

# ADMINISTRATIVE RULES

(Edited Spring 2023)

## 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) Application instructions and application deadline.

RULE A-2. FORM AVAILABILITY. On the MAFS website and from the membership chairperson.

RULE A-3. PROCEDURE. Deadlines: Application – January 1st; Qualification - March 1<sup>st</sup>.

- a) Applicant completes the application and sends the sponsor forms to the sponsors. The sponsors will complete the forms and send back to the applicant.
- b) The applicant uploads all necessary documents to the application portal on the website or if applying for promotion, sends application materials to the membership chair.
- c) The membership chair sends an acknowledgement to the applicant stating when action will take place.
- d) The committee investigates the qualifications of each applicant and provides a list of the applicants, including brief information, to the members via the newsletter or email for comments. The committee reports their recommendations, including the comments, to the Board prior to the spring Board 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 stored in the applicant's website profile on the MAFS electronic storage drive. 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 membership pin and 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 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. ANNUAL DUES. Fifty dollars (\$50.00). New members will be billed for the year following their acceptance.

- a) Dues must be paid by the fall board meeting.
- b) Failure to pay dues by due date will result in a termination of membership privileges.
- c) Emeritus applicants are responsible for payment of dues in the calendar year their application is submitted. Lapses in dues payments will be addressed by the Board of Directors on a case-by-case basis.

RULE A-5. 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. Those approved will receive a letter or email acknowledging their acceptance. Application is to include the student's name and email address, area of interest, name and email address of the department head, and planned year of graduation.

RULE A-6. MEMBERSHIP INFORMATION.

a) ROSTER

1) 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 must have accreditation from a forensic accrediting body.

b) MEMBERSHIP VERIFICATION

1) Inquiries to verify an active member, their membership class, or previous tenure may be submitted to the Operational Treasurer.

2) Inquiries related to discovery requests or Court Order will be fulfilled to the best our records can provide. Requests for information to confirm membership or dates of membership will be granted with advisement to the member. Other requests for information (e.g., registration, agenda, dates of workshop) about members or attendees at MAFS hosted functions will be handled through the member or attendee.

RULE A-7. SECTION MEMBERSHIP REQUIREMENTS.

a) General Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

2) The General Section is for members who otherwise qualify for membership, but whose primary discipline (>50% of their worktime) 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 MAFS Bylaws.

c) Chemistry Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

d) Document Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

e) Firearms Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

f) Latent Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

g) Management Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

h) Toxicology Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

i) Trace Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

j) Crime Scene Section

1) Meets all requirements for membership as stated in Article II of the MAFS Bylaws.

**SECTION B. MEETINGS & WORKSHOPS**

Workshops and meetings not only provide a vast amount of technical information to scientists, but also afford the opportunity for networking and discussion among attendees. Traditionally, MAFS hosts an annual fall meeting consisting of workshops, a plenary seminar, a board meeting, round-table discussions and exhibitor sessions. Workshops are also hosted other times throughout the year, depending on interest and available funding.

All planning for the annual fall meeting will utilize the Fall Meeting Manual (FMM). Although the Board may delegate responsibilities for meeting and workshop planning to other MAFS members, the ultimate authority for oversight and approval of all meetings and workshops resides with the Board.

RULE B-1. ANNUAL MEETING

a) Host Agency and Meeting Location Site

1) The proposing host agency will submit a letter in writing to the Board including location and designation of both the fall meeting co-chairs. The fall meeting co-chairs must both be MAFS members in good standing. The meeting location, co-chairs, and local workshop manager shall be approved by the Board. Throughout the planning process, the fall meeting co-chairs will work as representatives of MAFS and are therefore fully accountable to the Board.

2) Once approved, the host agency, and fall meeting co-chairs will review and sign the MAFS Fall Meeting Agreement Form.

3) The host agency will utilize the Fall Meeting Planning Committee (FMPC) and FMM as guides and will contact the current Fall Meeting Manager for information to begin the planning process. The host agency will involve the FMPC throughout the entire meeting planning process.

4) The host planning committee will be assigned at least one mentor from the FMPC to assist with questions and budgetary matters.

- 5) The site contracts will be reviewed by the FMPC, approved by the Board, and signed by the President. The host agency may be required to use a third-party vendor to assist in the contract negotiation as directed by the Board or President.
  - 6) A joint meeting with other forensic science associations may be considered. An agreement between these associations must include the responsibilities and work distribution of each party, including agreement of financial obligations, and must be reviewed and approved by the Board.
- b) Budget
- 1) Establish a budget using information obtained from previous meetings. Once a meeting budget has been obtained, establish the registration and exhibitor fees. Meetings should be self-supporting except by approval of the Board.
  - 2) A preliminary budget and registration and exhibitor fees will be approved by the Board at least one year in advance. This preliminary budget and proposed fees must be available for review at the fall board meeting the prior year. A final budget will be approved by the Board after workshops are finalized.
  - 3) Small deviations from one budget category to another within the final budget are allowed. Deviations that may result in an increase of the total budget require approval by the Board.
  - 4) Utilize the budget worksheet provided in the FMM. Use the same division of categories for the budget so differences from previous meetings can be easily detected.
  - 5) Accurate records and receipts are to be maintained and submitted with the financial report. Meeting funds may only be used for items related to the function. All meeting funds will be handled by the Meeting Treasurer.
  - 6) Final banquet and audio-visual equipment orders must be approved by the President.
  - 7) A financial report must be submitted to the Board from the Meeting Treasurer within ninety days after the function unless extended by the President. This report will include a list of any outstanding bills or payments due.
- c) Expenses
- 1) Meeting expenses may include but are not limited to the following: mailing and printing costs, luncheons, snacks and beverages for breaks and special events, registration supplies, and hospitality rooms expenses. All expenses anticipated should be related to the core functions of the meeting and the cost of these items must have been specified in an approved budget.
  - 2) Travel expenses for speakers and instructors may be considered and shall comply with rules as described in Section C.
  - 3) Fees for speakers shall be carefully considered as there may be tax implications and the need for a 1099 form if an individual is paid over a certain amount not including travel expenses. Consult with the Meeting Treasurer for details.
  - 4) Lodging for board members, food and beverage for the board meeting and costs associated with the Past President's reception will be included in the meeting expenses. Additionally, lodging and travel expenses for the local planners and FMPC members may also be included with approval of meeting budget.
  - 5) Travel and per diem for board members, costs associated with Professional Development Fund (PDF) or service awards, charitable donations and the board dinner will be considered general operating costs and will not be considered meeting expenses.
  - 6) Any expenses associated with cancellation of a meeting must be approved by the Board prior to payment.
- d) Registration
- 1) All persons attending the meeting (including Exhibitors) must register.
  - 2) Registration fees and an associated cancellation policy will be approved in advance by the Board. Workshops held in conjunction with a meeting are considered a part of the meeting for expense accounting.
  - 3) Registration fees will be waived for the fall meeting co-chairs.
  - 4) Fees for additional meeting planning staff and special guests may be waived by the President.
  - 5) Registration information must include a detailed cancellation policy.
  - 6) A meeting roster shall be provided to each attendee.
- e) Exhibitors
- 1) The Exhibitor fee will be approved by the Board. Meeting registration for two people is included in the Exhibitor fee. Utilize the FMM for a historical list of Exhibitor fees.
  - 2) Hotel expenses and fees not included in the Exhibitor contract are the responsibility of the Exhibitor. This includes any additional fees for electrical usage.
  - 3) Exhibitors should be encouraged to sponsor a break, hospitality session, program materials or provide equipment/supplies for workshops. Any sponsored activities should have the appropriate signage or other acknowledgement.
  - 4) Exhibitors are typically supplied with approximately an 8' x 10' space. This may include basic electric, signage, a table, and two chairs.
  - 5) A meeting roster shall be provided to each exhibitor.
- f) Operations
- 1) The meeting will be referred to as "XX" Annual Meeting.
  - 2) Refer to the FMM for information regarding general operations and previous meeting structure and overview.
- g) Workshops
- 1) Workshop attendance is considered separate from Meeting attendance.
  - 2) The fall meeting co-chairs should consider having a local workshop manager. The local workshop manager is required to work with the Training and Education Committee to establish workshops that meet the training needs of the membership. The local workshop manager (if not one of the Chairs) will work with the Chairs in establishing workshop fees, budget, room space and audiovisual needs. Final workshop fees, budgets, and audiovisual needs must be approved by the Board.
  - 3) Workshop attendee cancellation: Refunds will follow the same cancellation policy as meeting registrations.
  - 4) A minimum number of registrants shall be determined by the local workshop manager with input from the instructor. If that number is not met by a predetermined date, the workshop may be cancelled. The information will be published in the original advertisement of the workshop. The President should be consulted to continue a workshop which is anticipated to result in a deficit due to low registrations.
  - 5) Refer to the FMM for further workshop instruction including instructor contracts and payment, and evaluation forms. Written contracts are required for workshop instructors.

## RULE B-2. WORKSHOPS

- a) Independent Workshops
  - 1) MAFS will provide workshops if there is a need or request at times other than the Fall Meeting. The most common time is in the spring.
  - 2) These workshops are typically coordinated by the Training and Education Committee or a Member working with the Training and Education Committee.
  - 3) These workshops are typically for one discipline at a time and on a smaller scale than Fall Meeting workshops. They will often include practical applications that may be difficult to host in a hotel setting.
- b) Operations
  - 1) Where applicable, the FMM should be utilized for guidance and instruction for items such as instructor contracts, instructor compensation, and evaluation forms. Written contracts are required for workshop instructors.
  - 2) The Chair of the Training and Education Committee will report directly to the President and/or Board regarding planning, budget, and cancellation policy approval.

## **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 administrative rules 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.

- a) Transportation - Coach airfare or the actual costs of a rental car, or mileage consistent with the current federal mileage reimbursement rate. If renting a car or requesting mileage reimbursement, the amount requested should not exceed the cost of coach airfare including travel to/from airport, taxi, baggage fees, parking, etc. If driving, reasonable comparative airfare costs (example: 30 days in advance of travel) will be documented and submitted with the payment authorization form.
- b) Meals – Current federal meal rates for the location of the expenses; excludes provided meals (e.g., workshop and meeting lunches, etc.)
- c) Lodging – Actual room rate including taxes; receipt required.
- d) Miscellaneous, as required - receipt required for items over \$10 each.

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 Nomination Committee chairperson will provide for publication in the Spring Newsletter, 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. BALLOT PROCEDURE. The Nomination Committee will distribute 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 submitted by a chosen due date. 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 at 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 Operational or Meeting Treasurer. Without the required documentation, the next higher level of approval is required:

- a) Not over two hundred dollars (\$200.00) - Requires prior approval by the Operational or Meeting Treasurer. Payment upon presentation of bill/receipt(s).
- b) Over two hundred dollars (\$200.00), but not exceeding five hundred dollars (\$500.00) - Bill/receipt (payment authorization form signed by the president).
- c) Over five hundred dollars (\$500.00) - 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 are to be in MAFS' or function's name. Funds are to be deposited to obtain maximum interest without restricting access for operational needs. The Treasurers and the President shall have signature authority on the primary account(s). 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 Operational or Meeting Treasurer.

RULE E-3. INTERNET ACCESS. Supplements for internet access will be provided as determined by the Board as needed for operations.

RULE E-4. ADVERTISEMENT POLICY. MAFS will maintain an advertisement policy on the website.

## **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 others).
  - 2) Meeting dates (Fall Meeting Manager).
  - 3) Employment requests.
  - 4) President's message.
- b) As required:
  - 1) Details of upcoming meeting(s) (Fall Meeting Manager).
  - 2) List of applicants. (Membership Chairperson).
  - 3) Minutes and other reports of the meeting (Officers).
  - 4) Request for nomination candidates (Nomination Chairperson).
  - 5) List of the candidates with brief resumes (Nomination Chairperson).
  - 6) Request for presentations and posters. (Fall Meeting Manager).

RULE F-3. DISTRIBUTION.

- a) To all members in good standing, other regional organizations, and the electronic storage drive.
- b) To non-MAFS members who pay a yearly subscription fee of \$50.00.
- c) Requests for reprint articles from the newsletter for non-MAFS members will be provided for a fee of \$25.00.

## **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 \$500.00.
- g) Sign approved annual meeting site contract and give final approval on banquet and audio-visual equipment orders.

## **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.

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

RULE I-1. DUTIES. Following includes 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.

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

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

- a) Maintain corporate records.
- b) Record minutes of meetings: Publish in the newsletter along with other meeting information. Draft copies of Board Meeting minutes will be provided to Board members by June 1<sup>st</sup> and December 1<sup>st</sup> 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 MAFS forms.
- f) Maintain a working knowledge of Robert's Rules of Order.
- g) Prepare bylaws and administrative rules and submit for publication.
- h) Maintain current versions of the bylaws, administrative rules, and code of ethics
- i) Record change dates of administrative rules

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

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

- a) Mail dues notices on or about January 1<sup>st</sup>. Periodic reminders will be sent after April 1<sup>st</sup>.
- b) Notify the Board of those members whose dues remain unpaid at the spring Board meeting.
- c) Post financial reports at meetings and publish them in the newsletter.
- d) Review various financial reports and pass them on to the Board with any appropriate comments and/or suggestions.
- e) Maintain financial records, including revenues and expenses, and assist the Audit Committee with the yearly audits.
- f) Digitally archive the roster annually.
- g) Prepare and submit IRS Form 990EZ and a copy of the current MAFS By-Laws, as required, to the IRS.
- h) Assist a permanent resident of the State of Illinois with filing the required annual registration report listing Board members in order to maintain incorporation within that state.
- i) Serve as the recipient of the petition in a recall vote if the Secretary is the subject of that recall.
- j) Work in conjunction with the Meeting Treasurer.
- k) Responsible for all non-meeting and non-workshop related expenses.

## **SECTION L. OFFICE OF THE MEETING TREASURER**

RULE L. DUTIES. Following includes some of those prescribed by the bylaws:

- a) Work in conjunction with the Operational Treasurer.
- b) Handle income and expenses for all meetings and workshops.
- c) Coordinate with the meeting software administrator (if separate individuals).
- d) Maintain financial records, including revenues and expenses for all meetings, and assist the Audit Committee with the yearly audits.

## **SECTION M. OFFICE OF THE COMMUNICATIONS MANAGER**

RULE M-1. DUTIES.

- a) Publish a Corporation Newsletter as prescribed in Section F.
- b) Chair the Communications Committee
- c) Responsible for communication to the membership

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

RULE N-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 O. OFFICE OF THE FALL MEETING MANAGER**

RULE O-1. DUTIES. Following includes some of those prescribed by the bylaws:

- a) Chair the Fall Meeting Planning Committee.
- b) Provide guidance to fall meeting host agencies and local co-chairs through the FMPC.
- c) Assign duties to the members of the FMPC for assisting with future fall meeting plans.

## **SECTION P. AWARDS COMMITTEE**

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

RULE P-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 MAFS may be eligible for awards (unless specifically excluded in Rule P-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 MAFS criteria.

RULE P-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) Glenn Schubert Professional Development Fund Award

- f) Collegiate Student Development Fund Award
- g) Awards given to MAFS members by an outside source (example: AAFS Forensic Sciences Regional Award- awarded every several years).

**RULE P-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 MAFS member in good standing.
- b) Outstanding Scientist
  - 1) More than five years' experience in forensic science.
  - 2) Demonstrates a high level of motivation, leadership, and contribution to the field of forensic science.
  - 3) Has demonstrated a high level of knowledge and expertise in casework.
  - 4) Must be MAFS member in good standing.
- c) Distinguished Service
  - 1) At least 15 years' experience in forensic science and 10 years as a MAFS member in good standing.
  - 2) Outstanding contributions to MAFS, 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 MAFS or the forensic science field.
- d) Certificate of recognition
  - 1) Nominations for service to MAFS or forensic science.
- e) Glenn Schubert Professional Development Fund
  - 1) Present a paper at a MAFS meeting
  - 2) Funds available
  - 3) Must be a MAFS associate, regular, or emeritus member in good standing.
- f) Collegiate Student Development Fund
  - 1) Enrolled in an accredited college or university as a junior/senior year undergraduate, graduate or doctorate student
  - 2) Research projects must be related to improving or developing a forensic exam or technique
  - 3) Must present a paper or poster at the fall meeting
  - 4) Funds available
  - 5) Must be a MAFS student affiliate member in good standing
- g) Awards from Outside Organizations to MAFS (or MAFS members)
  - 1) These awards may be given to MAFS (or MAFS members in good standing), utilizing either MAFS criteria or those established by the source, such as the AAFS Regional Award.

**RULE P-5. PROCEDURE.**

- a) Any member of MAFS may make a nomination to the committee at any time. Each year, the nomination deadlines are two months prior to the start of the fall meeting for all awards except the Collegiate Student Development Fund. The nomination deadline for the Collegiate Student Development Fund is July 1<sup>st</sup> each year. Nominations received after the nomination deadline may be considered at the Board's discretion. Nominations for Certificates of Recognition may be made at any time during the year.
- b) The award nomination must be in writing:
  - 1) Clearly demonstrating how the potential recipient meets the award criteria.
  - 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 to review nominations, and forward recommendations to the President.
- d) The President will review the nominations, consulting members of the Board, for vote, regarding giving the award and the type of award to be given. Certificates of Recognition do not require the approval of the Board.
- e) The President will present the award to the recipient, usually at the meeting luncheon.

**SECTION Q. RESEARCH COMMITTEE**

**RULE Q-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 MAFS.

**RULE Q-2. MEMBERS.** A minimum of three MAFS 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 Q-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 MAFS 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 MAFS Administrative Rules, 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 Q-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 MAFS research grant is to contact the chairperson of the Research Committee who will forward a copy of this section of the MAFS AR's 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 1<sup>st</sup> and August 1<sup>st</sup>. 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 supportsource.
- 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 Q-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 Rule Q-7c.
  - 7) References involved with any of the above.

**RULE Q-6. FISCAL CONTROL.** The PI will be held responsible for maintaining fiscal accountability. Fiscal records must be available for audit by MAFS 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, Rule Q-7c.

- a) Approval of the grant includes:
  - 1) Authorization by the MAFS Board for distribution of funds in a manner to be determined by the Operational Treasurer. No one other than the two persons signing the proposal cover letter and the MAFS Operational Treasurer are to have access to the funds.
  - 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 MAFS 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) Payment verification.
  - 4) If a checking account has been opened for the grant 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 MAFS Operational Treasurer.
- c) For large expenditures, invoices may be sent to the Operational Treasurer and payments may be made directly by the MAFS Operational Treasurer according to MAFS fiscal procedures and with prior approval from the MAFS Operational Treasurer. These are to be checked, approved, and initialed by the PI prior to being forwarded to the MAFS Operational 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 Operational Treasurer.

**RULE Q-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 MAFS. 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 MAFS Operational 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 MAFS' 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 MAFS Operational 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 MAFS Newsletter. If necessary, the PI may first submit the report to another scientific publication prior to submitting it to the MAFS Newsletter. All publications are to carry an acknowledgement of funding support by MAFS.
- h) The Midwestern 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 R. TRAINING AND EDUCATION COMMITTEE**

**RULE R-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/media or related materials.

**RULE R-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 local workshop manager for the fall meeting to be held in two years, hence, be invited as an ad-hoc member.

### **RULE R-3. VISITING SCIENTIST TRAINING PROGRAM**

- a) A laboratory manager or director must submit a request for a particular type of training to the Visiting Scientist Coordinator. This request must list the specific type of training desired, the number of scientists to be trained, and the location of the training.
- b) At least one of the training recipients must be a MAFS member in good standing.
- c) The Training and Education Committee will evaluate the request and either deny or recommend the request to the MAFS Board.
- d) The MAFS Board will review the request and vote whether the training should be sponsored by MAFS.
- e) If approved, the Visiting Scientist Coordinator will match the requesting laboratory with an available Visiting Scientist and will make travel arrangements.

## **SECTION S. CERTIFICATION COMMITTEE**

**RULE S-1. RESPONSIBILITIES.** Maintain communication and updates between relevant certification bodies and the MAFS Board. Duties include, but not limited to:

- a) Provide updates from the relevant certification bodies to MAFS via the MAFS newsletter and reports for the Board meetings.
- b) Provide instruction to the annual meeting planners to ensure that relevant certification exams are offered annually at the MAFS meeting.

**RULE S-2. MEMBERS.** The chairperson will be a voting member currently involved in a certification body such as the American Board of Criminalistics (ABC); membership may include other members actively involved in certification bodies.

## **SECTION T. AUDIT COMMITTEE**

**RULE T-1. RESPONSIBILITIES.** Conduct and complete an audit of the Corporation's books following each fiscal year and present a report to the Board.

## **SECTION U. ETHICS COMMITTEE**

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

- a) Review and recommend changes to the MAFS Code of Ethics.
- b) Review all complaints received which specify a violation of the MAFS 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.
- d) Maintain the anonymity of all parties involved in an ethics complaint.

**RULE U-2 MEMBERS.** Members of this committee shall be comprised of the immediate Past President no longer on the board, two former board members, and two voting members who are not current board members, as stated by the By-laws, section 4. A sixth ad hoc member will be the Section Coordinator (or another voting member) of the discipline affected who is not a sitting board member.

### **RULE U-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 MAFS 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. Copies of documents to be sent to the complainant or respondent may be sent by email unless the Ethics Committee is competently notified in advance by a party that this method of communication is impractical, inconvenient, or impossible. 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. The Ethics Committee shall make a reasonable effort to secure an acknowledgement that any notifications or material sent have been received by the complainant and respondent. 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 by majority vote (excluding any ad hoc members) 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 Rule U-4.
- 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 MAFS to investigate 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 Ethics Committee will decide on the length of the suspension and may extend the suspension period if needed. The complainant, the respondent and the Board of Directors shall be notified of this action. This process can continue until the suspension is ended or the matter is resolved by a court or other competent body to the satisfaction of the Ethics Committee.

### **RULE U-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) Minutes of the hearing shall be taken in such detail as the Ethics Committee deems reasonable under the circumstances and shall be provided upon request to the complainant or respondent. A court reporter may attend the proceedings at the expense of the complainant, the respondent, or both parties. If copies of the proceedings are provided by the court reporter to the complainant or respondent, they shall also be provided to the committee at the expense of the complainant, the respondent, or both parties. 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, regarding 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 U-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 MAFS shall notify the respondent and complainant of the decision within ten (10) business days of the decision.
- e) 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 MAFS's action on the complaint and its resolution.
- f) The affected member can appeal the revocation of their membership. They must obtain two thirds (2/3) vote of the voting members present at the next regularly scheduled annual meeting. By pursuing this action, the affected member waives their right to confidentiality.
- g) At the rendering of the Board of Directors' decision to dismiss the complaint, all original records/documents will be returned to the complainant and respondent and copies retained for a period of five years, or longer, at the discretion of the Ethics Committee. Copies will be destroyed at the conclusion of the retention period.
- h) At the rendering of the Board of Directors' decision to uphold the complaint, all records/documents will be handed over to the Historical Committee.
- i) Records (names, addresses, and dates) of any revocations or sanctions shall be maintained by the MAFS Operational Treasurer as necessary for future reference and shall be maintained as permanent records of the organization.

#### **RULE U-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 V. MEMBERSHIP COMMITTEE**

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

- a) Prepare and publish application forms and review electronic application processes when created or edited.
- b) Publish a list of applicants in the newsletter and report recommendations to the Board.
- c) Notify applicants of action taken.

**RULE V-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 W. NOMINATION COMMITTEE**

**RULE W-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 X. COMMUNICATIONS COMMITTEE**

**Rule X-1. RESPONSIBILITIES.** The ongoing maintenance of all forms of electronic and published communication consisting of, but not limited to:

- a) Electronic publication of the quarterly MAFS newsletter.
- b) Ongoing maintenance of the MAFS website.
- c) Regularly review the website for updates.
- d) Post information upon the request of board members, committee chairs and meeting planners.
- e) Post MAFS events and activities to social media accounts

### **SECTION Y. BYLAWS & ADMIN RULES COMMITTEE**

**RULE Y-1. RESPONSIBILITIES.** Ongoing review of the Bylaws and Administrative Rules:

- a) Annual review of Bylaws and Administrative Rules.

- b) Submit proposed changes to the Board of Directors.

## **SECTION Z. FALL MEETING PLANNING COMMITTEE**

Rule Z-1. RESPONSIBILITIES. Assist in organizing the annual fall meeting and perform ongoing maintenance of the MAFS Fall Meeting Planning Manual. Duties include, but not limited to:

- a) Monitor budgets, fees and costs associated with upcoming annual fall meetings.
- b) Assist the local host agency and fall meeting co-chairs of upcoming meetings. At least one member will be assigned to each future meeting.
- c) Review of site contracts for future meetings prior to submission for Board approval.
- d) Facilitate communication between the Board and meeting planners.
- e) Coordinate or assist fall meeting coordinators with registration functions, including online registration software (if available)

Rule Z-2. MEMBERS. The members of this committee should include at least a planner from the past meeting and planners for the next two upcoming meetings.

## **SECTION AA. TEMPORARY COMMITTEES**

The President communicates the responsibilities to the committee and the timeframe for the committee to perform these duties.

## **SECTION AB. SECTION COORDINATORS**

RULE AB-1. RESPONSIBILITIES. Coordinate all activities for the specific section. If possible, the section coordinator should be a voting member of MAFS. Duties include, but are not limited to the following:

- a) When possible, obtain a list of members in the section from the Operational Treasurer.
- b) Work with the Program Chair and any workshop chairs to coordinate section activities at the fall meeting including:
  - 1) Soliciting and organizing presentations 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 the ethics section.