



# RULES & REGULATIONS

## 1-R PURPOSE

The intent of Rules and Regulations is to augment the Council of International Investigators (the Council) By-Laws by providing additional explanation and detail formerly contained in the By-Laws.

Members are equally bound by the Constitution, By-Laws, and by the Rules and Regulations.

## 2.1-R DEFINITIONS

Definitions used in the By-Laws, R&R and other documents are as follows:

- a) "AGM" is the abbreviation for Annual General Meeting
- d) "made available" and "communicated" is defined as sent out by e-mail or published in any manner or form of media
- e) "R&R" is the abbreviation for the latest Board approved CII Rules and Regulations

## 2.2-R EMBLEM AND PUBLICATIONS

### 1. Emblem

The official emblem of the Council shall be as depicted here:



Only members in good standing may use the emblem.

Any use of the emblem shall immediately cease upon termination of membership in CII.

The emblem and content describing The Council may not be used by any third party without prior approval by the Executive Board.

The Executive Board may revoke the use of the logo by any person, if such use reflects adversely on the Council. Failure to comply may result in legal action being commenced.

### 2. Publications

The membership roster may not be reproduced without prior approval by the Executive Board other than for official business of an Officer or Committee.

The Council reserves all editorial rights, including but not limited to the Council publication and logo. The Executive Board may ask or demand that changes be made.

## 3-R GOVERNANCE

The membership and/or its Executive Board may wish to make changes to the Rules and Regulations (R&R) from time to time as stated in Article 3.5 in the By-Laws. Changes in the Rules & Regulations do not require any modification of the By-Laws.



#### **4-R MEMBERSHIP CRITERIA, RIGHTS AND RESTRICTIONS**

All members in good standing shall have the right to attend meetings, participate in proceedings, serve on committees and perform duties as assigned.

Only Certified, Senior and Emeritus members in good standing have the right to vote and be elected to the Executive Board.

Only Certified members can hold Office (President, Vice President, Treasurer or Secretary)

Only one Certified or Senior member from the same firm or group of companies can be elected to the Executive Board or hold Office at the same time.

Emeritus Members shall be exempt from the payment of dues.

A member may only list, on the membership database presentation pages, those countries in which he/she has a registered and active office. Having a network of subcontractors in a country does not qualify for country listing.

If any member fails to comply with section 4.2 of the bylaws or act in any manner to the detriment of Council the Board shall have absolute right to suspend or terminate the member with a 2/3 majority vote

#### **4.1-R MEMBERSHIP CLASS QUALIFICATIONS**

**A) THE CERTIFIED INTERNATIONAL INVESTIGATOR CII** membership shall be granted to an individual who complies with the provisions of 4.2 of the By-Laws, has been so engaged for a minimum of 5 (five) years, and has been a principal (owner) of his/her organization for at least three years, whether consecutive or not.

**B) A SENIOR INTERNATIONAL INVESTIGATOR SII** shall have been a CII for a period of not less than 10 (ten) years or be over the age of 69 and be retired from the active profession, or be a past president. Application for Senior Membership must be in writing and must be approved by a two-thirds vote of the Executive Board

**C) AN INTERNATIONAL INVESTIGATOR EMERITUS IIE** shall have been a Certified Member for a period of not less than 25 (twenty-five), have served as an Officer or on the Executive Board or be over the age of 79 years. Nominations for Emeritus Membership shall be submitted by, or on behalf of a nominee and shall require a two-thirds vote of the Executive Board at which a quorum is present.

**D) A QUALIFIED INTERNATIONAL INVESTIGATOR QII** membership shall be granted to a principal of a company meeting all criteria of a Certified Member except that he/she has not operated their own business for a period of 3 (three) year.

Qualified members can apply for certified status when the criteria for certified status are met. Such an application should be in writing and include proof of relevant criteria.



**E) AN ASSOCIATE INTERNATIONAL INVESTIGATOR AII** membership shall be granted to any employee of a Certified, Qualified or Senior Council Member. Associated members need recommendation and sponsorship from the Certified, Qualified or Senior member that employs the Associate member and if such sponsorship ceases, the Associate membership is no longer valid.

The Executive Board shall review the Associate Member annually to confirm that sponsorship continues.

**F) AN HONORARY COUNCIL MEMBER HCM** may be confirmed in this capacity by the Executive Board wherein any individual who has performed some particular service for the Council or who has in some way performed matters of importance for law enforcement or for the progress of criminal or civil investigation.

**G) AN AFFILIATE COUNCIL MEMBER ACM** may be any person who comes from an industry or organization which furnishes materials or a service to the Council membership or be any person empowered by position within a corporation or company to contract an investigation.

An Affiliate Member's membership shall cease forthwith if the Affiliate Member ceases to be in an industry as described above or leaves his/her empowered position within a corporation or company.

The Executive Board shall review the status of the Affiliate memberships annually.

#### **4.3-R APPLICATION**

The Membership application form shall include:

- (a) Full name and date of birth of the applicant.
- (b) Complete residence address of the applicant.
- (c) The trade name of the applicant if an individual or the name of the firm, partnership, or corporation with which the applicant is a principal (owner) or employed. Relevant registration/incorporation documents should be supplied.
- (d) Business address and telephone number of the applicant as well as full address to any registered offices in other countries.
- (e) Information on the number of years the applicant has been engaged in the applicable capacities as set forth in Article IV 4.2 of the By-Laws. Proof of valid licences in case required in the state or country of applicant.
- (f) The name of member of the Council in good standing who is recommending and/or sponsoring (when required) the applicant, or when no sponsor exists, then the Chairman of the Membership Committee may act as sponsor at their discretion, and a list of references.
- (g) Information if the applicant has applied before and been denied or if any associate of the applicant has applied and been denied membership.
- (h) Information about associated current Council members and their member class.
- (i) A listing of the applicant's other affiliations in associations involving the private detective, private investigator profession or security profession, or a listing of the affiliated organisation that supports an affiliated membership application.
- (j) Authorization for an individual and/or business background investigation.



(k) The signature of the applicant certifying agreement to comply with the Council By-Laws, Rules and Regulations and Code of Ethics.

All applicants must fill out and submit all required information and documents.

If a question or request is not relevant the applicant must note such on application and indicate reason for same.

#### Application for change of status

An application for change in member status (from Qualified to Certified status, or to Senior status) should be in writing and include proof of relevant criteria.

### **4.5-R VETTING**

#### Vetting Procedure

Once the complete application is received by the Secretary, the application form is forwarded to the Executive Regional Director. The first duty is to assess the applicant's qualifications for the category of membership requested on the application. If the applicant is not qualified for any category of membership the ERD is to inform the Secretary who will inform the applicant. A copy of this letter will be kept by the Secretary and any submitted annual fee will be returned to the applicant, but not the application fee.

If the applicant is qualified, note of the new applicant will be published by the secretary on the listserv, asking members to send any comments to the ERD or the Secretary. The application is then forwarded by the ERD to the Regional Director for vetting. The RD's will be sent the application form and the release form to carry out the screening of the applicant and his/her qualifications, including but not restricted to confirming licenses, interviewing references and making a brief public source red flag search.

#### Vetting report

Once the Regional Director has completed the screening process, including verification of the recommendation made, he/she is to fill in the screening report on the website and submit it. Any documents they have received from the applicants or their references can be uploaded. The completed screening report will be sent by the Secretary to the ERD for evaluation and then to the Executive Board for decision.

#### After Board Decision

Once the applicant has been approved, the Secretary reports the confirmation and sends out the welcoming letter, certificate, and CII pin to the new members and enters him/her on the listserv. The new member will also be informed of the rules regarding the use of the CII emblem and use of the member database and the listserv. The Secretary also informs the Chairman of the Membership Committee or the Regional Director who will send a welcome email to the new member.

If the applicant is denied the Secretary will notify the applicant by letter or email with this decision

### **5.11-R BOARD MEETINGS**



Procedures for Board meetings are found in the Board Directives, a separate document provided to the Board.

#### **6.4-R NOMINATIONS**

When describing, to the members, the procedure of nomination to the Board it should be mentioned that it is very positive if there are nominees from all continents so that the elected Executive Board represent the international membership as best possible.

##### Nomination Forms.

The nomination forms for Candidates to be elected as President or to the Executive Board may be found on the CII website or may be obtained by contacting the CII Office. All nominations shall be filed at least 60 days prior to the AGM.

##### Nominees for President

To be nominated for President the nominee

- must accept the nomination and have registered to be present at the AGM of election at the time of nomination.
- Have served any consecutive 2 (two) years in the Council Executive Board

##### Nominees for the Executive Board

Nominees to the Executive Board:

- Must be Certified, Senior or Emeritus members in good standing for three (3) years
- Have attended two (2) meetings; 2 AGM's or one (1) AGM and one (1) Regional Meeting
- Have registered and intend to attend the AGM at the time of nomination - in order to be present at the board meetings after the election.

Self-nomination to the Executive Board is permitted.

#### **6.5-R ELECTIONS**

Terms of office, re-election rules and matters related to conflict of interest are stated in Article 6, sections 6.7 to 6.10.

##### **An electronic ballot method will be used in advance of the AGM.**

1. The invitation to vote on the nominees for President and Executive Board positions will be presented to the members on the listserve no later than 40 days prior to the AGM.
2. The electronic ballot system used will be located in the "membership only" area of the CII website which validates the member's individual right to vote.
3. The electronic ballot system shall
  - a. Indicate nominees for president - one vote per member.



- b. Indicate how many vacant Board positions there are and indicate nominees for Board positions.
- i. Members may place as many votes as there are Board positions to fill – normally three or four. Voting members shall: Mark their ballots with an "X" in the box opposite the name of each nominated person for the Board for which they desire to cast a vote.
- 4. Electronic voting shall be open until 10 days prior to the AGM.

The CII Office will supply a list of members that have voted to the Secretary as the electronic voting is closed.

### **Elections at the AGM**

At the AGM the Secretary will supply a list of registered members that has not previously voted and supply manual ballots for Presidential and Board Member election the AGM.

As membership vests immediately upon election, the election of an applicant to Certified, Senior or Emeritus Membership at the AGM shall entitle the new member attending the meeting to cast a ballot in the Presidential election.

**The nominee for President must be present** at the AGM to be elected. A nominee that cannot attend the AGM will be removed from the ballot.

Board member nominees: Valid reasons for non-attendance at the AGM are a) family matters, b) subpoenas, c) ill health and d) business pressures and the registered nominee to the Executive Board can for such reasons be excused and still be elected.

- a) The Election Tellers shall count the ballots at the AGM and add these to the electronic ballots.
- b) The nominee for President receiving the greater number of votes cast for the office shall be declared elected.
- c) The nominees for Executive Board with the greater number of votes cast shall be declared elected to the vacant positions.
- d) In the event of a tie vote, a second ballot vote of the tied nominees will be held and the Election Tellers shall count the results of same and declare the nominee receiving the most votes elected.

The newly elected President and Board members take office immediately after the adjournment of the AGM.

### **7.1-R THE EXECUTIVE BOARD**

The number of Board Members (not less than 9, not more than 13) for the next year should be decided at the summer board meeting so that the voting ballots are correct (members can only vote for as many nominees as there are vacancies).



## **7.6-R SELECTION AND REPLACEMENT PROCEDURES**

### **a. OF THE MANAGEMENT ENTITY/CORPORATION.**

As part of the Board duties (By-Laws 7.6 duties as required) the board shall select a Management Corporation. The Management Corporation (the CII Office) shall work as a contractor to the Council.

The contract shall be reviewed annually by the Board of Directors at the Board meeting immediately preceding the AGM and a recommendation given to the incoming Executive Board who may or may not confirm continuation at the Board Meeting after the AGM. Continuation of the contract shall be by a two-thirds vote of the Executive Board.

### **b. Selection of ERD and regional directors**

The Board Directives includes information about these bi-annual elections.

## **9-R DUTIES OF OFFICERS**

Duties are noted in the By-Laws. The document called Board Directives gives further descriptions and details of procedures.

### **9.5-R CALENDAR OF ACTIVITIES**

Most of this calendar relates to duties of the CII Office under supervision of the Secretary. Dates are approximate and should, where needed, be adjusted to the date of the AGM.

#### **JANUARY**

- ❖ January 1: Deadline for on-time payment of dues
- ❖ January 15: Send dues payment reminder: Notify Regional Director of those late in paying dues in each region.
- ❖ January 20: Prepare and file corporation forms and tax returns for the previous year.

#### **FEBRUARY**

- ❖ February 1: Mail previous year financial statements with supporting documents to the Audit and Finance Committee Chairman for review.
- ❖ February 28: Send final reminder for payment of dues

#### **APRIL/MAY**

- ❖ Prepare and distribute nomination forms for Board positions. Inform membership about the procedures for nominations for Board positions, nominations to be sent to the CII Office not later than 60 days prior to the AGM.

#### **MAY**

- ❖ May 15: Order all plaques and medals to be presented at the next Annual General Meeting (International Investigator of the Year plaque; Meritorious Service Award



Medal and plaque; Past President's medal; Malcolm Thomson Award Plaque (done by the Executive Regional Director).

#### JUNE

- ❖ Check deadline for receiving accepted nominations for Board positions (60 days prior to the AGM). Prepare the Board's nominations for the election of President.
- ❖ June 30: Final day for receipt of annual dues notification to be sent to Editor of International Councillor for publication of those being dropped for non-payment.

#### JULY

- ❖ Email, or post on the listserv, information about nominations and electronic ballot procedures to voting members 45 days prior to the Annual General Meeting.
- ❖ Email, or post on the listserv proposed By-Laws changes to voting members. If the listserv is used, the membership shall be notified of such usage in an email message to the membership.

#### AUGUST

- ❖ Mail semi-annual Financial Reports and supporting documents to the Audit and Finance Committee Chairman for review.
- ❖ Initiate preparations of all reports for the AGM (approximately four weeks before meeting date). All AGM reports should be published on the members' only page on the CII website and the membership informed through the listserv about reports, not less than 2 weeks in advance of the AGM.
- ❖ Deadline for electronic balloting (10 days before Annual General Meeting).

#### August/SEPTEMBER

- ❖ Prepare and distribute welcome packages to new Board Members.
- ❖ Prepare, order and distribute new letterhead to Officers, Board Members and Regional Directors. Update email addresses to Officers.

#### OCTOBER

- ❖ Prepare and mail annual dues invoices and roster information questionnaire.
- ❖ Prepare and distribute Annual General Meeting minutes.

#### NOVEMBER

- ❖ Process receipt of annual dues and roster information.

#### DECEMBER

- ❖ December 1: Send annual dues and roster information reminders; continue processing receipt of annual dues and roster information.

### **MANAGEMENT CORPORATION/CII OFFICE:**

#### CONTINUOUS ACTIVITIES DAILY:

- . Review and respond to general correspondence





- . Field and respond to telephone calls
- . Manage member application requests, process received applications
- . Prepare and distribute certificates of membership to new members.
- . Prepare ID cards upon request
- . File and website maintenance and Member database/Roster update
- . Communicate with editor of the International Councillor regarding items to be published:
  - (a) New Members
  - (b) Proposed Members
  - (c) Address changes/updates
  - (d) Upcoming events/Press releases
- . Process referral requests
- . Coordinate activities with Conference Committee Chairperson/AGM Hosts and Executive Regional Director
- . Get well cards to ill members, etc.

#### REGULAR ACTIVITIES FOR MANAGEMENT CORPORATION:

- . Order office supplies
- . Monthly bills - processing and payment
- . Process and deposit income received
- . Post *International Councillor* (quarterly) on the website and distribute by the listserv

#### **10.3.B-R MEMBERSHIP COMMITTEE**

The membership Committee ERD is responsible for the vetting of applicants to the Council. The procedure is found under Article 4-R.

#### Welcoming new members at meetings

The Secretary should endeavour to inform the Host and the Regional Directors of all new members who plan on attending the AGM Conference or any Regional Meetings so that the attending committee members can take care of, introduce, and help new members feel welcome and included.

The membership committee shall also enhance membership activity and benefits in cooperation with other committees and assist with the Council website, especially the membership pages.

#### **10.3.C-R PR & MARKETING COMMITTEE**

The marketing of the Council also aims to promote the Council to groups that might use the services of Council members. Such cooperation can result in affiliated membership structures or conference cooperation. The committee shall also assist with the Council website.

#### **10.3.E-R CONFERENCE COMMITTEE**

The Conference Committee (CC). The CC shall support two sub-committees that are responsible for organizing the next and subsequent AGM conferences in cooperation with the CII Office.



General Objectives be upheld by each AGM Host:

The AGM Conference aims to gather CII members from throughout the world. The benefit to members should be:

- Networking between and among members to improve member business interaction
- Sharing investigative experiences on local and international levels
- Learning of technological, legal, marketing or other skills to enhance members' knowledge base
- Discussing CII values and developing CII on a global scale

AGM Conference Basics is found in the AGM Conference Manual.

### Important notes

Dates:

- a. The Annual General Meeting will be scheduled for Wednesday through Saturday preferably in September or October annually.
- b. The provisional budget for the upcoming AGM should be submitted to the Executive Board a year in advance and the final budget presented for approval no later than March 1<sup>st</sup> the year of the AGM.
- c. The overall program and seminar agenda for the upcoming AGM will be presented to the Board no later than 6 months prior to the AGM for approval.
- d. The CC Chairman, the host, or the CII Office shall report to the Board, before Dec 31<sup>st</sup>, on the financial aspects of the year's AGM in order for the financial report to be submitted to the members before Jan 31<sup>st</sup> the next year.

Seminars:

- The seminars will include education concerning running a professional investigation business, as well as professional education and training in areas of interest to the membership.
- The seminars shall include, if possible, international topics.

Budget and funding

- The Council, through its conference committee, will be responsible for all planning, organization and provide for the funding of the Annual General Meeting.
- The Host in cooperation with the Committee and the CII Office shall submit a registration fee based on a balanced budget and shall work within that budget.

Budget material is found in the AGM Manual

- Note that the registration fee should be as inclusive as possible

Proposed funding sources shall include:

- Advertising in the program journal.
- Registration fees.
- Fees incidental to the Annual General Meeting.
- Donations and fees from vendors.
- Sponsors and others.



### The Next AGM

- a. At the AGM, the Committee or incoming host will present details of the site for next year's AGM with approximate costs to the membership.
- b. At the AGM, the Committee will present the Board's suggestions for the site for the AGM in 2 years' time so that the present members can vote.

### Selection of AGM Conference Sites

The Committee will submit two or three proposed Annual General Meeting sites to the Executive Board at or before the summer Board meeting. At the AGM, the Committee will present the suggestions for the AGM sites to be held in two years and the Council will agree on one site in order for the host/chair to start preparations. The second choice will be the back-up site. Should no site be ratified by the membership, the Executive Board shall choose a site.

The Committee shall follow the following criteria when suggesting sites for an upcoming AGM:

- (a) The consensus of the membership shall be considered when a site is selected.
- (b) There should be a local member at the selected AGM site who is willing to chair the Organization Committee the year prior to the AGM.
- (c) That the AGM will be held in or in close proximity to cities that are accessible by major airline carriers and are convention oriented. Consideration should be given to previously unvisited urban/metropolitan sites and the venue should be in different continents year by year.
- (d) The site should be selected to provide the highest possible attendance and to maximize the educational benefit to the members.
- (e) Costs of the venue site should be moderate rather than extravagant to facilitate attendance.

### Other Conference Details

- A meeting room for the Executive Board should be made available for Board meetings before and after the AGM at the site selected.
- If a golf tournament is arranged it should be named the Bert Falbaum Memorial Golf Tournament as decided at the 2015 AGM.

## **10.3.F-R AWARDS COMMITTEE**

### **1. International Investigator of the year (IIOTY)**

History: In 1976 the Association of British Investigators presented a silver loving cup to the Council with a request it be presented each year to a member who best exemplifies the high professional and moral standards of the Council. In 2001, the award was changed to now be for an outstanding investigation as the new Meritorious Service Award had been created.

(1) The award shall be known as the International Investigator of the Year. Only Certified and Senior Members of the Council will be eligible for the award.



- (2) The current holder of the award shall be asked to serve as an ex officio member of this Award Committee.
- (3) Nominations may be made by any natural person. The nomination must be submitted no later than 45 days prior to the AGM to the previous recipient of the award or the Office.
- (4) Nominations must include details of the outstanding investigation.
- (5) At the AGM, the Committee Chairman or his/her designee shall read all nominations to those members in attendance. An Award Ballot should be furnished to Certified, Senior and Emeritus Members in attendance at the AGM are the only ones entitled to vote.
- (6) In the event of a single nominee for the award, he/she must receive more than 50% of the votes of the members present.
- (7) The award winner will retain the IIO TY trophy for a period of one year. At the completion of the year, he/she shall be responsible for the return of the trophy to the AGM and the recipient will then be presented with the "Keith Rogers Memorial Plaque" Plaque as a lasting memorial.

## **2. Meritorious Service Award (MSA)**

- (1) The award shall be known as the Meritorious Service Award and shall consist of a medal and plaque to be presented to the recipient. Any member of the Council of International Investigators is eligible for the award.
- (2) No more than one MSA Medal shall be awarded to anyone person, but for each succeeding Meritorious Achievement or Service justifying such an award, a suitable device may be awarded, which is to be worn with the MSA Medal as prescribed.
- (3) The Meritorious Service Medal may be awarded posthumously and when so awarded may be presented to such representative of the deceased as may be deemed appropriate.
- (4) Nominations may be submitted by anyone. However, no member may nominate him or herself, nor seek to have themselves nominated. Nominations must be submitted in writing to the Awards Committee and must include supporting statements, which indicate areas of exceptional contributions. Nominations may be received up to 45 days prior to the AGM for award for that year. The Awards Committee will review all nominations, which meet the established criteria and make recommendations to the Executive Board for final approval.
- (5) The MSA Award will be presented at the next AGM of the Council. The recipient need not be present to receive the award, but it shall be announced to the membership at the banquet.
- (6) Recipients of the MSA Award shall be recognized yearly at the AGM and their names shall be placed in honour within the Directory of the Council.

## **3. Malcolm W. Thomson C.I.I. Memorial Award**

- (1) The award shall be known as the Malcolm W. Thomson C.I.I. Memorial Award and shall consist of a medallion to be presented to the recipient.
- (2) Only a Regional Director will be eligible for the award. Selection will be made by the Awards Committee at the Annual General Meeting. The recipient may be selected by the Committee who best exemplifies the membership and strategic plan goals of the Council.
- (3) The medallion will be retained by the award winner for a period of one year. At the completion of the year, he/she shall be responsible for the return of the medallion to the Annual General Meeting.



(4) Since the recipient will receive a medallion that will be surrendered at the end of the year, he/she will also receive a plaque to remain in his/her personal possession for all time.

### **10.3.G-R ADVISORY COMMITTEE**

The Advisory committee is made up by three Past Presidents (the most recent available), invited annually to the Committee by the Executive Board. If a Past President declines, any other Past President may be invited instead. The President stepping down from Office is automatically invited to join the Advisory Board, at which time the most senior member of the Committee leaves the Committee. Any vacancies may be filled by any Council Past President, by appointment by the Executive Board.

### **10.3.H-R EDUCATION COMMITTEE**

This committee oversees education and training such as webinars and other seminars set up for the membership and external participants. It will review webinars submitted for publication on the website, suggest training sessions and/or special training seminars to be made available to the membership.

## **11.3-R REGIONAL DIRECTORS**

### **EXECUTIVE REGIONAL DIRECTOR (ERD)**

The ERD shall make sure the Regional Directors know of their duties and responsibilities as set forward below.

### **REGIONAL DIRECTORS DUTIES**

The roles of the Regional Directors are as follows:

- To encourage the application of competent and ethical professional investigators who possess the necessary qualifications for membership.
- Carry out competent vetting in a timely fashion in co-operation with the ERD and the CII Office.
- To advise the Board of any unethical behaviour or other activity by a member in their region that should be presented to the Ethics Committee.
- Keep a close eye on proposed changes or effected changes in legislation in their area, which could affect the aims and objectives of the professional investigator and ethical standards of the profession. A report of such legislative changes should be provided to the ERD and Secretary for publication to the membership.
- Submit a detailed written report to the Executive Regional Director and Secretary annually in time for the AGM. This report will include, but not be limited to membership activities, proposed regional legislative changes that affects the profession and membership news or comments.
- To cooperate with the PR and Marketing Committee to promote CII at industry functions and other appropriate functions and to provide applications for new candidates at these functions.



- To arrange regional meetings in their area whenever feasible. There are Guidelines for hosting a regional meeting at the CII website.
- To providing the *International Councillor* Editor with newsworthy articles of interest regarding the designated region on a regular basis.