 - 4. Forensic Photography
 - 5. Firearms and Tool Mark Examination
 - 6. Forensic Laboratory Analysis
 - 7. Voice Identification
 - 8. Crime Scene Investigation
 - 9. Forensic Art

To facilitate wide representation, the President shall give consideration to geographical location wherever possible when appointment the various subcommittee members.

- (c) Each discipline's Subcommittee shall act as an investigative committee on applicants for membership, who designate that Subcommittee's discipline as their most frequently practiced forensic science (primary discipline). In the case where an applicant is applying for Associate Membership and is not actively engaged in any forensic science, the applicant shall designate the discipline in which he/she has primary interest. That discipline's Subcommittee shall be the Subcommittee which shall investigate his/her eligi-

bility for membership. All applications of candidates for membership in the Association shall be forwarded to the respective Science and Practice Subcommittee Chairperson by the Secretary-Treasurer. The Subcommittee Chairpersons shall perform an immediate and thorough membership investigation. The Chairperson may call upon his/her Subcommittee members for information on said applicant, if the Subcommittee Chairperson deems it necessary. Upon completion of said investigation, the Subcommittee Chairperson shall make a judgment and return the prospective member's application with approval or disapproval indicated thereon. In the event that a decision cannot be made, the subcommittee chairperson shall consult with the Chairperson of the Science and Practice Committee before rendering a final judgment.

- (d) Any Committee Chairperson or Member may receive and pass on information (through the Chairperson) concerning ethical violations to the President, who will, in turn, refer it to the Ethics and Investigations, as set forth in this Article, Section 3.
- (e) The Chairperson of each discipline's Subcommittee may hold a seminar or seminars and/or a business meeting at the Annual Conference pertinent to that particular discipline, with participation by the members of the Division involved or interested in that discipline. Then said Chairperson shall make recommendation to the Board of Directors, the President, or the full membership on matters that pertain to that discipline, especially in cases where a vote of general membership is warranted.

SECTION 3. Ethics and Investigations Committee

Members shall conduct themselves in a manner which creates and maintains respect for the International Association for Identification. In all their professional activities, they shall always be mindful of the high standards of behavior expected of them.

There shall be an Ethics and Investigations Committee composed of an appointed Chairperson, the Legal Representative, and a minimum of three (3) other Members whom the President shall appoint from diverse geographical locations. The primary function of the individual Members, at the request of the President, and to present the evidence obtained to the Board of Directors. The following judiciary process shall apply to any allegations of unethical or wrongful conduct against a Member of the Division. Any Member of the Division, wishing to make an allegation of ethical violation(s) against any other Member, shall submit said allegation(s) in writing to the President of the Division, either directly or through the Secretary.

Also, the Science and Practice committee, upon receipt of a complaint concerning the professional conduct of a Member of its discipline, shall through its Chairperson, refer said complaint to the President in writing, accompanied by a recommendation, if any, concerning the need for further investigation. The President shall, within ten (10) days turn any and all correspondence and/or information concerning said allegations) over to the ethics and Investigations Committee through its Chairperson (or, if disqualified, the President's designee) of the applicable discipline for information said Subcommittee may have relative to the allegation(s). After gathering all available data, the Ethics and Investigations Committee shall issue a report of its findings to the Board of Directors, directly or through the Secretary, setting forth the basic facts. The Board may determine that the charge (s) are unfounded, and the complaint shall be dismissed. If, however, the Board determines there are sufficient grounds to try the accused member, it shall give both the accused and the accuser (s) a reasonable opportunity to be heard and to confront each other as set forth in Article XVI Section 5. The Board of Directors shall have the power to conduct a hearing on any member of this Division concerning any charge affecting said member's professional and ethical qualifications for maintaining membership in good standing.

SECTION 4. Resolutions Committee

This Committee shall be composed of a minimum of three (3) Members. All

Members shall have the right to vote. The duties of the Committee shall be to receive suggestions from any source, and, if approved by a majority vote of the Committee Members, to incorporate them into resolutions and present them to the next Annual Conference. Members of this Committee shall be appointed by the incoming President within thirty (30) days after being inducted into office, and they shall remain on this Committee during the President's term of office.

SECTION 5. Legislative Committee

A Legislative Committee shall be named by the incoming President within thirty (30) days after the President is inducted into office. The chairperson of this committee shall be appointed by the President. The Association's Legal Representative shall serve in an advisory capacity, but will also be a voting Member of said committee. All other members of this committee shall be appointed by the President and President shall determine the matters for consideration by this committee.

SECTION 6. Conference Speakers and Papers Committee

This Committee shall be appointed by the President within thirty (30) days of taking office, and shall assist the Conference Committee in preparing its program. The Conference Speakers and Papers Committee shall consist of the 1st Vice-President, who shall be the Chairperson of the Committee, and four other members. They shall, with direct guidance from the President, develop an educational theme, and plan and organize at least sixty percent (60%) of each conference educational program, beginning two years in advance.

SECTION 7.

The President may appoint other special committees or subcommittees at his/her discretion.

ARTICLE VII: DUTIES OF THE PRESIDENT

SECTION 1.

The President shall preside at all meetings of the Division and preserve order and decorum. The President shall carefully supervise the affairs of the Division and labor for usefulness and efficiency. The President shall appoint all standing and special committees as provided for herein. The President shall fill, by appointment, all vacancies, including Committee Chairpersons, caused by death, resignation, or other causes, except as otherwise provided for in these Articles. The President shall represent the Division at all functions requiring official I.A.I. representation, unless otherwise delegated by the President.

SECTION 2.

The President shall appoint Regional Representatives as provided for herein.

SECTION 3.

The President shall be eligible for reimbursement of expenses incurred while attending the annual International and Division conferences.

SECTION 4.

The President shall not succeed him/herself in office except when serving the unexpired term of his/her predecessor.

SECTION 5.

The President shall be an ex-officio Member of the Board of Directors.

SECTION 6.

A revolving fund of one hundred dollars (\$100) shall be maintained by the President to defray the usual and ordinary expenses of the office.

SECTION 7.

The President, with the approval of the Board of Directors, may seek additional funding to defray the expenses incurred in the furtherance of the goals of the Division.

ARTICLE VIII: DUTIES OF VICE PRESIDENTS

SECTION 1.

The 1st Vice President shall act as presiding officer of the Division during the temporary absence or disability of the President. The 2nd Vice President shall succeed to the office of the President in the event of the death, disability, resignation or removal from office of both the President and 1st Vice President. In the event of the death, disability, resignation or removal from office of both the President and 1st Vice President, the Board of Directors shall elect a temporary President who shall serve the unexpired term thereof.

SECTION 2.

The 1st Vice President shall be a voting member of the Board of Directors.

SECTION 3.

The 1st Vice President shall be charged with arranging for the speakers at the annual educational conference and training seminar.

SECTION 4.

The 2nd Vice President will be charged with coordinating our meetings and their respective programs. The coordination shall be with each of the other vice presidents.

SECTION 5.

The 3rd Vice President shall be responsible for overseeing that the membership roster is accurate and up to date. This will involve close ties with the Secretary-Treasurer.

SECTION 6.

The 4th Vice President shall oversee membership recruitment. This will involve a close working relationship with the Division Representative and the Secretary-Treasurer. The 4th Vice President shall also ensure that all new members receive a copy of the New Jersey State Division IAI Constitution and By-Laws, and a Membership Roster of the New Jersey Division of the IAI.

SECTION 7.

In the event of a vacancy of any of the vice president(s) due to death, resignation or other causes(s), such office shall remain vacant until the next Annual Conference.

ARTICLE IX: DUTIES OF SECRETARY-TREASURER

SECTION 1.

The Secretary-Treasurer shall keep an accurate record of all applications, correspondence, and minutes of the Division.

SECTION 2.

The Secretary-Treasurer shall, upon approval of any applicant for membership issue a certificate of qualification to such person. This certificate shall include the member's name and such other necessary data approved by the Board of Trustees and shall be signed by the President and the Secretary-Treasurer.

SECTION 3.

The Secretary-Treasurer shall be exempt from the payment of dues during his term of office.

SECTION 4.

The Secretary-Treasurer shall keep an accurate account of the financial records of the Division and upon payment of dues, issue to the member of a membership card which shall bear the imprint of the year for which it is issued.

SECTION 5.

All checks issued by the Secretary-Treasurer shall be signed by either the Secretary-Treasurer or the President.

SECTION 6.

Any bill in excess of \$250.00 presented to the Secretary-Treasurer is required to be approved by a majority of the officers and/or directors.

SECTION 7.

The monthly Secretary-Treasurer's report shall include the amount of money received in dues during the past month.

SECTION 8.

At the end of the year, the Board of Trustees shall audit the financial reports of the Secretary-Treasurer.

SECTION 9.

The Secretary-Treasurer shall maintain the Division banner, public resolutions and any other devices recognizing the efforts and accomplishments of the Division.

SECTION 10.

The Secretary-Treasurer shall be eligible for reimbursement of expenses incurred while attending the annual International and Division conferences.

ARTICLE X: DUTIES OF THE EDITOR

SECTION 1.

The Editor shall receive all articles and items of interest to the Division, edit them when necessary, and prepare them for inclusion in the Division's official quarterly publication, "The Criminalist". The Editor shall secure such other beneficial publicity for the organization as may be possible, and perform such other duties as may be designated by the President or Board of Directors.

SECTION 2.

The Editor shall ensure that the names, addresses, department or affiliation and corporations (including primary discipline and secondary discipline(s) of new members in the Division by promptly published in "The Criminalist").

SECTION 3.

The Editor shall be eligible for reimbursement of expenses incurred while attending the annual International and Division conferences.

ARTICLE XI: DUTIES OF THE SERGEANT-AT-ARMS

SECTION 1.

The Sergeant-at-Arms shall have command of the outer door of the conference hall and board room, and shall prevent unauthorized entry as determined by the President or Board of Directors. The Sergeant-at Arms shall assist the President in preserving order and shall perform such other duties as the President may direct.

SECTION 2.

The Sergeant-at-Arms shall determine the voting eligibility of delegates at the Annual Conference.

ARTICLE XII: DUTIES OF THE LEGAL REPRESENTATIVE

SECTION 1.

The Legal Representative shall give prompt legal advice, as necessary, to the Division in connection with the administration of the affairs of the Division. Reimbursement for any expenses incurred shall be subject to approval by the Board of Directors.

SECTION 2.

The Legal Representative shall serve as a voting member of the Legislative Committee and shall act in an advisory capacity for said Committee.

ARTICLE XIII: DUTIES OF THE HISTORIAN

SECTION 1.

The Historian shall search for, collect and have custody of all items of historical interest to the Association. The historian shall identify and mark each item, acknowledge the donor of each, and maintain an inventory of all materials on hand, and shall advise the membership of new acquisitions and other pertinent matters on an annual basis.

ARTICLE XIV: DUTIES OF THE BOARD OF DIRECTORS

SECTION 1.

The Board of Directors shall be the managing body of the Division.

SECTION 2.

The Board of Directors shall act as an advisory committee to the President. The Chairperson of the Board (Immediate Past President) and the Vice President shall be voting members of the Board. All other Officers must abide by the provisions contained in Article IV, Section 4 of this Constitution. No other Past President shall have a vote at board meetings.

SECTION 3.

The Board of Directors shall select the place and date and approve the activities of the Annual Conference of the Division. They shall control the affairs of the Division.

SECTION 4.

The Board of Directors shall have the power to conduct a hearing concerning any member of the Division upon any charge by any other Member affecting said member's professional ethical conduct, provided the charge is made in writing and has been investigated by the Ethics and Investigations Committee. If the accused is found guilty by a majority vote of all elected Board Members, the Board shall have the authority to excel, suspend, censure or admonish such member.

SECTION 5.

Any written charges against any member shall first be placed into the hands of the President, who shall then present it to the Chairperson of the Ethics and Investigations Committee, who will, along with his/her Committee, gather data and transmit the charge of charges (in form of a report) to the Chairperson of the Board of Directors. The Chairperson of the Board of Directors shall, within ten (10) days, present the matter to the Board of Directors for consideration. If after receiving the Ethics and Investigations Committee report, the Board of Directors judges that sufficient grounds exist to try such member, the Chairperson of the Board of Directors shall thereupon send a copy of said charge or charges to the accused by certified mail, return receipt requested. The accused shall have thirty (30) days from the date of receipt of such copy to answer the charge(s) in writing. At this time, the accused may request an opportunity to be heard and confront his/her accusers. This request shall be honored at the next regularly scheduled Board of Directors meeting. If the accused Member fails to file such written answer within the time prescribed in this Section, such failure shall constitute a waiver of the right to a hearing on such charges, and said accused Member shall thereupon abide by the actions and decision of the Board of Directors in connection therewith, without the right of appeal to the next Annual Conference as set forth in Section 6.

SECTION 6.

If the accused chooses to file a written answer and wishes to appear at the next regularly scheduled Board of Directors meeting, then, after due consideration of the evidence at hand, the Board of Directors shall, within sixty (60) days, render a decision and notify all persons concerned in writing of said decision.

SECTION 7.

After the accused files a written answer, and the judgment of the Board of Directors is adverse to the accused, the accused shall have the right to appeal the decision of said Board to the membership of the Division at its next Annual Conference. At that time the findings and order of the Board shall become final, unless overruled by a vote of two-thirds of the membership present.

SECTION 8.

The Chairperson of the Board of Directors shall be responsible for notifying the President, through the Secretary- Treasurer of the deliberations and actions taken by the Board of Directors during that term of office.

SECTION 9.

No award shall be made to any member of this Division during the Annual Meeting, without prior approval of the Board of Directors.

ARTICLE XV: MEETINGS

SECTION 1.

The regular officers meeting of this Division shall be held to coincide with the regional training sessions and the annual conference.

SECTION 2.

Special meetings may be called by the President when the urgency of a matter requires it, or by a petition signed by five members in good standing.

ARTICLE XVI: ANNUAL CONFERENCE

SECTION 1.

The Annual Conference of the Division shall be held each year during the month of October at a place selected by the Board of Directors. The Annual meeting of the Board of Directors shall be held at a time immediately prior to the Annual Conference. Special meetings may be called by the Chairperson at any time during the Conference.

SECTION 2.

All elections shall be by written ballot, and the majority of all votes cast shall be necessary to elect any candidate.

SECTION 3.

In the event more than two (2) candidates are nominated to an office, the name of the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until two names remain. However, if upon any ballot one candidate receives a

majority of all votes cast, that candidate shall be declared elected.

SECTION 4.

All members are entitled to the floor of the conference or other assemblies of said Annual Conference. However, no Member shall be entitled to attend meeting of the Board of Directors unless permitted, requested, or directed to do so by the Board of Directors.

SECTION 5.

The Secretary-Treasurer shall be responsible for keeping of a full and accurate account of all the proceedings of the Board of Directors, general business meetings and general educational sessions.

SECTION 6.

A full and correct list of all Members of the Division in good standing, including their addresses, official position and primary and secondary discipline shall be published annually.

SECTION 7.

The presiding officer of the Annual Conference shall be guided by the manual of “Roberts Rules of Order (Revised)” and the order of the proceedings shall be as follows:

- A. Calling the meeting to order by the President
- B. Invocation
- C. Addresses of welcome
- D. Response to addresses of welcome
- E. Tribute to deceased members
- F. Presidential address
- G. Presentation of address, papers, Committee and Sub-Committee meetings

- H. Unfinished business
- I. Report of the Secretary-Treasurer
- J. Report of the Division Representative
- K. Reports of Committees
- L. Other Reports
- M. New Business
- N. Election of Officers
- O. Adjournment

ARTICLE XVII: EMBLEM

SECTION 1.

The Emblem of this Division shall be used only by members in good standing.

ARTICLE XVIII: AMENDMENTS

SECTION 1.

Any motion to change the Constitution of the Division must be approved by a majority vote at an Annual Conference and if approved, must be published in total in “The Criminalist”, but shall then be carried over to the next Annual Conference for final passage and adoption by a majority vote.

SECTION 2.

The New Jersey State Division – I.A.I. is subordinate to the International Association for Identification (IAI) and any conflict between the Constitution and By-Laws of the Division and the Constitution and By-Laws of the I.A.I. shall be resolved in favor of the I.A.I.

ARTICLE XIX: DISSOLUTION

SECTION 1.

In the event that this Association should be dissolved or otherwise terminated, the assets and income thereof shall not inure to the benefit of any member of private individual,

but shall be used under the direction of the Board of Directors, until said assets and income are exhausted, for the purposes of carrying out the objectives for which this organization was formed.

BY – LAWS

ARTICLE 1: APPLICATIONS FOR MEMBERSHIP

SECTION 1.

An applicant for membership in this division shall state his qualifications for membership, also how and where he obtained such qualifications. All applications for membership shall be proposed by an active member in good standing in the Division.

SECTION 2.

No person shall be eligible for Active Honorary, or Associate membership in this Division, who has been convicted of a crime, or who is not of good character.

SECTION 3.

An applicant must submit an initiation fee with his application for membership. If the applicant fails to meet the criteria stated in this document, the initiation fee will be returned to the applicant.

SECTION 4.

The qualification Committee shall consist of three members who are elected annually. They shall investigate and examine all applicants as to their qualifications for membership.

SECTION 5.

At the request of the qualification Committee, the President may temporarily appoint another member of this division to the committee, either to replace an absent

member or to assist the regular three to pass on the qualifications of an applicant in a specialized field of identification, in which the committee may not be very familiar.

ARTICLE II : DUES AND ASSESSMENTS

SECTION 1.

The annual dues shall be set with the passing of a resolution, which shall include a subscription to the Division's publication – The Criminalist. Dues for student members shall be set at half the regular membership rate.

SECTION 2.

Dues paid to the Division by any new applicant between January 1 and September 30 shall be applied to the dues for that calendar year only; dues paid by a new applicant between October 1 and December 31 shall apply to the following calendar year.

SECTION 3.

The Board of Directors is empowered by unanimous vote only, to levy assessments upon the membership, when in its judgment, the needs of the Division require such action.

SECTION 4.

Any current Member who is delinquent as of May 31 in the payment of dues for the current year is deemed to be not in good standing, and it shall be the duty of the Secretary-Treasurer to notify such member of that fact immediately thereafter, and to remove such member's name from the mailing list of the division.

SECTION 5.

In the event a Member is not in good standing as a result of non-payment of dues, as provided for in the preceding Section, or, has otherwise withdrawn their membership while in good standing, they may be reinstated upon the payment of an addi-

tional one year's dues.

ARTICLE III: AMENDMENTS

SECTION 1.

The By-Laws of this Division shall be changed only upon approval by a majority vote of the delegates at an Annual Conference.

ARTICLE IV: PAUL SCULLY SERVICE AWARD

The Paul Scully Service Award was established to recognize those members who have served the Division with distinction. It is awarded annually at the educational conference by the Board of Directors based on the recommendation of the Executive Board. Nominations for consideration shall be submitted to the Division President no later than sixty (60) days prior to the start of the annual conference.