



National Homicide Investigators Association

Governance Policies and Bylaws

Adopted by the Board of Directors on: June 11, 2026

Effective Date: June 25, 2026

ARTICLE I - NAME AND PURPOSE

Section 1. Name

This organization shall be known as the National Homicide Investigators Association and hereinafter referred to as NHIA.

Section 2. Purpose

The purpose of the National Homicide Investigators Association shall be:

To provide training and education that brings about professional growth and development of investigators, forensic specialists, and criminal justice professionals involved in homicide and major crimes investigations.

To present a forum for discussion of common problems and current court decisions.

To foster law enforcement cooperation and the exchange of information and experience through networking among Homicide and Major Crimes Investigators throughout the United States of America.

NHIA is a nonprofit 501(c)(3) professional association. All operations of the NHIA shall be conducted within the meaning and requirements of section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law, herein after referred to as the "Code". The NHIA shall not be limited in its actions other than by Code section 501(c)(3) and the laws of the State of Florida with regard to non-profit Associations.

ARTICLE II - Attendees

Conference Attendees shall consist of current or retired individuals in good standing from the following professions:

- Law Enforcement
- Crime Scene Technicians
- Medical Examiner Offices
- Forensic Investigators
- Military Law Enforcement
- State Attorneys and their investigative bodies

Attendance is obtained by registering and paying the fee to attend the annual Conference.

ARTICLE III- BOARD OF DIRECTORS

Section 1. Authority and Responsibilities

The Board of Directors serves as the governing body of the NHIA and is responsible for strategic direction, operational oversight, financial integrity, and fulfillment of the Association's mission. Here in after referred to as the Board. No Board member shall receive monetary compensation for service.

Section 2. Composition

The Board shall consist of nine (9) voting members, or another number as determined by majority vote.

Section 3. Voting Rights

All Board members possess equal voting rights. One vote per person. For all votes, a quorum must be present. A quorum shall be defined as a minimum of five (5) Board Members. All votes must be documented and conducted during official meetings. Emergency votes for unforeseen circumstances/emergencies may be conducted via email or text to all Board members; such votes shall be maintained by the Secretary. These votes shall be presented and documented in the minutes of the following meeting. The Secretary and Vice President shall jointly maintain all voting records.

Section 4. Terms of Service

Board members shall serve three-year terms and may serve an unlimited number of consecutive terms if reelected by the Board. Any Board member may be removed by majority vote if they fail to uphold their role and/or responsibilities; have repeated absences from official meetings or conferences; or for lack of participation.

Section 5. Vacancies

Vacancies shall be filled by majority vote of the remaining Board members. Candidates may be selected from Advisory Members or nominated by a Board member based on the skill sets needed. All candidates must receive a majority vote to be appointed.

Section 6. Board Member Standards and Conduct

Board Members shall be active or retired members of the law enforcement community in good standing. Any Board Member who engages in unethical conduct or behavior is subject to removal. If a Board Member is arrested for any criminal offense, misdemeanor or felony, they are required to immediately notify the remaining Board Members. The remaining Board Members will review the circumstances of the case to determine whether the respective Board Member should be suspended or removed. Any suspension or removal requires a majority vote of the Board.

Section 7. Reimbursement Oversight

The Board shall evaluate and establish reimbursement guidelines for Members, to include:

- **Airfare:** Reimbursement is limited to the cost of an economy or coach class ticket to and from Orlando/Sanford International Airport. Any upgrades or additional fare costs are the sole responsibility of the Advisory Member.

Airfare reimbursement will be issued only if the NHIA remains financially sound/solvent after all conference expenses have been paid in full and upon approval by a vote of the Board. If full reimbursement is not financially feasible, the Board may authorize a maximum stipend of up to 50% of the cost of the airfare.

- **Baggage Fees:** Reimbursement is available for one (1) checked bag required for business travel.
- **Parking Fees:** Airport parking fees are eligible for reimbursement.
- **Taxi, Uber/Lyft, or Shuttle Services:** Ground transportation to and from the Board Member's home or office to the airport of departure is reimbursable. The NHIA will provide ground transportation between Orlando/Sanford International Airport and the host hotel.
- **Hotel Accommodations:** Hotel room charges, including applicable taxes and standard fees. The NHIA will not cover lodging before or after the approved conference dates, unless prior authorization is granted by the NHIA Board. Any additional items and/or fees charged to the room will remain the sole responsibility of the Member. Hotel fees will be paid in full by the NHIA for the Board Member only.
- **Personal Vehicle Mileage:** In lieu of airfare, mileage is reimbursable at the current U.S. General Services Administration (GSA) rate. Reimbursement will be calculated based on the distance from the Board Member's home and/or office to the conference host hotel: the Orlando Marriott Lake Mary, 1501 International Parkway, Lake Mary, Florida 32746. To obtain reimbursement, a Google Maps printout or

screenshot detailing the travel route taken must be submitted within thirty (30) days.

- Car Rental: Car rental expenses are not reimbursable, unless specifically approved by the NHIA Board of Directors.
- Meals: Meal expenses are not eligible for reimbursement.
- Reimbursement: The Board Member must submit all receipts and the NHIA expense form within thirty (30) days of incurring the expense or by the end of the Annual conference to receive reimbursement.

ARTICLE IV - BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

To ensure fairness, balance, and consistent operational management, the following roles are established as formal Board of Directors positions:

1. President

- Provide general supervision, direction, and control of Association activities.
- Preside over meetings and set agendas.
- Serve as the primary spokesperson for the NHIA.
- Submit expenditures, contracts, and financial decisions for Board approval.
- Delegate responsibilities as appropriate.
- Maintain state business licenses.
- Serve as backup Treasurer.

2. Vice President

- Assist the President and assume duties in their absence.
- Manage conference logistics, to include hotel contracts, travel arrangements, venue coordination, and operational timelines.
- Lead special projects at the direction of the President or the Board.
- Maintain voting records in conjunction with the Secretary.

3. Treasurer

- Maintain financial accounts and perform all bookkeeping functions.
- Produce quarterly and annual financial reports.
- Present financial updates at each Board meeting
- Ensure tax compliance and coordinate with the Attorney or a designated tax professional.
- Manage payments, deposits, reimbursements, invoices, and conference revenues.

4. Secretary

- Maintain organizational records, Board minutes, bylaws, and official documents.
- Assist the NHIA Website Manager in responding to emails and other correspondence.
- Produce agendas for Board meetings and produce minutes of those meeting.
- Serve as custodian for voting records.

5. Social Events Coordinator

- Plan and oversee all social events associated with NHIA conferences.
- Coordinate vendor communication for sponsored events.
- Manage sponsor recognition, signage, and promotional content.
- Collaborate with the Treasurer on budgeting and expenses.

6. Medico Legal Death Investigator Expert

- Serve as subject matter expert for training, coursework, and educational content.
- Recommend, evaluate, and collaborate with proposed speakers and trainers.
- Provide professional guidance on investigative standards and best practices.
- Obtain ABMDI credits for conferences.

7. Vendor/Exhibitor & Social Media Coordinator

- Serve as primary point of contact for vendors, exhibitors, and sponsors.
- Manage exhibitor communication, booth assignments, check in processes, and logistical updates.
- Oversee NHIA social media platforms and marketing campaigns.
- Create conference flyers, promotional materials, and sponsor announcements.
- Manage NHIA branding and public facing announcements.

8. NHIA Website Manager

- Update, maintain, and manage the NHIA website.
- Manage emails received and either respond or disseminate to the appropriate Board member.
- Assist with conference documentation and registration support.
- Assist the Secretary with documentation and administrative workflow.

9. Board Operations Assistant

- Assist other Board Members with their duties when requested.
- Assist with conference documentation; registration support; and set-up and tear down.

A Board member's role/responsibilities are subject to change in the absence of a Board member, i.e., resignation, removal, term limit, or vote of no confidence by the remaining Board members. A majority vote is required by the Board to change roles and/or responsibilities.

ARTICLE V -ADVISORY MEMBERS

Section 1. Title and Composition

Advisory Members shall be active or retired members of the law enforcement community in good standing. Advisory Members serve at the pleasure of the Board.

Any Advisory Member who engages in unethical conduct or behavior is subject to removal. If an Advisory Member is arrested for a criminal offense, misdemeanor or felony, they are required to notify the Board immediately. The Board will review the circumstances of the case to determine the extent and nature of the offending conduct, and to determine the appropriate level of discipline, up to and including suspension and/or removal. Any suspension or removal requires a majority vote of the Board.

Any Advisory Member may be removed by majority vote if they fail to uphold their role and/or responsibilities; have repeated absences; or for lack of participation. Any suspension or removal requires a majority vote of the Board.

Candidates for Advisory Member positions may be presented to the Board by any Board member or current Advisory Member and shall be elected by a majority vote of the Board.

Section 2. Role

Advisory Members shall:

- Serve in a non-voting capacity.
- Provide guidance and subject matter expertise.
- Assist in obtaining presenters and topics for the annual conference Promote and advertise the conference within their assigned regions.
- Assist with projects and tasks upon request.
- Support conference operations, to include setup, teardown, registration, and other assigned duties.

Section 3. Reimbursement Oversight

The Board shall evaluate and establish reimbursement guidelines for Advisory Members, to include:

- Airfare: Reimbursement is limited to the cost of an economy or coach class ticket to and from Orlando/Sanford International Airport. Any upgrades or additional fare costs are the sole responsibility of the Advisory Member.

Airfare reimbursement will be issued only if the NHIA remains financially sound/solvent after all conference expenses have been paid in full and upon approval by a vote of the Board. If full reimbursement is not financially feasible, the Board may authorize a maximum stipend of up to 25% of the cost of the airfare.

- Baggage Fees: Reimbursement is available for one (1) checked bag required for business travel.
- Parking Fees: Airport parking fees are eligible for reimbursement.
- Taxi, Uber/Lyft, or Shuttle Services: Ground transportation to and from the Advisory Member's home or office to the airport of departure is reimbursable. The NHIA will provide ground transportation between Orlando/Sanford International Airport and the host hotel.
- Hotel Accommodations: Hotel room charges, including applicable taxes and standard fees, will be paid in full by the NHIA for the Advisory Member only. The NHIA will not cover lodging before or after the approved conference dates, unless prior authorization is granted by the NHIA Board. Any additional items and/or fees charged to the room will remain the sole responsibility of the Advisory Member.
- Personal Vehicle Mileage: In lieu of airfare, mileage is reimbursable at the current U.S. General Services Administration (GSA) rate. Reimbursement will be calculated based on the distance from the Advisory Member's home and/or office to the conference host hotel: the Orlando Marriott | Lake Mary, 1501 International Parkway, Lake Mary, Florida 32746. To obtain reimbursement, a Google Maps printout or screenshot detailing the travel route taken must be submitted within thirty (30) days.
- Car Rental: Car rental expenses are not reimbursable, unless specifically approved by the NHIA Board of Directors.
- Meals: Meal expenses are not eligible for reimbursement.
- Reimbursement: The Advisory Member must submit all receipts and the NHIA expense form within thirty (30) days of incurring the expense or by the end of the Annual conference to receive reimbursement.

ARTICLE VI - SPEAKERS AND PRESENTERS

The Board shall also evaluate and establish reimbursement guidelines for speakers and/or presenters to include:

- **Airfare:** Reimbursement is limited to the cost of an economy or coach class ticket to and from Orlando/Sanford International Airport. Any upgrades or additional fare costs are the responsibility of the speaker/presenter.
- **Baggage Fees:** Reimbursement is available for one (1) checked bag required for business travel.
- **Parking Fees:** Airport parking fees are eligible for reimbursement.
- **Taxi, Uber/Lyft, or Shuttle Services:** Ground transportation to and from the airport of departure is reimbursable. The NHIA will provide ground transportation between Orlando/Sanford International Airport and the host hotel.
- **Hotel Accommodations:** Hotel room charges, including taxes and standard fees, are reimbursed for the number of nights authorized by the NHIA. The NHIA will not cover lodging before or after the approved conference dates unless it is approved by the Board. Any additional items and/or fees charged to the room will remain the sole responsibility of the Speaker/Presenter.
- **Personal Vehicle Mileage:** In lieu of airfare, mileage is reimbursable at the current U.S. General Services Administration (GSA) rate. Reimbursement will be calculated based on the distance from the speaker's/presenter's home or office to the conference host hotel: the Orlando Marriott Lake Mary, 1501 International Parkway, Lake Mary, Florida 32746. To obtain reimbursement, a Google Maps printout or screenshot detailing the travel route taken must be submitted within thirty (30) days.
- **Car Rental:** Car rental expenses are not reimbursable unless specifically approved by the NHIA Board of Directors.
- **Meals:** Meal expenses are eligible for reimbursement in accordance with the applicable federal per diem rate for speakers and/or presenters who do not receive per diem from their employer.
- **Reimbursement:** The Speaker/Presenter must submit all receipts within thirty (30) days of incurring the expense or by the end of the Annual Conference to receive reimbursement. The receipts and form must be submitted via email to the Treasurer or another designated Board member.

ARTICLE VII - BOARD MEETING PROCEDURES

Section 1. Meeting Requirements

- A minimum of six (6) Board meetings shall be held each year.
- Meetings may be conducted in person, via FaceTime, Zoom, or through any mutually agreed upon platform.
- Meetings shall follow the established agenda.

Section 2. Motions and Actions

- Any Board Member may introduce a motion.
- Motions shall be approved by a majority vote.

Section 3. Records

- The Secretary shall maintain minutes of each meeting and maintain them in the official NHIA archives.
- The Secretary will provide the Board with the previous meeting's minutes via email in advance of the next scheduled meeting.
- All tax and financial records shall be maintained by the Treasurer.
- A copy of all passwords for organizational electronics and website shall be maintained by the NHIA Website Manager, Secretary, Vendor/Exhibitor & Social Media Coordinator, and the President.

ARTICLE VIII - FINANCIAL OVERSIGHT AND REPORTING

Section 1. Financial Reports

The Treasurer shall maintain complete and accurate financial records and provide for Board review:

- Quarterly financial reports, including a detailed itemized list of all deposits, withdrawals, and expenditures in spreadsheet or similarly accessible format.
- An annual summary of revenue, expenditures, taxes, and account balances.
- Year end conference reports

Section 2.Reimbursement

- Reimbursement requests must:
 - Be supported by receipts or bank records and submitted with the NHIA form requesting reimbursement.
 - Be submitted within thirty (30) days of the initial charge. Late submissions require majority Board approval.
 - Be approved by the Treasurer and reviewed by the President when necessary.

Section 3. Annual Review

An annual third party financial review will be completed by the Attorney in compliance with the Federal Income tax filings. This review will ensure transparency and non-profit compliance.

ARTICLE IX - WEBSITE MANAGEMENT AND PUBLIC INFORMATION

The NHIA website shall be maintained with accurate, current information. Updates must be provided to the webmaster in a timely manner and shall include:

1. Board Member information, to include updated biographies and professional photographs.
2. Exhibitor Booth Information

Clear descriptions for all exhibitor tiers, including:

- Basic Exhibitor Booth (full list of included items)
 - Break Sponsor (recognition, benefits, visibility)
 - Social Event Sponsor (premium visibility and announcements)
3. Vendor Registration Links and Contact Information
 4. Updated Conference and Training Information

ARTICLE X -AMENDMENT OF BYLAWS

These bylaws may be amended by:

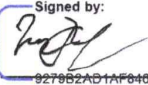
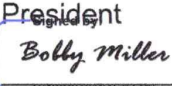
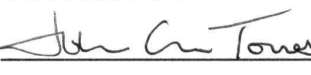
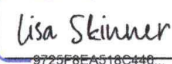
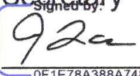
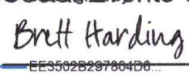
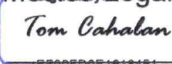
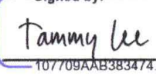
- A motion introduced by any Board Member
- A majority vote of the Board
- Documentation of amendments in the official records and bylaws document
Amendments take effect immediately, unless otherwise specified.

ARTICLE XI- INTELLECTUAL PROPERTY OWNERSHIP

All language, imagery, graphics, digital assets, passwords, website content, attendee rosters, branding, insignia, and merchandise associated with the National Homicide Investigators Association are the exclusive property of the NHIA. No individual, member, vendor, or external entity may use, reproduce, distribute, modify, or disclose such materials without the express written authorization of the NHIA Board of Directors.

ARTICLE XII – CERTIFICATION

These bylaws and policies were adopted by the NHIA Board of Directors on the dates below.

Signed by:  927982AD1AF640A...	Date: 11-Jun-2026
President Signed by:  BD036D9CDE849F...	Date: 11-Jun-2026
Vice President  0F1E78A388A7484...	Date: 7/25/2026
Treasurer  9725F6EA518C440...	Date: 11-Jun-2026
Secretary Signed by:  0F1E78A388A7484...	Date: 11-Jun-2026
Social Events Coordinator  EE3502B297604D6...	Date: 12-Jun-2026
Medical/Legal Death Investigator Expert Signed by:  EP99FD0E1018431...	Date: 11-Jun-2026
Vendor/Exhibitor & Social Media Coordinator Signed by:  107709AAB383474...	Date: 11-Jun-2026
Website Manager Signed by:  636464248ED4C2...	Date: 11-Jun-2026
Board Operations Assistant	