

# AMERICAN ACADEMY OF FORENSIC SCIENCES

## Bylaws

### PREAMBLE

**SECTION 1 - NAME:** The name of this organization is the AMERICAN ACADEMY OF FORENSIC SCIENCES, herein also referred to as the “Academy” or as “AAFS.” It is incorporated as a nonprofit corporation in the State of Illinois.

**SECTION 2 - LOCATION AND AUTHORITY TO LOCATE:** The corporate office of AAFS shall be located in Colorado Springs, Colorado, and/or such other locations as determined by the governing body of AAFS.

**SECTION 3 - OBJECTIVES:** The objectives of this Academy shall be to promote professionalism, integrity, and competency in the membership actions and associated activities; to promote education for and research in the forensic sciences; to encourage the study, improve the practice, elevate the standards and advance the cause of the forensic sciences; to promote interdisciplinary communications; and to plan, organize and administer meetings, reports and other projects for the stimulation and advancement of these and related purposes.

### Article I. MEMBERS AND AFFILIATES

**SECTION 1 - CLASSES OF MEMBERS:** There shall be six classes of membership in the Academy: a. FELLOW, b. MEMBER, c. ASSOCIATE MEMBER, d. RETIRED FELLOW, e. RETIRED MEMBER, and f. HONORARY MEMBER.

- a. **ELIGIBILITY FOR MEMBERSHIP:** Academy membership, in the various classes prescribed in Section 1, shall be available only to those persons of professional competence, integrity, and good moral character:
  1. who are actively engaged in the field of forensics sciences and who have made some significant contribution to the literature of forensic sciences, or
  2. who have advanced the cause of forensic science in some other significant manner, and
  3. who satisfy the requirements for membership of the section applied to or recommended for, and
  4. who have earned a baccalaureate or higher academic degree from a U.S. college or university accredited by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation or the United States Department of Education, or from a non-U.S. college or university bearing equivalent accreditation.
- b. **QUALIFICATIONS FOR MEMBERSHIP:** The applicant must be endorsed by the section to which the applicant is applying and shall be judged by the Board of Directors on the basis of the qualifications prescribed below.
  1. **FELLOW:** Superior efforts toward the work and purposes of the Academy and the forensic sciences.
  2. **MEMBER:** General interest and specific work in the forensic sciences.
  3. **ASSOCIATE MEMBER:** Fulfillment of the provisions of Article I, Section 1a of these bylaws.
  4. **RETIRED MEMBER:** Members and Fellows may apply to the Board of Directors to be classified as

Retired Members or Retired Fellows, respectively, provided they fall into one of the following categories:

- (a) 25 years of AAFS membership, at least 60 years old, retired from the full-time practice of forensic science; or
- (b) 20 years of AAFS membership, at least 65 years old; or
- (c) 15 years of AAFS membership, at least 75 years old; or
- (d) 10 years of AAFS membership, at least 80 years old.

Fellows or Members placed on retired status are excused from the payment of annual dues. Retired Fellows are excused from payment of the basic annual meeting registration fee.

5. HONORARY MEMBER: A person who has rendered significant service to the Academy or who has achieved special qualifications in the forensic sciences may be invited to become an Honorary Member. Such person shall be invited after unanimous approval by the Board of Directors. Not more than three persons may become Honorary Members in the same calendar year.

**SECTION 2 - CLASSES OF AFFILIATES:** There shall be two classes of Affiliates in the Academy: TRAINEE AFFILIATE and STUDENT AFFILIATE.

- a. ELIGIBILITY FOR AFFILIATION: Academy affiliation in the classifications prescribed in Section 2b shall be available only to those persons of professional competence, integrity, and good moral character who are pursuing a career that has as its purpose the attainment of the same requirements as for membership, but who do not meet qualifications for membership as prescribed in Section 1.
- b. QUALIFICATIONS FOR AFFILIATION: The applicant for any class of affiliate must be endorsed by the section to which the applicant is applying and shall be judged by the Board of Directors on the basis of the qualifications prescribed below.
  1. TRAINEE AFFILIATE: Trainee Affiliate status is limited to persons who have completed the educational requirements, but not the experience requirements for Associate Member in the section to which application is being made. Both at the time of application and at the time the application is being considered for approval, applicants for Trainee Affiliate status must be actively working toward completion of the experience requirements by participating in a training program or employment that supports a forensic science career accepted by the section. Each Trainee Affiliate must certify eligibility annually.
  2. STUDENT AFFILIATE: Both at the time of application and at the time the application is being considered for approval (the following February), an applicant for Student Affiliate status must be enrolled in an undergraduate or graduate program that would support a forensic science career accepted by the section to which application is being made. Each Student Affiliate must certify eligibility annually with the AAFS.

Student Affiliate status may be maintained for two consecutive calendar years beginning at the end of the calendar year within which graduation occurs. During the two-year period, once employment in a forensic discipline recognized by a section of the AAFS is attained, Student Affiliates will be required to upgrade their membership to Trainee Affiliate or Associate Member.

**SECTION 3 - ACCEPTANCE PROCESS:**

- a. In accordance with these bylaws and the provisions of the Academy's *Policy and Procedure Manual*, qualifications of applicants for membership, affiliation, and promotion in the Academy shall be considered first by the section involved and finally by the Board of Directors. All applicants for membership shall be considered only for Associate Membership.
- b. All eligible voting members shall be advised in a timely manner of the names of all applicants approved and forwarded by the sections to the Board of Directors.

**SECTION 4 - ELIGIBILITY TO HOLD OFFICE:** Only Fellows shall be eligible to hold any elected Academy or Section office. Members or affiliates who have been sanctioned by censure, suspension, or expulsion by AAFS cannot hold office or serve on any committee in the AAFS or any of its sections.

**SECTION 5 - DUES OBLIGATION OF MEMBERS AND AFFILIATES:** The annual dues period shall be the calendar year January 1 to December 31. Members and Affiliates whose dues are not paid prior to April 1 of each year shall be dropped from the rolls for non-payment of dues. Members and Affiliates who have been dropped from the rolls may renew their status prior to the end of the calendar year in which they were dropped. They may be required to submit a new application, including an application fee, and pay all monies in arrears in accordance with rules enunciated in the *Policy and Procedure Manual*. Dues obligations for the different classes of Members and of Affiliates shall be as determined from time to time by the Board of Directors.

**SECTION 6 - LEAVE OF ABSENCE:** Fellows and Members, in good standing, may request leaves of absence from the Academy for just cause. Section Officers shall review such requests and shall forward their section recommendations to the Board of Directors for approval. If approved, the Fellow or Member is excused from the payment of dues while on leave and is not entitled to receive any membership benefits during that period.

## **Article II. CODE OF ETHICS AND CONDUCT**

**SECTION 1 - THE CODE OF ETHICS AND CONDUCT:** As a means to promote the highest quality of professional and personal conduct of its members and affiliates, the following constitutes the Code of Ethics and Conduct which is endorsed by all members and affiliates of the American Academy of Forensic Sciences:

- a. Every member and affiliate of the Academy shall refrain from exercising professional or personal conduct adverse to the best interests and objectives of the Academy. The objectives stated in the Preamble to these bylaws shall be to promote professionalism, integrity, and competency in the membership's actions and associated activities; to promote education for and research in the forensic sciences; to encourage the study, improve the practice, elevate the standards and advance the cause of the forensic sciences; to promote interdisciplinary communications; and to plan, organize and administer meetings, reports and other projects for the stimulation and advancement of these and related purposes.
- b. No member or affiliate of the Academy shall materially misrepresent his or her education, training, experience, area of expertise, or membership status within the Academy.
- c. No member or affiliate of the Academy shall materially misrepresent data or scientific principles upon which his or her conclusion or professional opinion is based.
- d. No member or affiliate of the Academy shall issue public statements that appear to represent the position of the Academy without first obtaining specific authority from the Board of Directors.

**SECTION 2 - MEMBER AND AFFILIATE LIABILITY:** Any member or affiliate of the Academy who has violated any of the provisions of the Code of Ethics and Conduct (Article II, Section 1) within the preceding five (5) years may be liable to formal or informal discipline, to include reprimand, censure, suspension, or expulsion by action of the Board of Directors.

**SECTION 3 - SANCTIONS:** If the Board of Directors finds that a member or affiliate has committed a violation of the Code of Ethics and Conduct, the Board may sanction the member or affiliate based on the nature of the violation as follows:

- a. If the Board finds that a member or affiliate has committed a minor violation of the Code of Ethics and Conduct, the member or affiliate may be censured with a confidential "Letter of Reprimand" or a non-confidential "Letter of Censure."

- b. If the Board finds that a member or affiliate has committed a serious violation of the Code of Ethics and Conduct, the Board may suspend the AAFS membership of the member or affiliate for a specific period of time.
- c. If the Board finds that a member or affiliate has committed an egregious violation of the Code of Ethics and Conduct, the Board may expel the member or affiliate from the membership of AAFS.
- d. In determining whether a violation of the Code of Ethics and Conduct is “minor,” “serious,” or “egregious” and appropriate level of sanction to be imposed, the Board of Directors shall consider the following non-exclusive factors:
  1. Whether the violation was an isolated incident or a pattern of misconduct;
  2. Whether the violation was knowing and intentional;
  3. Whether the violation included prevarication, fabrication, deception, or falsification;
  4. Whether accused has acknowledged the ethical violation, taken remedial measures, and/or expressed remorse for the conduct;
  5. Whether the violation resulted in actual harm or the potential for serious harm to the justice system and/or an individual;
  6. Whether the accused has previously been sanctioned for an ethical violation;
  7. Whether the violation involved conduct adverse to the best interests and objectives of the Academy.

## **Article III. MEETINGS**

**SECTION 1 - ANNUAL MEETING OF THE ACADEMY:** There shall be an Annual Meeting of the Academy during the month of February, unless otherwise ordered by the Board of Directors. It shall meet at a specific time and place selected by the Board. At the annual meeting, there shall be a scientific program, the administration of membership and affiliation matters, the election of officers and the transaction of such business as may be necessary. Notice of such meeting shall be provided to all members and affiliates ten (10) to fifty (50) days prior to the meeting. Other meetings may be called at the discretion of the Board of Directors.

**SECTION 2 - BOARD OF DIRECTORS MEETING:** The Annual Meeting of the Board of Directors shall be held prior to the Annual Business Meeting of the Academy. Special meetings of the Board of Directors may be called at any time by the President or by a majority of the Board members upon notification to the Academy Secretary of the time, place, and purpose of the meeting.

**SECTION 3 - EXECUTIVE COMMITTEE MEETINGS:** The Executive Committee shall meet prior to the Annual Meeting of the Board of Directors and at least once between annual Board meetings at the call of the President.

**SECTION 4 - SECTION MEETINGS:** Sections shall hold scientific sessions as well as a business meeting at each Annual Meeting of the Academy. All classes of members and affiliates shall be eligible to attend the business meetings of their respective sections.

### **SECTION 5 - QUORUMS AND VOTING:**

- a. QUORUM:
  1. At the Annual Business Meeting of the Academy and at Section Business Meetings, a quorum shall consist of twenty-five (25) percent of the total number of voting members (see Article III, Section

5b1) registered at the Annual Academy Meeting.

2. At all Board of Directors and Academy committee meetings, a quorum shall consist of seventy (70) percent of that body's members.
3. The receipt of mailed votes from one hundred (100) percent of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business by USPS mail.
4. The receipt of electronic votes from a majority of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business by electronic mail.

b. VOTING:

1. Only Fellows, Members, Retired Fellows, and Retired Members shall be eligible to vote on Academy matters and only Fellows, Members, Retired Fellows, and Retired Members of a Section shall be eligible to vote on matters pertaining to that Section, except that Members may not vote on matters concerning their own promotion nor may any accused parties vote on matters concerning their ethical conduct.
2. At all Board of Directors' meetings, each Board member shall be entitled to one (1) vote. Voting by USPS mail shall be permitted. A unanimous vote of the Board of Directors shall be required to take action by USPS mail. Such action taken shall be effective when all Board members have voted unless the action specifies a different effective date. Email and other electronic voting shall be conducted as a usual vote and not as that of a mail vote. A vote to remove a Board member shall not be conducted by mail or email.
3. To amend bylaws, a three-fourths (3/4) vote at the Annual Business Meeting of the Academy is required.
4. To overturn Board on Removal from Office Matter, a two-thirds (2/3) vote at the Annual Business Meeting of the Academy is required.
5. To overturn Board on Ethics Case (see Article II, Section 5), a three-fourths (3/4) vote at the Annual Business Meeting of the Academy is required.
6. All other motions at the Annual Business Meeting of the Academy, at special meetings, at Board or any committee meeting, a majority in favor of the motion is required.

- c. CUMULATIVE AND PROXY VOTING: Neither cumulative nor proxy voting is permitted in the Academy.

## **Article IV. OFFICERS AND MANAGEMENT**

### **SECTION 1 - OFFICERS:**

- a. The officers of the Academy shall be the President, President-Elect, Vice President, Treasurer, Secretary, and Immediate Past President. Elections for President-Elect, Vice President, Treasurer, and Secretary shall occur at the Annual Business Meeting of the Academy. The office of President shall be automatically assumed by the Fellow elected President-Elect the previous year and the office of Immediate Past President shall be automatically assumed by the outgoing President. Each officer shall hold office for one (1) year and until that officer's successor has been elected or assumes the office. The term of office for each officer shall begin the Saturday of the annual meeting at which the officer is elected or assumes the office. Officers may not succeed themselves in the office in which they served a term.

- b. **APPOINTED OFFICERS:** The Board of Directors may appoint such additional officers of the Academy as are necessary to ensure the proper management of Academy affairs. The Executive Director of the Academy shall be appointed as an Assistant Secretary.

## **SECTION 2 - MANAGEMENT OF THE ACADEMY:**

- a. **BOARD OF DIRECTORS:** The general management of the Academy, including the acquisition of funds by which to operate the Academy, shall be the responsibility of the Board of Directors. The Board shall consist of the Academy Officers and one Director elected from each section of the Academy. The term of office of each director shall be three (3) years, beginning the Saturday of the annual meeting at which the director is elected. Election of directors shall occur at staggered yearly intervals according to a plan of rotation established by the Board of Directors.
- b. **EXECUTIVE COMMITTEE:**
  - 1. The Board of Directors shall have an Executive Committee empowered to act for and on behalf of the Board on matters which require urgent action between meetings of the Board and to accomplish other specifically assigned tasks. Action taken by the Executive Committee shall be reported to the full Board of Directors as soon as practical, shall be subject to review and ratification by the Board, and shall be recorded in the minutes of the Board.
  - 2. The Executive Committee shall consist of seven (7) members of the Board of Directors: President, President-Elect, Vice President, Secretary, Treasurer, and two Directors to be elected annually by the Directors as their representatives on the Executive Committee. The Directors shall also elect an Alternate Member to the Executive Committee to serve as a replacement for any absent Directors. The three Directors elected as Members and Alternate Member shall be from Academy Sections not represented by the Officer Members of the Executive Committee.

## **SECTION 3 - MANAGEMENT ASSISTANCE:**

- a. The Board of Directors may authorize the employment of such staff as are necessary for the effective management of Academy affairs. One such staff member shall have the title "Executive Director" and shall be the Chief Executive Officer of the Academy. The specific conditions of these appointments, including annual performance evaluation procedures, shall be as determined by the Board of Directors in furtherance of the best interest of the Academy. The Executive Director shall be responsible to the Board of Directors for the executive and management functions of the Academy except that the Executive Director shall not be involved in the activities of the Ethics, Membership, or Nominating Committees other than to provide administrative support. The Executive Director shall report to the Board of Directors and shall attend Board meetings but shall not be a voting member thereof.
- b. The Board of Directors may appoint a designee or designees to act as Academy Spokesperson(s). The specific conditions of this (these) appointment(s) shall be determined by the Board of Directors in furtherance of the best interests of the Academy. The Academy Spokesperson(s) shall report to the Board of Directors and shall attend Board Meetings but shall not be (a) voting member(s) thereof, unless otherwise (a) voting member(s).

**SECTION 4 - DUTIES OF THE PRESIDENT:** The President shall be the Chair of the Board of the Academy. The President shall preside at the meetings of the Academy, the Board of Directors, and the Executive Committee, and shall perform such duties as custom, parliamentary usage, the Board of Directors, or the *Academy Policy and Procedure Manual* may require.

**SECTION 5 - DUTIES OF THE PRESIDENT-ELECT:** The President-Elect shall be the second-ranking elected Officer of the Academy and shall assist the President in the performance of his or her duties. The President-Elect shall act upon the direction of the Board of Directors to discharge the duties of the presidential

office in the event of the President's absence, disability, or refusal to act. If the office of the President becomes vacant for any reason, the President-Elect shall succeed to the presidency until the expiration of the term for which his or her predecessor was elected and for the term of one year thereafter.

**SECTION 6 – DUTIES OF THE VICE PRESIDENT:** The Vice President shall assist the President in the performance of his or her duties and shall undertake such tasks as may be assigned by the President from time to time. The Vice President shall succeed to the presidency in the event the office of President becomes vacant for any reason and the President-Elect is unable to succeed to the presidency.

**SECTION 7 - DUTIES OF THE IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall be a member of the Board of Directors for one year immediately following his or her term of office as President. The Immediate Past President shall undertake such other duties or tasks as may be assigned by the Board of Directors.

**SECTION 8 – DUTIES OF THE SECRETARY:** The Secretary, in conjunction with the Executive Director—serving as an appointed Assistant Secretary—shall be responsible for the official minutes of the Academy; shall give notice to the members of the time, place and agenda of Academy meetings; and shall perform or supervise the execution of such additional tasks as assigned by the Board of Directors. The Secretary shall also serve as the Chair of the Membership Committee.

**SECTION 9 - DUTIES OF THE TREASURER:** The Treasurer, assisted by the Executive Director, shall be responsible for proposing an annual budget to the Board of Directors, shall keep account of, make periodic reports on and safeguard the funds of the Academy as provided by the Board of Directors in accordance with accepted accounting methods and procedures. The Treasurer shall annually cause to be prepared a certified audit of the Academy financial records.

**SECTION 10 - ACADEMY AND SECTION RECORDS/ACCESS:**

- a. The Academy's Administrative Office is the only authorized repository for Academy and Section archives, files, books and records. Upon vacating an Academy or Section office or committee for any reason, the past office holder or committee member shall turn over all such documents to the Academy Administrative Office for safekeeping.
- b. The Academy archives, files, books and records shall at all times be open for inspection and examination by any member of the Board of Directors. Similarly, Section Officers shall have access at all times to the archives, files, books and records of their Section. The files of the Ethics Committee shall be exempt from the provisions of this section.

**SECTION 11 - VACANCY IN OFFICE:**

- a. **ELECTED ACADEMY OFFICER:** Any vacancy in an elected Academy office, except that of President, shall be filled by the Board of Directors for the remainder of the term. Voting of the Board of Directors on such replacement may be conducted by telephone and confirmed by letter from each member of the Board of Directors. The record of such voting shall be kept by the Secretary.
- b. **SECTION OFFICERS AND DIRECTORS:** Any vacancy in a section office or member of the Board of Directors from a section shall be filled by the section concerned in accordance with the section's established policies and procedures.

**SECTION 12 - RESIGNATION OR REMOVAL:**

- a. **RESIGNATION:** Any elected Academy officer or member of the Board of Directors may resign at any time by giving written notice to the President or Secretary.
- b. **REMOVAL:** Any elected officer or member of the Board of Directors may be removed from office, after due process, by a three-fourths (3/4) vote of the Board of Directors.

**SECTION 13 - REMUNERATION:** No elected officer of the Academy or member of the Board of Directors shall, directly or indirectly, receive any salary or compensation for his or her services as such officer or Board of Directors member.

## **Article V. COMMITTEES**

**SECTION 1 - STANDING COMMITTEES:** In addition to the Board of Directors and the Executive Committee, the Academy shall have standing committees as listed below:

- a. **ETHICS COMMITTEE:** This committee shall order and/or conduct investigations and, as necessary, serve as a hearing body concerning conduct of individual members or affiliates that may constitute a violation of the provisions of the Code of Ethics and Conduct. The Ethics Committee may also render advisory opinions in terms of the provisions of the Code of ethics and Conduct if an individual member or affiliate requests such review of their contemplated conduct.
  1. The Ethics Committee shall be composed of seven (7) Fellows reflecting the diversity of the disciplines represented in the Academy and elected by the Board of Directors. Committee members shall be appointed for a three (3) year term with eligibility to serve a maximum of two (2) terms.
  2. The Ethics Committee shall annually elect its own Chair from among its members.
  3. The Ethics Committee shall submit requests to the Board of Directors on a case-by-case basis for funds to conduct investigations and hearings.
  4. No person currently accused under the provision of Article II, Section 1 of the bylaws shall serve on the Ethics Committee.
- b. **MEMBERSHIP COMMITTEE:** This committee shall serve as advisors to the Board of Directors on such membership policy matters as may be assigned to it.
  1. The Membership Committee shall consist of the current Chair and Secretary of each section of the Academy. The Chair of the Committee shall be the Secretary of the Academy. The Membership Chair shall also serve as arbiter for unresolved section applications, shall review all rejected applications, and shall be responsible for all letters of notification to rejected applicants.
  2. The Membership Committee shall meet at the call of the Chair and shall make its recommendations to the Board of Directors at the annual meeting.
- c. **NOMINATING COMMITTEE:** This committee shall annually recommend a slate of Fellows for the elected offices of the Academy.
  1. The Nominating Committee shall be composed as follows:
    - (a) All immediate past Section Chairs.
    - (b) The current outgoing President and two most recent past presidents willing to serve. The current outgoing President shall serve as Chair of the Nominating Committee. The Chair shall vote only to break a tie.
  2. **NOMINATION BY COMMITTEE:** The Nominating Committee shall submit its initial report to the Secretary by June 15; said report shall contain at least one nominee for each elected office of the Academy as a whole. That report of the Nominating Committee shall be provided to the membership by August 1.



3. (a) The Nominating Committee shall select nominees by its own selection process.
- (b) The Nominating Committee shall select petitions from the membership for nomination to any elected office of the Academy.
- (c) All persons nominated through the process noted in 3. (a) or (b) above shall be considered as candidates for the office for which they are nominated and so reported to the Secretary.
4. NOMINATING PETITIONS:
  - (a) Nominations for any elected office of the Academy may be made by petitions delivered to the Nominating Committee on or before September 1.
  - (b) Nomination petitions shall state the name of the nominee, the office sought by the candidate, a certificate stating that the candidate is a Fellow of the Academy in good standing, and a minimum of 50 signatures and printed names of those eligible to vote at Academy elections.
5. The second report by the Nominating Committee listing all of the nominees for election to each office shall be provided to the membership by November 1 and shall include a biography and photograph of each candidate, if such are obtainable.
6. Nominations for any elective office may be made from the floor during the Academy's Annual Business Meeting.
- d. PROGRAM COMMITTEE: This committee is responsible for both the Academy and Section portions of the program at the annual meeting.
  1. The Program Committee shall be composed as follows:
    - (a) A chair and members designated by the President-Elect to supervise the Academy portions of the program for the year in which he or she shall be the Academy President, to include plenary sessions, workshops and seminars, and local arrangements.
    - (b) Members designated by each section to be responsible for that section's scientific sessions at the annual meeting in question.
  2. Detailed procedures for the development and conduct of the annual meeting program shall be established by the Board of Directors in conjunction with the Executive Director.
- e. EDITORIAL BOARD: This body is responsible for the official publication of the Academy, the *Journal of Forensic Sciences*.
  1. The Editorial Board shall be composed of members of the Academy who have been recommended by the Journal Editor and approved by the Board of Directors. Their tenure is for a period of five years and may be renewed for additional five year periods by the Board of Directors.
  2. The Journal Editor shall be appointed by the Board of Directors and shall serve at the pleasure of the Board of Directors. He or she shall serve as Chair of the Editorial Board.
- f. LONG TERM PLANNING COMMITTEE: This committee shall act as an advisor to the Board of Directors on matters associated with long term planning and on strategic planning decisions that may be assigned to it.
  1. The Long Term Planning Committee shall be composed as follows:

- (a) Nine members, three of whom are appointed by the Board of Directors from among the Academy Fellows. The remaining six members shall be appointed by the President of the Academy from among the Academy Fellows. One member shall be appointed by the Board of Directors and two members by the President of the Academy annually.
  - (b) The length of each term shall be three years.
  - (c) Each member may serve for no more than three consecutive terms.
2. The Long Term Planning Committee shall annually elect its own Chair from among its members.
- g. **POLICY AND PROCEDURE COMMITTEE:** This committee shall be responsible for maintaining the *Policy and Procedure Manual* and shall serve as advisors to the Board of Directors on such policy and procedure matters as may be assigned to it.
- 1. The Policy and Procedure Committee shall be composed as follows:
    - (a) Five members appointed by the Board of Directors from among the Academy Fellows. One member shall be appointed by the Board of Directors annually.
    - (b) Each member may serve for no more than one five-year term.
  - 2. The Policy and Procedure Committee shall annually elect its own Chair from among its members.
- h. **FORENSIC SCIENCE EDUCATION PROGRAMS ACCREDITATION COMMISSION (FEPAC):** This Commission shall develop and maintain standards for and administer accreditation of undergraduate and graduate forensic science programs.
- 1. The Commission shall be comprised of ten (10) Academy Members or Fellows as Commissioners, five (5) from the academic community and five (5) from the practice community, for three-year terms. One additional Commissioner who is not a member of the Academy shall be appointed for a three-year term. With the exception of the non-member Commissioner, Commissioners may not serve more than two consecutive full terms. All Commissioners may vote.
  - 2. The Commission shall appoint its Commissioners. Refer to the *FEPAC Policies & Procedures Manual* for continuity. The FEPAC shall annually elect its own Chair from among its members.

**SECTION 2 - OTHER COMMITTEES:** The President and/or the Board of Directors may appoint such ad hoc committees, from time to time, as may be necessary.

## **Article VI. SECTIONS OF THE ACADEMY**

**SECTION 1 - DIVISION INTO SECTIONS:** A Section is defined as a group of thirty or more members mutually interested in specific fields of forensic science and individually qualified to be a member of the section in accordance with criteria established by the section. Each member and affiliate of the Academy, with the exception of Honorary Members, shall be assigned to a section.

**SECTION 2 - SECTION OFFICERS:** Each section shall have a Chair and a Secretary of the rank of Fellow. Terms of office shall be for one (1) year beginning the Saturday of the Academy's annual meeting at which elected. Section Officers may be re-elected to their respective offices. The Chair may appoint committees within the section. Procedures for the nomination and election of all Section Officers shall be in accordance with established section policies. Election of Section Chair and Section Secretary shall take place at the first section business meeting held at each Annual Meeting of the Academy. The Secretary of the Academy shall be informed in writing of the results of the election prior to the Academy's Annual Business Meeting.

**SECTION 3 - SECTION POLICIES AND PROCEDURES:** Each section shall maintain on file in the Academy's administrative office the policies and procedures applicable to section responsibilities and activities, to include nomination and election procedures, standing committee procedures, budgeting and expenditures policies.

**SECTION 4 - FINANCING:** For purposes of carrying out section activities, each Section shall have available from the treasury of the Academy up to ten percent of the annual dues paid to the Academy by members and affiliates of the section. The allocation of funds to the section shall be based on dues assessed and collected for the fiscal year of the Academy immediately preceding the meeting.

**SECTION 5 - CURRENT SECTIONS:** The following sections are recognized as officially existing within the Academy: Anthropology, Criminalistics, Digital & Multimedia Sciences, Engineering & Applied Sciences, General, Jurisprudence, Odontology, Pathology/Biology, Psychiatry & Behavioral Science, Questioned Documents, and Toxicology.

**SECTION 6 - NEW SECTIONS:** Any thirty (30) members, of whom at least five are Academy Fellows, may petition the Board of Directors for the establishment of a new section. The Board may propose the creation of new sections at an Annual Meeting of the Academy. No new section may be established unless it is so proposed as a bylaws amendment by the Board and receives the approval of the eligible voters present and voting at an Annual Business Meeting.

Whenever a new section is established in accordance with these provisions, Article VI, Section 5 of these bylaws is automatically revised to include the name of the new section.

## **Article VII. FUNDS AND EXPENDITURES**

**SECTION 1 - INCOME AND EXPENDITURES:** Funds for meeting the expenses of the Academy shall be raised by annual dues, assessments, voluntary contributions, and such income as may come to the Academy through the collective efforts of its members, affiliates, and staff. No financial obligations of the Academy may be incurred by anyone or any group of members or affiliates, except upon the prior authorization of or allocation of funds by the Board of Directors. All disbursements shall be made by the Treasurer, or the Executive Director at the direction of the Treasurer, including those of funds allocated for section expenses.

**SECTION 2 - ANNUAL CERTIFIED AUDIT:** Under the direction of the Treasurer, an annual certified audit of the Academy financial records shall be made by a licensed public accountant. Said audit report shall be delivered to each Fellow and Member of the Academy prior to the Academy's Annual Business Meeting.

**SECTION 3 - FISCAL YEAR:** The fiscal year of this Academy shall be from the first day of July to the thirtieth day of June of each and every year.

**SECTION 4 - DISSOLUTION:** Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**SECTION 5 - INDEMNIFICATION:** Each present and future board member and elective officer, whether or not then in office, shall be indemnified by the Academy against expenses actually and necessarily incurred by or imposed upon him or her (including, but not without being limited to, judgments, costs, and counsel

fees) in connection with the defense of the action, suit or proceeding in which he or she is made a party by reason of being or having been a director or elective officer of the Academy except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty for the Academy. Such indemnification shall not be deemed exclusive of other rights to which such director or officer may be entitled, under any other bylaws, agreement, a vote of the members, or as a matter of law, or otherwise.

## **Article VIII. MISCELLANEOUS PROVISIONS**

**SECTION 1 - SEAL:** The Board of Directors shall provide a corporate seal that shall have inscribed thereon the name of the corporation, the state of incorporation, and words “Corporate Seal.”

**SECTION 2 - RULES OF ORDER:** “Robert’s Rules of Order, Newly Revised” shall determine parliamentary practice and procedure in all cases to which they apply except where inconsistent with these bylaws or the laws of the state of incorporation.

## **Article IX. AMENDMENTS**

**SECTION 1 - REPEAL OR AMENDMENT OF PREVIOUS BYLAWS:** These bylaws shall become effective at the close of the meeting at which they are approved by the voting members and the previous bylaws heretofore adopted or passed by the Board of Directors, or by voting members of the Academy, as well as all previous resolutions, rules and regulations which are in conflict herewith are hereby repealed.

**SECTION 2 - AMENDMENT PROCEDURE:** Any part of these bylaws may be amended at the Annual Business Meeting of the Academy, provided that copies of each proposed amendment shall have been provided to all voting members at least thirty (30) days in advance of the Academy’s Annual Business Meeting at which final action is to be taken. Any voting member may propose amendments by submitting a proposal for consideration by the Board of Directors, or by individually following the amendment procedure. It is the duty of the Board of Directors to publish such proposals as soon as possible after receipt.

**These bylaws were enacted at the Annual Business Meeting of the American Academy of Forensic Sciences on February 12, 1986, and were amended February 17, 1988; February 15, 1989; February 21, 1990; February 20, 1991; February 21, 1996; February 11, 1998; February 17, 1999; February 23, 2000; February 21, 2001; February 18, 2004; February 21, 2007; February 20, 2008; February 24, 2010; February 23, 2011; February 22, 2012; February 20, 2013; February 19, 2014; February 18, 2015; February 24, 2016, February 15, 2017, February 21, 2018, and February 20, 2019.**