

# BYLAWS of the SOUTHERN ASSOCIATION OF FORENSIC SCIENTISTS

(Adopted on September 22, 2010) Preamble - Name, Objectives and Purposes

## Section 1 - Name

The name of this organization shall be SOUTHERN ASSOCIATION OF FORENSIC SCIENTISTS (SAFS).

## Section 2 - Objectives

The objectives of the Association shall be to encourage dissemination of information within the field of forensic sciences and to discuss problems of common interest; to stimulate research and development of new techniques within the field; to promote the use of standardized methodology and presentation of conclusions; to encourage compilation of statistical data of value in the field; to assist in maintaining a high level of professional competence among practicing forensic scientists; to foster friendship and cooperation among forensic scientists, and to lend assistance to colleges and universities in the development of forensic science and related curricula and to law enforcement planning agencies.

## CHAPTER 1 - MEMBERSHIP

### SECTION 1 DEFINITIONS

- A. Classes: Regular, Associate, Retired, and Student Affiliate.
- B. Charter Membership. Forensic Scientists attending any meeting of this body prior to the adoption of the initial constitution (September 9, 1966) shall be classified as Charter Members.
- C. Good Standing. A member shall remain in good standing provided that they are not in conflict with the objectives and goals, and that dues and other fees are paid as prescribed.

### SECTION 2 – QUALIFICATIONS FOR MEMBERSHIP

A. General. Be of good character and currently working in good standing in the forensic science field.

B. Regular.

Working, as described in Paragraph A of this section, full-time in a forensic science laboratory doing or having done examinations and interpretations of physical evidence or full time in forensic science education. A forensic science laboratory is defined as one that has, as its primary function, service to the criminal and/or civil justice system by the examination and interpretation of physical evidence. Forensic science education is defined as one that has as its primary function, education in the examination and interpretation of physical evidence.

Who must possess a 4-year Baccalaureate Degree or 10 years experience working in a forensic discipline.

Have completed two years full-time forensic laboratory experience or have taught five years full-time forensic science education, at an accredited college or university.

Have attended an annual meeting of SAFS.

C. Associate. Any of the following:

1) Working as described in Paragraph A of this Section but not meeting the requirements of Paragraph B of this Section.

2) Working in good standing in a scientific discipline and occasionally called upon to do forensic analysis in that discipline.

3) Working in good standing as a criminal justice professional with an interest in forensic science.

4) The Membership Committee will evaluate each Associate applicant on a case by case basis to determine whether the applicant's area of expertise qualifies as a relevant forensic science field.

D. Retired. Having been a Regular Member at least ten years prior to application, and be retired from all full time employment in the forensic science field.

E. Student Affiliate. A student engaged in science studies with forensic science being considered as a career goal. Such membership must be renewed annually by reapplying.

### SECTION 3. VOTING MEMBER.

The term "Voting Member" shall apply only to Charter, Regular and Retired members in good standing.

### SECTION 4. APPLICATION FOR MEMBERSHIP

Application for Membership or for change of membership classification shall be made in writing to the Treasurer. The application shall set forth the qualifications of the applicant, which must meet the requirements of the class of membership sought. All applications and supporting documents must be received by the Treasurer by June 1 prior to the annual business meeting in which the application will be voted upon. Those applications which are prima facie complete in all respects shall, not later than June 15 of each year, be forwarded to the chairman of the Membership Committee, which committee shall consider and make a recommendation concerning each application to the voting members present at the following business meeting. Proposals for membership or change of membership classification shall be considered only at the business meetings.

### SECTION 5. MAINTENANCE OR TERMINATION

A. Change in Qualifications. Any member who by change of employment no longer meets the requirements to become a member may retain current membership status as long as the member remains in good standing and new employment is not in conflict with the objectives of the Association.

B. Maintenance. It is the responsibility of all members to notify the Treasurer in writing of all changes in name, address, employment and phone number as soon as they occur.

C. Termination. Requires approval by a majority of the Board. Any member terminated may bring the matter before the members and such termination may be reversed by a two-thirds vote of those voting at a regular meeting. Termination may be for any of the following reasons:

1) Failure to pay membership dues as prescribed.

2) Failure to comply with Paragraph A of this Section.

3) Resignations are to be submitted to the Corporation secretary in writing.

D. Reinstatement. Anyone whose membership is terminated may reapply, but the application will be treated as a new request, unless otherwise specifically approved by the Board.

## CHAPTER 2 MEETINGS

A. Number, Date and Location: There shall be at least one regular meeting during the second half of the calendar year with the date and location to be selected by the Board.

B. Registration. Shall be at the discretion of the Annual Meeting Program Chair and Local Arrangement Chair.

C. Business Meetings. Shall be held in conjunction with each meeting of the members at which a quorum is present and may be attended by all members, but only voting members may vote.

- 1) Twenty (20) voting members shall be considered a quorum.
- 2) No proxy voting shall be allowed.

D. Manner of Acting. Any action normally taken at a meeting of the Corporation, may be taken without a meeting. The ballot may be disseminated via electronic mail. Votes may be tallied electronically. Electronic votes will be recorded via the member login side of the SAFS website. A quorum for an electronic vote will be 50 voting members with responses received by a deadline for voting set at a minimum of 2 weeks after posting of the ballot. A simple majority of the ballots cast shall be used to determine the winner.

## CHAPTER 3 MANAGEMENT

### SECTION 1. GENERAL

A. General Powers. The affairs of the Corporation shall be managed by the Board of Directors, hereinafter referred to as the Board. To facilitate operations of the Corporation, the Board may issue and/or change Administrative Rules governing the actions of the Corporation or members on behalf of the Corporation. Such rules shall not be in conflict with the statutes, the Articles of Incorporation or these Bylaws.

B. Contracts. The Board may authorize any officer(s) or agent(s) of the Corporation to enter into any contract or execute and deliver any instrument in the name of the Corporation and such authority may be general or confined to specific instances.

C. Books and Records. The Corporation shall keep correct and complete books and records of account and also keep minutes of the proceedings of meetings of its members, Board, and committees having any of the authority of the Board and shall keep at the registered or principal office a record of the names and addresses of voting members. All books and records of the Corporation may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

D. Public Statements. No officer or member may make statements on behalf of the Corporation without the approval of the Board.

E. Gifts. The Board may accept contributions, gifts, bequests or devices for the use of the Corporation; they may not accept those items for personal use or as remuneration for services as a Board Member.

### SECTION 2. FISCAL

A. Fiscal Year. Shall be October 1 through September 30.

B. Checks, Drafts, Etc. The Administrative Rules shall contain procedures for the handling of Corporation funds. All such items for the payment of money, issuance of notes or other evidence of indebtedness issued in the name of the Corporation shall be signed as prescribed by Paragraph B of Section 1 of this Article, except that no such item shall be made payable to cash.

C. Deposits. Corporate funds shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board may direct.

D. Dues and Fees. The Administrative Rules shall list the amount of the non-refundable application fee and annual dues payable to the Corporation within the following limitations:

- 1) Retired members are exempt from paying dues.
- 2) There shall be no fee for changes in membership status.
- 3) Student affiliate members will pay no more than 25% of the regular dues.

E. Audits. Following each fiscal year the Audit Committee shall conduct and complete an audit of the Corporation's books and present a report to the Board and members at the next regular meeting.

### SECTION 3. BOARD OF DIRECTORS

A. Composition. Limited to the following:

- 1) Principal officers as listed in these Bylaws.
- 2) Three or four members-at-large so as to provide for an uneven number of members on the Board.

B. Principal Officers and their Duties.

1) President: Presides at Corporation and Board meetings; conducts the business of the Corporation and promotes the fulfillment of its objectives. To accomplish these duties, the president may issue and/or change operational guidelines relating to committee and/or other operations providing such guidelines are not in conflict with these Bylaws, the Administrative Rules, or other items controlling actions of the Corporation.

2) President-Elect: Chairs the Membership Committee; fulfills the president's duties should the president be absent, leave office or become incapacitated. If both the president and president-elect are absent from a business meeting, the voting members shall elect a meeting chairperson.

3) Past President: Serves on the Board and chairs the Nomination Committee. The Past President also keeps, maintains, reviews, updates and distributes the Meeting/Workshop Manual. Chairs the Ethics Committee in the year following service as Board Past President.

4) Secretary: Records the minutes of Board and Corporation business meetings, and maintains the Corporation's record book. In the absence of the secretary from a business meeting, the presiding officer shall appoint a temporary secretary.

5) Treasurer: Keeps Corporation financial records, safeguard its funds, keeps the membership list current and notifies the Webmaster of changes of address.

6) Newsletter Editor: Publishes a newsletter as prescribed in the Administrative Rules.

C. Nomination/Election. Candidates shall be selected by the Nominating Committee with the election to be held by mail ballot (electronic or hard copy) prior to the regular meeting of the membership; the procedure to be determined by the Board. Those elected shall be determined by a plurality of the valid

votes cast. Any ties from the mail balloting shall be resolved by a run-off election between those tied, with such election being held at the next regular business meeting of the members.

1) Qualifications: Board members shall be regular members in good standing,

2) President: To be filled by the president-elect at the end of the president's tenure. If for any reason the president-elect is unable to assume the president's office, the office of president will be added to the mail ballot for the other Board members. If this is not practical, the membership will be notified of the situation and the nominations and election held at the meeting.

3) All other Board members: To be elected by an e-mail ballot with write-in candidates acceptable, except that the election for any position for which more than one qualified candidate applied and the Nominating Committee does not present at least two candidates shall be held at the next regular business meeting with nominations accepted from the floor.

4) Vacancies are to be filled in the following manner:

a) President: By the president-elect or as determined by Article III, Section 3.C of these Bylaws.

b) President-Elect: Filled by a e-mail ballot or at a business meeting.

c) Other Board Members: Elected by the Board for the unexpired term

D. Tenure.

1) As follows, with the terms to expire at the close of the Annual meeting or when their successor has been elected and duly qualified, whichever is later. Any changes in these terms shall be effective with the election following the adoption of the change.

a) President: One year

b) President-Elect: One year

c) Secretary: Three years

d) Board members-at-large: Two years with terms staggered so that all are not elected in the same year.

e) Past-President: one year if in good standing.

2) As follows, with the terms to expire on December 31 of the year their successor has been elected and duly qualified.

a) Treasurer: Three years

b) Newsletter Editor: Three years

E. Meetings. To be held in conjunction with the regular meetings of the Corporation members with no other notice than that given for the meeting of the members. A second regular meeting may be called in the first half of the calendar year by the president. A special meeting may be called by the president or any two Board members with the location and time determined by the person(s) calling such meeting.

1) Quorum: To consist of a majority of the Board members. To complete a quorum, votes may be taken by phone provided that they are confirmed in writing.

2) Manner of acting: The act of a majority of the Board members voting at a meeting at which a quorum is voting shall be the act of the Board unless a greater number is required by statute, these Bylaws, or the Articles of Incorporation.

Compensation. Board members shall not receive any stated salaries for their services as Board members. They may receive reimbursement for expenses on the same basis as others. This section shall not be construed to preclude any Board member from receiving reasonable compensation for other services provided to the Corporation.

Recall. To be initiated by petition which shall state the reason(s) for the recall by at least 10% of the voting members. Final action on a recall is to be determined by a majority of the valid votes cast by voting members in a mail (electronic or hard copy) ballot.

1) Procedure. The petition with the required signatures is to be delivered to the Corporation secretary; should the secretary be the subject of the recall, delivery should be made to the treasurer. The recipient of the recall petition shall determine the validity of the signatures, both as to quantity and to voting members and if found valid, deliver the petition within 15 days to the Ethics Committee. If found invalid the petition shall be delivered to the first signer of the petition with a statement as to the problem(s) noted. The Ethics Committee shall deliver a copy of the petition to the subject thereof allowing the subject 30 days from the date of delivery to provide a written response. Following this response or lack thereof, the committee shall within 30 days initiate by mail a recall ballot including with the ballot a copy of the petition and any written response received from the subject of the recall. The procedure shall be the same as for a mail ballot of election of officers except that the ballots shall have a return deadline of 30 days.

2) Final Action: To be determined by a majority of the valid votes cast.

#### SECTION 4. COMMITTEES

A. Standing. To have duties as prescribed by these Bylaws and/or the administrative rules or otherwise designated by the Board. The chairman is to be appointed by the president from the membership and to serve for a term of one year or until his or her successor is appointed. Each committee shall be made up of at least three members in good standing including the chairman and two other voting members unless otherwise designated in the bylaws. Each member will be appointed by either the president or the committee chairman pending approval of the president. At least one member from the previous committee is to be included as a member if possible.

1) Ethics: six members including: The Chair will be the individual who has just completed service on the Board as the past President (one year as Chair), two former Board members (two year terms, to be staggered), and two voting members who are not current Board members (two year terms, to be staggered) to be appointed by the Ethics Chair, with the President's approval. The sixth as hoc member will be the Section Coordinator (or another voting member) of the discipline affected. All committee members shall be in good standing and be willing to serve. Should any committee member become a party to a complaint (as the subject or complainant), that person shall withdraw from any deliberation concerning the matter and a temporary committee member shall be named by the Chair.

2) Audit: Chaired by a member-at-large; membership to include the treasurer as an ex-officio non-voting member, three additional voting members in good standing, and the appointed Local Arrangements Chairpersons of the next two upcoming fall meetings.

3) Membership: Chaired by the President Elect.

4) Nomination: Chaired by the immediate Past President; membership can include associate in lieu of voting members.

5) Historical: Chaired by the historian, membership to include as many voting members as deemed fit by the historian pending approval by the president

6) Awards: Chaired by a voting member.

7) Training and Education: Chaired by a voting member; membership to include five voting members, with at least two from the previous year's committee and no two members from the same

section, if feasible. The Workshop Coordinator for the Fall Meeting to be held two years hence is to be invited as an ad-hoc member.

- 8) Research: Chaired by a voting member.
- 9) Electronic Communication: Chaired by Web Master; membership to include the Newsletter Editor.
- 10) By Laws/Administrative Rules: Chaired by a voting member

B. Temporary. The president shall appoint from the membership other committees as deemed necessary.

C. Committee Operation. Unless otherwise provided in the appointment of the committee, a majority of the whole committee shall constitute a quorum and the act of a quorum shall be the act of the committee. Meetings may be conducted by telephone or mail (electronic or otherwise), but in such instances a quorum shall consist of the whole membership of the committee.

- 1) Chairperson: To be designated by the president unless predetermined by these Bylaws.
- 2) Rules: Each committee may adopt such operational rules as are not in conflict with these Bylaws, administrative rules, or extensions thereof.

#### CHAPTER 4: AMENDMENT

##### SECTION 1. PROCEDURE

- A. Deadline. Proposed amendments shall be submitted in writing to the president by June 1 for consideration at the Fall meeting.
- B. Publication. Proposed amendments shall be delivered to the members at least 30 days prior to the meeting at which they are to be voted upon.
- C. Approval. Amendments to the Bylaws shall require approval by two-thirds of the voting members present and voting.
- D. Changes. After a proposed amendment has been published, changes which alter the substance of the amendment may be made only by unanimous vote of those present and voting.
- E. Implementation. Required implementation instructions shall be a part of the motion presenting the amendment, but shall not become part of the Bylaws.

#### CHAPTER 5 – MISCELLANEOUS PROVISIONS

##### Section 1 - Rules of Order

Unless otherwise ordered by a majority of the voting members present, the order of business at the annual meeting shall be as follows:

- (1) Reading and Approval of Minutes
- (2) Reports of Officers, Boards, and Standing Committees
- (3) Reports of Special (Select or ad hoc) Committees
- (4) Special Orders
- (5) Unfinished Business and General Orders
- (6) New Business

"Robert's Rules of Order" shall determine the Parliamentary procedure of the meetings.

Section 2 - Repeal of Previous Constitution and Bylaws

These Bylaws shall become effective immediately upon adoption by the voting members, and the previous constitution together with all Bylaws are hereby repealed.

#### Chapter VII - Amendments

Any part of these Bylaws may be amended by a three-fourths (3/4) vote of the voting members present at the Annual meeting, provided a quorum is present and that copies of each proposed amendment shall have been distributed to all voting members at least thirty (30) days in advance of the meeting at which action is to be taken.



SOUTHERN ASSOCIATION OF FORENSIC  
SCIENTISTS, INCORPORATED (SAFS)  
**ADMINISTRATIVE RULES**

(Effective 30 September 2010)

The Secretary shall be responsible for maintaining the current rules; Board meeting minutes shall record the change dates.

**SECTION A. MEMBERSHIP**

**RULE A-1. APPLICATION FORM.** Prepared by the Membership Committee; including at least the following plus the required endorsement:

- a) Name and addresses (employment and mailing).
- b) Employment; current and two prior, if applicable.
- c) Degree(s) obtained and pertinent training.
- d) Amount of non-refundable application fee, application instructions, and application deadline.

**RULE A-2. FORM AVAILABILITY.** At least once annually in the SAFS Newsletter; on the website; and from the membership chairperson.

**RULE A-3. PROCEDURE.** Deadlines: Application - June 1st; Qualification - August 1st.

- a) Applicant sends a completed application, with the fee, to the chairperson and sponsor forms to the sponsors.
- b) The sponsors send the completed forms to the chairperson or applicant may send completed forms if sponsors return them to applicant.
- c) Chairperson sends the fees, with names, to the treasurer and an acknowledgement to the applicant stating when action will take place.
- d) The membership committee investigates the qualifications of each applicant and provides a list of the applicants, including brief information, to the members via the Nominating Committee ballot mailing or the newsletter for comments. The committee reports their recommendations, including the comments, to the Board prior to their fall meeting. Prior to the submission of this report, all work copies of applications and associated materials are to be destroyed; the originals of these items will be sent to the Historian. Information on membership applications is confidential; however, information may be given to any member making a specific inquiry before the Board acts on the Membership Committee recommendation.
- e) After board action, the chairperson will notify each applicant of the action taken. Those new members approved will receive a certificate stating status and the approval date. Membership certificates stating new status and approval date will be sent to all promoted members.
- f) Appeals Procedure:

1) If the applicant was denied membership and wishes to appeal, a written appeal must be submitted to the Membership Chair within thirty (30) days of the date that written notification of the Board's action was mailed to the applicant. The Membership Chair will review the application and submit a recommendation to the Board of Directors.

2) The Membership Chair shall acknowledge receipt of the appeal by certified mail within ten (10) business days to the individual submitting the appeal, and send a copy to the Board of Directors. The Membership Chair shall review the applicant's appeal and determine whether additional information or documentation is needed to facilitate determination of the appeal.

3) The Membership Chair may within twenty (20) business days of receipt of the appeal request the appellant to provide additional or clarifying information or documentation. If the requested information or documentation is received within thirty (30) days of the request, the Membership Chair will review the appeal in light of the additional information or documentation. The Membership Chair will submit a recommendation concerning disposition of the appeal to the Board of Directors within thirty (30) business days of the receipt of the appeal or if additional information or documentation is requested, within thirty (30) business days of the receipt of the requested documentation or information and in all events within eighty (80) business days of receipt of the appeal.

4) The Board of Directors shall consider the appeal at the next Board meeting. The Board will decide by simple majority vote what action should be taken on the appeal.

5) The President shall notify the appellant and the Membership Chair in writing of the decision of the Board of Directors within thirty (30) business days of the Board's decision.

6) If the appeal is denied by the Board of Directors, a further and final appeal may be made by the applicant to the membership pursuant to By-Laws Article II, Section 3.B.2 by submitting a written notice of appeal of the action of the Board of Directors to the President within thirty (30) days of the mailing of the notification of the Board's action. The appeal shall be submitted for consideration and vote at the next regularly scheduled meeting of the membership. The vote of the membership shall exhaust the appeals process.

RULE A-4. APPLICATION FEE. Ten dollars (\$10.00)

RULE A-5. ANNUAL DUES. Twenty dollars (20.00). Failure to pay dues for 3 consecutive years will result in a termination of membership privileges. New members will be billed for the year following their acceptance.

RULE A-6. STUDENT AFFILIATES. There will be no application fee; dues will be ten dollars (\$10.00) per year, due with the application. All student affiliate memberships will terminate one year after approval, at which time the student may re-apply, if they are still a student. To provide rapid response, approval will be upon recommendation by the membership committee chairperson and approval by the president. Those approved will receive a letter acknowledging their acceptance. Application is to include:

- a) Student's name (printed and signed), area of interest, and planned year of graduation.
- b) Signature and mailing address of the department head.
- c) List of forensic science courses taken, if any.

RULE A-7. MEMBERSHIP INFORMATION / ROSTER. Membership roster and information may be shared with other forensic science organizations, upon approval of the Board. Membership information will not be provided to unapproved organizations. Organizations receiving Board approval are: the regional forensic science organizations, AAFS, ABC, IAI, CSFS, ASQDE, ABFDE, AFTE, ASCLD, SOFT, and ASTEE?

RULE A-8. SECTION MEMBERSHIP REQUIREMENTS.

- a) General Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
  - 2) The General Section is for members who otherwise qualify for membership, but whose primary discipline (>50% of their work time) does not fall into one of the following categories.
- b) Biology Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- c) Chemistry Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- d) Document Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- e) Firearms Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- f) Latent Print Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- g) Management Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- h) Digital Imaging (Photography) Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws. i)
- Toxicology Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws. j)
- Trace Evidence Section
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.
- k) Digital Evidence
  - 1) Meets all requirements for membership as stated in Article II of the SAFS Bylaws.

## **SECTION B. MEETINGS & WORKSHOPS**

Responsibility rests with the local arrangements chairperson (LAC) and program chairperson (PC) for general meetings.

Responsibility rests with the workshop coordinator (WC) for independent workshops. It is recommended that the duties be

divided, obtaining coordinators for registration, exhibitors, A/V aids, workshop(s), and other major portions of the function. The general meetings should be referred to as "XXst Annual Meeting".

**RULE B-1. REGISTRATION.** All attending must register (including exhibitors), except a registrant's non-member spouse may attend occasional meeting sessions, but they will not be considered registrants unless they have paid the registration fee.

**RULE B-2. FEES/CANCELLATIONS.** The amount of the registration fees must be approved in advance by the president. Functions are intended to be self supporting except by approval of the Board; workshops held in conjunction with a meeting are considered a part of the meeting for expense accounting; contact either the president or the treasurer with any questions. Exhibitor's registration fees are considered as included in their fee. Per person cost items, such as luncheons, must be paid by all except for those registrants whose registration fee is paid or waived; as a courtesy, those working at the function, but not attending, should be provided lunches.

- a) Meetings (Including concurrent workshops): Fees are set by the LAC. All except the LAC and PC shall pay fees; fees for special guests may be waived with approval of the president.
- b) Workshop cancellation: Fees are set by the WC, based on anticipated costs and participation. Only the WC and instructors are exempt without approval by the Board. If the cost per person is too high to make the workshop practical, prior approval must be obtained from the Board to schedule a workshop with an anticipated deficit. A minimum number of registrants shall be determined by the WC. If that number is not met by a date, predetermined by the WC, the workshop may be cancelled. This information will be published in the original advertisement of the workshop.
- c) Workshop attendee cancellation: Refunds will be returned with the following guidelines:
  - 1) >30 days prior to workshop – 100% refund
  - 2) 30-15 days prior to workshop – 50% refund
  - 3) <15 days prior to workshop – 0% refund

**RULE B-3. EXHIBITOR'S FEES.** Set by the LAC with the president's approval; to be at least \$250.00 for approximately an 8' by 10' space. First determine the costs from the hotel and the vendor setting up the exhibit room. Obtaining commitments in writing from the exhibitors is the responsibility of the LAC. Each fee will include a table, chairs, no more than basic 115v electrical, sign, and two tickets for each luncheon; exhibitors are considered registered for the meeting. All hotel expenses not included in the above are the responsibility of the exhibitor. When contacting exhibitors, encourage them to sponsor a coffee break, hospitality session, registration or program materials, or provide supplies/equipment for workshops. If they do, be sure credit is given in the program and by signs on site.

**RULE B-4. EXPENSES.** Using information obtained from previous meetings, establish a budget and from this a registration fee. Function funds may be used only for items related to the function. Accurate records and receipts are to be maintained and submitted with the financial report. Excess funds shall go to the SAFS treasury; excess expenses may be submitted to the Board. Meeting or workshop expenses may include, but are not necessarily limited to, the following:

- a) Supplies - Donations of supplies may be accepted.
- b) Miscellaneous - Mailings, printing, etc.
- c) Meeting room; Including fees for special facilities or utilities. (See above in relation to exhibitors.) Have all cost items, including any free items, included in the written contract.
- d) Luncheon(s)/coffee for registrants.
- e) Travel expenses - Nothing except lodging (no meals, phone, internet access, etc.), is to be charged to the SAFS bill. All expenses will be based on Administrative Rule C-3 with meals provided deducted from payments at the amounts listed in Rule C-3.
  - 1) Speakers - Limited to travel expenses (Should be offered only if necessary.) unless approved in advance by the president. If SAFS pays any individual over \$600 in a year for other than expenses, there are tax forms which must be filed; consult the treasurer. Have a written understanding of maximum costs prior to making a commitment.
  - 2) Board - As directed by the president for the meeting. If the PC and/or LAC or WC(s) live out of the area, they may be included with the approval of the president.
- f) Hospitality - Limited to the room, beverages, and snacks; should be kept as reasonable in amount as possible. Turn remaining usable items over to the LAC for the next meeting. Check to see if you can bring in items for the hospitality room without a corkage fee; it should be cheaper than buying from the hotel. Work with the hotel on this as ordering some items from the hotel may reduce your overall costs.
- g) The LAC or WC is to submit a financial report to the treasurer within ninety days after the function unless extended by the president. This report is to contain a listing of any outstanding bills or payments due.

**RULE B-5. CONTRACTUAL AGREEMENT.**

Establish a written contract between SAFS and the site provider listing at least the date(s), items provided, costs, who is responsible for what, and the method of payment. This contract is to be signed by the president or a designee (LAC or WC).

- a) Contact sites at least a year in advance; should be convenient to transportation and have parking, meeting and, if applicable, exhibit rooms; the latter located for maximum exposure. This is important for continued exhibitor support.

One or more lodging rooms may be provided free according to the number of reserved; be sure that all (including exhibitors') rooms are included in this count. Consider the following:

- 1) Possibility of obtaining government rates.
- 2) Room, coffee, luncheon, and any hidden costs, such as electricity or other utilities.
- 3) Availability of bulletin boards for announcements, etc.
- 4) The amount of taxes, gratuities, and any other add-on costs.
- 5) If there is a deposit, check about cancellation and refund.
- 6) Method of payment; establish credit with the hotel and arrange for payment of SAFS hotel bills and other meeting costs. Notify the treasurer of any possible problems in meeting payments.

**RULE B-6. OPERATIONS.** Refer to other parts of these ARs for information. Utilize the local convention bureau and the hotel staff as resources.

- a) Publicity - To reduce mailing costs, use the Newsletter and website as much as possible to solicit papers and items for the meeting. Secure an internet link to the hotel for advertising and booking rooms. Distribute announcements and registration items to various newsletters.
- b) Registration - Arrange for advance registration. This speeds up sign-in, provides up front funds and gives some idea of attendance.
  - 1) coordinate registration materials, personnel, and equipment; have registration open at times when people might be expected to arrive; be prepared to take registrations prior to the start of advance workshops.
  - 2) Arrange for immediate typing of the minutes of the Board meeting.
  - 3) Post a list of exhibitors and registrants as early as possible.
- c) Program - Have the needed supplies and constantly monitor the situation. Follow up to see that functions are going smoothly, check for presence of participants and make any necessary schedule adjustments.
  - 1) Determine the needed AV equipment from each participant-computer, projector, pointers, etc.
  - 2) Check for availability of extension cords and AV equipment, including any fees attached--either for the equipment or operation.
  - 3) Respond to the program participants, notifying them of their responsibilities and participation in the program.
  - 4) If available, put a tentative program in the Newsletter as early as possible.
  - 5) Arrange to have speakers and program participants introduced.
  - 6) Coordinate local arrangements and program information with WC(s).
  - 7) Provide meeting room directories in addition to the program.
  - 8) For group transportation needs, check with local law enforcement or other agencies for the possibility of free busses or vans.
- d) Luncheons - Having in-house luncheons tends to keep people on site and also usually helps with the hotel meeting room costs.
  - 1) Have a method to show who has paid for luncheons; if the hotel does not need tickets, marked name tags may be simpler. Be prepared to sell individual meals; round up the cost of these to an even amount including tax and gratuity. You will have to guarantee the number of meals; usually this can be increased more easily at a later time than it can be decreased. Start low and revise it upward prior to the deadline. There will be no-shows, so don't guarantee more than the total of the registrants (including exhibitors) and any free tickets provided; most hotels will serve up to 10% over the guarantee. Expect to pay for all meals served, but no less than the guarantee.
  - 2) The head table should include special guests, LAC and PC, and Board (new and old).
- e) Coffee - Try not to guarantee a number of people for coffee/soda; it should be based on the amount used. Coffee should be provided for the Board meeting.
- f) Follow up:
  - 1) Give any posted job notices and papers/abstracts presented for publication in the newsletter to the newsletter editor.
  - 2) Send thank you letters to the hotel, convention bureau, tour coordinators, exhibitors, sponsors, and any others who assisted.
  - 3) Send the registrants names and addresses to the exhibitors.
  - 4) Provide a list of vendor/sponsor contact persons to your successor.
  - 5) Send a copy of the program, photographs, etc. to the Historian.

## **SECTION C. TRAVEL**

**RULE C-1. LIABILITY.** Any person traveling for the Corporation shall do so at their own risk. No liability shall fall on the Corporation.

**RULE C-2. EXPENSE APPROVAL.** Those authorized by these AR require advance approval by the president; all others must be approved in advance by the Board.

**RULE C-3. AMOUNTS.** Expenses shall be based on the following. Any exceptions must be submitted to the President for prior approval.

**Section C Travel**

**Rule C-3 Amounts**

- a) Transportation – Coach fare or the actual cost of a rental car, or mileage consistent with the current federal mileage reimbursement rate. Amount paid will not exceed air coach fare; receipt required for a common carrier.
- b) Meals – Current federal meal rates for the location of the expenses.
- c) Lodging – Actual meeting room rate as contracted by the Social Chairperson for the meeting at the host hotel.
- d) Miscellaneous, as required - Receipt required for items over \$10 each (Room service, long distance, inter-net access are not considered to be required).

**RULE C-4. REIMBURSEMENT.** Upon receipt of the necessary form with any required receipts, payment may be made up to the authorized amount; any excess expenses must be approved in accordance with Administrative Rule Section E.

**SECTION D. ELECTIONS**

**RULE D-1. NOMINATIONS.** The Nominating Committee chairperson will immediately following the annual meeting, provide for publication on the website, an announcement of positions to be filled in the next election, requesting a response from qualified persons with qualification information for publication including a passport type photograph. The committee should select at least two candidates per position, excluding the position of President, which is filled by the President-Elect, in accordance with the bylaws.

**RULE D-2. MAIL BALLOT PROCEDURE.** The Nominating Committee will mail a ballot to each voting member at least one month before the ballots are due and no later than July 30<sup>th</sup>. The ballot package is to include a brief resume on each candidate and instructions for return of the ballot stating that it must be postmarked by a chosen due date. The ballot may be disseminated via electronic mail. Votes may be tallied electronically. Electronic votes will be recorded via the member login side of the SAFS website. A quorum for an electronic vote will be 50 voting members with responses received by a deadline for voting set at a minimum of 2 weeks after posting of the ballot. The winning candidate will be determined by a simple majority of the ballots cast. Following tabulation of the ballots, the committee chairperson will notify each candidate of the results and should provide an announcement of the officers-elect to the membership prior to the regular meeting.

**SECTION E. FISCAL**

**RULE E-1. EXPENSE PAYMENTS.** All payments are subject to the following rules. No checks are to be made payable to cash, and split payments are not to be used to circumvent these rules. A payment authorization form will be submitted to the treasurer. Without the required documentation, the next higher level of approval is required:

- a) Not over one hundred dollars (\$100.00) - Requires prior approval by the treasurer. Payment upon presentation of bill/receipt(s).
- b) Over one hundred dollars (\$100.00), but not exceeding four hundred dollars (\$400.00) - Bill/receipt (payment authorization form signed by the president).
- c) Over four hundred dollars (\$400.00) - Board approval prior to commitment; payments not exceeding the approved amount may be made upon receipt of proof that services have been completed or goods received.

**RULE E-2. DEPOSITS.** All accounts to be in SAFS' or function's name. Funds are to be deposited so as to obtain maximum interest without restricting access for operational needs. The Treasurer shall have signature authority on the primary account(s); other than these only the LAC may open accounts without Board approval. The LAC is authorized only to facilitate the duties of that position and the accounts are to have that individual and the Treasurer as signature authority. All accounts are subject to regulations in these Administrative Rules. All special accounts are to be closed as soon as the purpose is completed and all checks have cleared. All statements, checks, etc. are to be sent to the Treasurer.

**RULE E-3. INTERNET ACCESS.** Supplements for internet access will be provided to Treasurer and Website Coordinator as determined by the Board on an annual basis.

**SECTION F. NEWSLETTER**

**RULE F-1. NUMBER AND DATE.** Four per year: Winter, Spring, Summer, and Fall.

**RULE F-2. CONTENT AND SOURCES.** Forensic Science related advertising may be included in the newsletter at the rate as determined by the board. Advertising will be clearly marked as "Paid Advertisement".

- a) All issues:
  - 1) Technical information and other submitted material.(Section coordinators and various)
  - 2) Employment opportunities. (various)
  - 3) Meeting dates. (Program Chairperson)

- 4) Employment requests.
- 5) President's message.
- b) As required:
  - 1) Details of upcoming meeting(s). (Program Chairperson)
  - 2) List of applicants. (Membership Chairperson)
  - 3) Minutes and other reports of the meeting. (Officers)
  - 4) Request for nomination candidates. (Nominating Chairperson)
  - 5) List of the candidates with brief resumes. (Nominating Chairperson)
  - 6) Payment authorization form.
  - 7) Membership information and application. (Membership Chairperson)
  - 8) Request for papers. (Program Chairperson)

**RULE F-3. FINANCIAL.** The Treasurer will provide funds as needed and the Editor and/or treasurer will make payments as necessary following Administrative Rules Section E with items deemed to have been approved by the Board. A financial report is to be made to the Board.

#### **SECTION G. OFFICE OF THE PRESIDENT**

**RULE G-1. DUTIES.** Following includes some of those prescribed by the Bylaws:

- a) Preside at Corporation and Board meetings.
- b) Conduct the business of the Corporation and promote the fulfillment of its objectives.
- c) Designate Committee Chairs unless predetermined by the Bylaws. Appoint from the membership other committees as deemed necessary.
- d) Appoint Section Coordinators.
- e) Approve travel.
- f) Approve expenditures less than \$400.00.
- g) Approve contract and exhibitor's fees for the Fall Meeting.

#### **SECTION H. OFFICE OF THE PRESIDENT-ELECT**

**RULE H-1. DUTIES.** Following includes some of those prescribed by the Bylaws.

- a) Fulfill the President's duties should the President be absent, leave office, or become incapacitated.
- b) Chair the Membership Committee.
- c) Serve on Board

#### **SECTION I. OFFICE OF THE PAST PRESIDENT**

**RULE I-1. DUTIES.** Following include some of those prescribed by the Bylaws.

- a) Serve on the Board.
- b) Chair the Ethics Committee for the year following service to the board.
- c) Chair the Nomination Committee.
- d.) Keep, maintain, review, update and distribute the Meeting/Workshop Manual.

#### **SECTION J. OFFICE OF THE SECRETARY**

**RULE J-1. DUTIES.** Following includes some of those prescribed by the Bylaws:

- a) Maintain corporate record book.
- b) Record minutes of meetings: Publish in the newsletter along with other meeting information and include in the Corporate Record book. Draft copies of Board Meeting minutes will be supplied to Board members by 6/1 and 12/1 of each year.
- c) Maintain a file of Association correspondence, reports and other information related to association business.
- d) At each meeting, post the minutes of the prior meeting.
- e) Maintain a supply of letterhead, envelopes, and other SAFS forms.
- f) Maintain a working knowledge of Roberts Rules of Order.
- g) Prepare Bylaws and Administrative Rules and submit for publication.

#### **SECTION K. OFFICE OF THE TREASURER**

**RULE K-1. DUTIES.** Following includes some of those prescribed by the Bylaws:

- a) Send copies of the monthly bank statements to the President.
- b) Send dues notices by November 1st per Administrative Rules Section A with delinquent notices sent by April 1st. c) Notify the Board of those members whose dues remain unpaid at the Spring Board meeting.
- d) May distribute membership cards upon receipt of dues.

- e) Post financial reports at meetings and publish them in the newsletter.
- f) Obtain and maintain a telephone credit card for use by the Board.
- g) Review various financial reports and pass them on to the Board with any appropriate comments and/or suggestions.
- h) Maintain financial records, including revenues and expenses, and assist the Audit Committee with the yearly audits. i) Prepare a roster and submit for publication.
- j) Provide changes of address to the Newsletter Editor.
- k) Prepare and submit IRS Form 990EZ and a copy of the current SAFS By-Laws, as required, to the IRS.

#### **SECTION L. OFFICE OF THE NEWSLETTER EDITOR**

RULE L-1. DUTIES. Publish a Corporation Newsletter as prescribed in the Administrative Rules, Section F.

#### **SECTION M. OFFICE OF BOARD MEMBER-AT-LARGE**

RULE M-1. DUTIES. Following includes some of those prescribed by the Bylaws.

- a) Chair a committee as directed by the President.
- b) Perform duties as assigned by the President or by action of the Board.

#### **SECTION N. AWARDS COMMITTEE**

RULE N-1. DUTIES. Maintain the awards program; receive nominations and make recommendations to the Board for awards (either given by SAFS or from another organization or individual through SAFS); recommend updating of program.

##### RULE N-2. GENERAL CRITERIA

- a) There is no requirement that awards be given each year nor is there a limit to the number that can be recommended by the committee.
- b) Non-members of SAFS may be eligible for awards (unless specifically excluded under Rule N-4); awards may be given to an individual, group, laboratory, or laboratory system.
- c) Monetary awards will be in the form of a subsidy for a meeting or training session unless the provider of the award specifies otherwise.
- d) The Board reserves the right to decline participation in any award which it feels does not meet SAFS criteria.

##### RULE N-3. TYPES OF AWARDS.

- a) New Scientist Award (may be accompanied by a monetary award).
- b) Outstanding Scientist Award (may be accompanied by a monetary award)
- c) Distinguished Service Award (may be accompanied by a monetary award).
- d) Certificate of Recognition of Service (signed by the President).
- e) Professional Development Fund Award
- d) Awards given to SAFS members by an outside source (example: AAFS Forensic Sciences Regional Award- awarded once every several years or the ABC Exam Scholarship Award).

##### RULE N-4. BASIS FOR AWARDS.

- a) New Scientist
  - 1) Less than five years experience in forensic science.
  - 2) Demonstrates a high level of motivation and contribution to forensic science.
  - 3) Must be a member of SAFS or have a standing application.
- b) Outstanding Scientist
  - 1) More than five years experience in forensic science.
  - 2) Significant research or development of a method or methods which greatly improves the capability or accuracy of forensic science analyses or examinations.
  - 3) Demonstrates a high level of motivation, leadership and contribution to the field of forensic science.
  - 4) Has demonstrated a high level of knowledge and expertise in casework.
  - 5) Must be member of SAFS.
- c) Distinguished Service
  - 1) At least 15 years experience in forensic science and 10 years as a SAFS member.
  - 2) Outstanding contributions to SAFS, including teaching, service as a board member, committee member, section chair, organization representative or meeting planner.
  - 3) Dedication to improvement in the quality, recognition, and acceptance of SAFS or the forensic science field. d) Certificate of recognition
    - 1) Nominations for service to SAFS or forensic science.
- e) Professional Development Fund
  - 1) Present a paper at a SAFS meeting
  - 2) Funds available

f) Awards from Outside Organizations to SAFS (or SAFS Members)

1) These awards may be given to SAFS (or SAFS Members), utilizing either SAFS criteria or those established by the source, such as the AAFS Regional Award.

**RULE N-5. PROCEDURE.**

a) Any member of SAFS may make a nomination to the committee at any time; the deadline for consideration for nominations will be August 15th prior to the annual meeting each year. Nominations received after that date may be considered at the Board's discretion.

b) The award nomination must be in writing:

1) Clearly demonstrating how the recipient meets the award.

2) The nomination may suggest the type of award, or this may be determined by the Awards Committee. c)

The Awards Committee will meet, or confer, prior to the Fall Board meeting, review nominations, and make recommendations to the President.

d) The President will review the nominations, consulting members of the Awards Committee, regarding giving award and the type of award to be given.

e) The President will present the award to the recipient, usually at the meeting luncheon.

**SECTION O. RESEARCH COMMITTEE**

**RULE O-1. DUTIES.** To encourage research in the field of forensic science, receive and make recommendations to the Board on submitted research proposals, and administer research grants provided by SAFS.

**RULE O-2. MEMBERSHIP.** A minimum of three SAFS voting members; appointed by the president for a term of one year with at least one member continued from the previous year's committee. The chairperson is to be designated by the president.

**RULE O-3. GRANT APPROVAL CRITERIA.** The Committee will determine the criteria, but will include at least the following:

a) Grants will be primarily for development and/or improvement of evidence examination and/or comparison techniques. Proposals concerning evidence procedures, expert testimony or the development of training may be considered.

b) Training is not considered a research project; such proposals are to be forwarded to the Training and Education Committee for response.

c) Each application must designate a host organization (HO) and a principal investigator (PI).

d) The PI must be a SAFS member and a member of the HO.

e) The HO may be a forensic laboratory or a department of an educational institution, but the application must indicate that the HO has the necessary facilities to carry out the project.

f) Proposals must be submitted under the sponsorship of a single HO, but may involve cooperative effort with other organizations or associations.

g) The proposal must conform to the requirements of all SAFS AR, not just this section.

h) In determining grant recipients, consideration is to be given to the willingness of the HO to support the project by investment of time and/or other resources.

**RULE O-4. APPROVAL PROCEDURE.** The Board will determine each year the amount of research funds, if any, to be made available. Any member interested in obtaining a SAFS research grant is to contact the chairperson of the Research Committee who will forward a copy of this section of the SAFS AR and any other pertinent materials to the member. Details of proposals will be kept confidential within the committee and Board, but titles of approved grants and amounts awarded will be published in the Newsletter. The approval process is as follows:

a) Proposals are to be submitted to the chairperson. The Committee will review proposals biannually with submission deadlines of April 1st and August 1st. The Committee may request from the PI any additional information deemed necessary.

b) Proposals will be reviewed by the Committee and a recommendation on each, including summary information, submitted to the President prior to the next (usually the spring) Board meeting. One of the following recommendations will be made:

1) Fund at the level requested; as submitted or with changes.

2) Fund at a lower level; as submitted or with changes.

3) Refuse due to lack of funds or other reason. If appropriate, the Committee may recommend submission to another support source.

c) The Board will act on the committee's recommendations and following this, the chairperson will notify each requesting PI of the action.

d) Disposition of un-awarded funds will be determined by the Board.



**RULE O-5. APPLICATION.** The Committee may establish forms to obtain the following information, but if not, the following format is to be used:

- a) Cover letter - A brief summary of the proposal, indicating acceptance of the conditions outlined in these Administrative Rules, to be signed by the PI and the head of the HO (if these are one and the same, the letter must also be signed by the PI's supervisor).
- b) Title sheet - to include:
  - 1) Title of proposal.
  - 2) Name, address, and phone number of the HO.
  - 3) Name, address, and phone number of the PI (If different from 2).
  - 4) Date of submission.
  - 5) Amount of funds requested.
  - 6) Anticipated start and completion dates of project.
- c) Proposal - to include:
  - 1) Statement of the problem to be addressed.
  - 2) Objective of the project and the relationship to the problem.
  - 3) Method to be used, including an outline of technical procedures.
  - 4) Equipment/facilities to be utilized, stating method of availability.
  - 5) Names of personnel (not receiving payment from the grant) involved.
  - 6) Budget is to be itemized into the four categories listed in Administrative Rule Section O, Rule 7c.
  - 7) References involved with any of the above.

**RULE O-6. FISCAL CONTROL.** The PI will be held responsible for maintaining fiscal accountability. Fiscal records must be available for audit by SAFS at the beginning of each calendar year, until one year after the submission of the final grant report. The funds will be handled as prescribed by Administrative Rule Section O, Rule 7c, below.

- a) Approval of the grant includes:
  - 1) Authorization by the SAFS Board for establishing a checking account under the grant name for its operation. No one other than the two persons signing the proposal cover letter and the SAFS Treasurer are to have signature authority. Use of this account will be governed by the fiscal portions of these AR.
  - 2) Approval of expenses as listed in the grant budget. Increasing any budget category by more than ten percent by transfer of funds between categories will require written approval by the chairperson of the Research Committee.
  - 3) All unencumbered funds will be returned to the SAFS treasury at the conclusion of the grant period.
- b) Each expenditure must be supported by:
  - 1) An obligating document showing the amount, to whom, and for what.
  - 2) A copy of the invoice.
  - 3) The cancelled check.
  - 4) The bank statement will suffice to verify any bank charges; except that any charges for overdrafts or similar charges will be borne by the person(s) having signature authority, except the SAFS Treasurer.
- c) If other provisions are not available, payments may be made directly by the SAFS Treasurer according to SAFS fiscal procedures. This is not the preferred procedure and the feasibility of this will be considered in the approval of any such grant. If this occurs, the PI must be billed for all purchases. Under **NO** circumstances is SAFS to be direct billed. These are to be checked, approved, and initialed by the PI prior to being forwarded to the SAFS Treasurer for payment. The PI is to send only the bill and is to retain a copy along with all other documentation.
- d) At the close of each calendar year it is the responsibility of the Research Committee Chair to obtain documentation of each active grantee's expenditures from the grantee and to transmit this documentation to the Audit Committee by way of the Treasurer.

**RULE O-7. CONDITIONS.**

- a) One PI may be involved in several proposals; however, an individual may be the PI for only one grant at a time.
- b) No grant funds may be utilized for "overhead" or similar costs by any person or organization associated with the grant or the committee. Committee expenses must be requested separately and approved by the Board.
- c) Funding may be made for the following categories; each of these is to be itemized in the project budget submitted.
  - 1) Personnel - Student internships and/or contractual consultants; show to whom, for what, the rate, the maximum amount, and the qualifications for each person to be paid from the grant. Rates are subject to approval by SAFS. Such funds are not to be used to compensate a regular HO employee for any part of base salary or overtime. If any individual is to be paid in excess of \$600 in a given year, there are tax forms which must be submitted; contact the SAFS Treasurer.

- 2) Equipment/analytical services - Leasing of equipment or contracting for analytical services not available in the HO. Purchase of equipment is not included; however, accessories may be, subject to SAFS' approval. Any approved purchases will become the property of the HO.
  - 3) Travel - only for travel expenses pertaining to the operation of the project; do not include attendance at any association meeting or seminar even if for presentation of a paper related to the project. If fiscal control is by the HO, reimbursable amounts shall be per the HO's regulations, otherwise they will be by those in these Administrative Rules.
  - 4) Other - Supplies, postage, and expense items, not described above that cannot be provided by the HO; these must be itemized as to type.
- d) The Committee must be notified of, and kept informed of, any conditions which will prevent the project being completed by the anticipated date.
  - e) Progress reports are to be submitted as requested by the committee, and a status report is to be provided to the President by the committee prior to each Board meeting.
  - f) Within sixty (60) days of the completion date, the PI must submit two written reports to the Research Committee:
    - 1) A final report of the results of the project in a format similar to that required for articles in the Journal of Forensic Sciences.
    - 2) A written financial report detailing how the budgeted funds were utilized. A copy of this report must be submitted to the SAFS Treasurer.
  - g) After review by the Research Committee, the PI must submit the report of the results (in some form; at least a synopsis for publication in the SAFS Newsletter. If necessary, the PI may first submit the report to another scientific publication prior to submitting it to the SAFS Newsletter. All publications are to carry an acknowledgement of funding support by SAFS.
  - h) The Southern Association of Forensic Scientists, Inc. accepts no responsibility, financial or otherwise, beyond providing the financial support indicated in the grant award.
  - i) If work fails to commence on a grant for a full calendar year following the starting date indicated on the grantee's acceptance form, then the grant will be revoked. The PI will be free to resubmit the grant for the next funding cycle.

#### **SECTION P. TRAINING AND EDUCATION COMMITTEE**

**RULE P-1. RESPONSIBILITIES.** Determine training needs and make recommendations to the Board on items including, but not limited to, the following:

- a) Workshops and training sessions in conjunction with meetings.
- b) Training to be conducted separate from the meetings.
- c) Other training needs as proposed by members or that become self-evident.
- d) Additional duties as assigned by the president.
- e) Purchase of training or safety films/video tapes or related materials.

**RULE P-2. MEMBERS.** When considering membership of the T&E Committee, it is recommended that the following guidelines be considered:

- a) No two members be from the same section.
- b) The Workshop Coordinator for the Fall Meeting to be held two years hence, be invited as an ad-hoc member.

#### **SECTION Q. HISTORICAL COMMITTEE**

**RULE Q-1. RESPONSIBILITIES.** Maintain items of ongoing interest consisting of, but not limited to:

- a) Corporate records no longer needed for current operations.
- b) Tax returns and audit/financial statements & records for the past 10 years.
- c) Copies of newsletters, minutes, board member & committee reports and rosters.
- d) Membership applications for the past three years.
- e) Photographs, programs and other pertinent meeting information.
- f) Training or safety films/videos, tapes, workshop notebooks, and other related materials for lending to the Association by the Librarian.

#### **SECTION R. AUDIT COMMITTEE**

**RULE R-1. RESPONSIBILITIES.** Conduct and complete an audit of the Corporation's books following each fiscal year and present a report to the Board.

#### **SECTION S. ETHICS COMMITTEE**

RULE S-1. RESPONSIBILITIES. The Ethics Committee shall be responsible for the following:

- a) Review and recommend changes to the SAFS Code of Ethics.
- b) Review all complaints received which specify a violation of the SAFS Code of Ethics.
- c) Upon review of such complaints, recommend a course of action to the Board of Directors. The final decision on all committee recommendations shall rest with the Board of Directors.

RULE S-2 MEMBERS: The Chair will be the individual who has just completed service on the Board as the past President (one year as Chair), two former Board members (two year terms, to be staggered), and two voting members who are not current Board members (two year terms, to be staggered) to be appointed by the Ethics Chair, with the President's approval. The sixth as hoc member will be the Section Coordinator (or another voting member) of the discipline affected. All committee members shall be in good standing and be willing to serve. Should any committee member become a party to a complaint (as the subject or complainant), that person shall withdraw from any deliberation concerning the matter and a temporary committee member shall be named by the Chair. RULE S-3 PROCEDURE.

a) A written complaint alleging violation (s) of the Code of Ethics must be submitted to the Board President.  
b) The President shall acknowledge the receipt of the complaint by certified mail, within ten (10) business days, to the individual submitting a complaint (complainant), and forward the complaint to the chair of the Ethics Committee.  
c) The Ethics Committee chair shall evaluate the complaint to determine whether additional information or clarification is needed to ascertain the nature and circumstances of the alleged violation. The chair may request the complainant to provide additional or clarifying information. The chair shall determine whether the Ethics Committee has jurisdiction and whether the complaint alleges a violation of the SAFS Code of Ethics. If the chair finds that the Ethics Committee does not have jurisdiction or that the complaint does not allege a violation of the Code of Ethics, a summary of the complaint shall be presented to the Board at the next board meeting with a recommendation to the Board to dismiss the complaint. The Board shall not be advised of the identity of the complainant or the respondent. In the event of dismissal, the complainant shall be notified of the dismissal in writing and the respondent shall be notified that a complaint was made, the nature of the complaint and that the complaint was dismissed. The respondent shall not be advised of the identity of the complainant.

- d) If the chair or Board finds that the Ethics Committee has jurisdiction and that the complaint alleges a violation of the Code of Ethics, the respondent shall be notified of the filing of the complaint and provided with a copy of the complaint and all materials submitted with the complaint. The respondent shall be advised that he/she may submit, within thirty (30) days of mailing the notice, a written reply and any documents the respondent desires to have considered by the Ethics Committee for the purpose of a preliminary determination of whether probable cause exists to proceed with a hearing on the matters raised in the complaint. After the expiration of the reply period the response shall be sent to the complainant and the complainant given 30 days to comment in writing about this response. The Ethics Committee shall consider the complaint, any reply and all materials submitted by the complainant or the respondent and determine whether there is probable cause to believe that the allegations of the complaint are true (probable cause means that it is reasonable to believe that the complaint is true). If probable cause is not found, a detailed summary of the complaint and response shall be presented to the Board at the next board meeting with a recommendation to the board to dismiss the complaint. In the event of dismissal, the complainant and the respondent shall be notified. If probable cause is found to exist, the Ethics Committee shall schedule and conduct a hearing as provided in section S-4 of these Rules.
- e) If probable cause is found to exist and a hearing is, or is to be, scheduled, the Ethics Committee may appoint a member of SAFS to conduct an investigation of the matters raised in the complaint and secure written statements and documents for consideration by the Ethics Committee. Copies of any materials submitted to the Ethics Committee by any person so appointed shall be made available for inspection by the complainant and the respondent.
- f) This process may be suspended at any time at the discretion of the Ethics Committee if it becomes known that the circumstances surrounding a complaint are being dealt with by any court or other competent body, pending its resolution. The complainant, the respondent and the Board of Directors shall be notified of this action.

RULE S-4 HEARING ON THE COMPLAINT

- a) The complainant and respondent shall be notified by certified mail with respect to the nature and particulars of the complaint, the date, time, and location of the ethics committee meeting, the rights of the parties to submit written statements for consideration at this meeting and the rights of the parties to confront one another. This notification is to be at least thirty (30) days prior to the meeting. All written submissions from the complainant and the respondent (or their representative) must be received at least seven (7) days prior to the meeting. The complainant and respondent may be present at the meeting and address the Ethics Committee prior to their decision. The complainant and respondent shall be responsible for any expenses incurred by them to attend this meeting. Additional witnesses may be heard; legal representatives for all parties involved may be present.

- b) The chair shall provide a written report of the outcome of the meeting to the Board within sixty (60) days from the date of the Ethics Committee meeting. The report is to present a concise summary of the facts for both parties, with regard to the credibility of the evidence, and conclude with recommendations for action by the Board of Directors.
- c) The report and its contents shall be treated as confidential and not publicized.
- d) The complainant and the respondent shall be notified in writing of the recommendations being made by the Ethics Committee to the Board of Directors but shall not be provided with a copy of the report.

**RULE S-5 BOARD OF DIRECTORS ACTION**

- a) The Board of Directors shall consider the Ethics Committee report at the next meeting of the Board (spring or fall meeting). The respondent shall be notified by certified mail as to the date, time and location of the board meeting.
- b) If the respondent wishes to attend this meeting, they should notify the President at least fifteen (15) days prior to the meeting. The respondent will be responsible for any expenses incurred by them to attend the meeting.
- c) The Board will decide by simple majority what action should be taken with the complaint. The action of the Board can be one of the following:
  - 1) Dismiss the complaint, with no further action.
  - 2) Uphold the complaint and issue a letter of reprimand, with or without sanctions.
  - 3) Revoke membership.
- d) The President of SAFS shall notify the respondent and complainant of the decision within ten (10) business days of the decision.
- e) The affected member can appeal the revocation of their membership. They must obtain a two thirds (2/3) vote of the voting members present at the next regularly scheduled annual meeting.
- f) No other private or public statement will be made by any board or committee member. No record or testimony provided to the Board of Directors or Ethics Committee members will be released regarding SAFS's action on the complaint and its resolution.

**RULE S-6 COMMITTEE/COMPLAINT CONTINUITY**

The original committee that takes up a complaint will see it through the entire life of the complaint (until the Board's final decision), regardless of the term expiration of any of the individual committee members.

**SECTION T. MEMBERSHIP COMMITTEE**

**RULE T-1. RESPONSIBILITIES.** Investigate the qualifications of each applicant. Duties include, but are not limited to the following:

- a) Prepare and publish an application form.
- b) Publish a list of applicants in the newsletter and report recommendations to the Board.
- c) Notify applicants of action taken.

**RULE T-2. MEMBERS** President-elect as chairperson and additional voting members appointed by the president-elect with the president's approval; to include at least one member of the previous year's committee, if feasible.

**SECTION U. NOMINATION COMMITTEE**

**RULE U-1. RESPONSIBILITIES.** Prepare a slate of candidates for Board positions to be filled in the next election. Duties include, but are not limited to the following:

- a) Mail a ballot to each voting member.
- b) Tabulate and announce election results. The Nomination Committee Chair may select members, other than committee members, to tabulate results.
- c) Notify the candidates of the election results.

**SECTION V. SECTION COORDINATORS**

**RULE V-1. RESPONSIBILITIES.** Coordinate all activities for the specific section. Duties include, but are not limited to the following:

- a) When possible obtain a list of members in the section from the Treasurer.
- b) Work with the Program Chair and any workshop chairs to coordinate section activities at the Annual Meeting including:
  - 1) Soliciting papers and/or posters.
  - 2) Organizing roundtable discussions.
  - 3) Assist in arranging for moderators of the section's presentations.
- c) Submit appropriate technical information to the Newsletter Editor for publication.

- d) Solicit ideas for workshops and submit them to the Training and Education Committee.
- e) Review, investigate, and make recommendations on applications to their section or recommend a delegate from the section to the Membership Committee.
- f) Serve as (or designate another member of the discipline who is in good standing as) the ad-hoc member of the Ethics Committee when required as listed in Rule S-2.