

THE MIDWESTERN ASSOCIATION OF FORENSIC SCIENTISTS, INCORPORATED

BYLAWS

(Edited January 2021)

ARTICLE I: ORGANIZATION

SECTION 1. GENERAL

- A. Name. Shall be the Midwestern Association of Forensic Scientists Incorporated; hereinafter referred to as the Corporation.
- B. Objectives. Shall be to:
 - a. Encourage the exchange of ideas and information within the field of forensic science through improved contacts between those engaged in the field.
 - b. Stimulate research and develop new and/or improved scientific techniques for forensic application.
 - c. Promote the improvement of professional expertise of persons working in the field through education and scientific seminars.
- C. Corporate Limitations. To such activities as fall within the description of a professional association (Business League) as set forth in Section 501 (C) (6) of the Internal Revenue Code of 1954. (Amended October 1988)
- D. Corporate Offices. Shall maintain registration in the state of Illinois. The working mailing address used for correspondence and banking is the address of the current operations treasurer. (Amended June 2018)
- E. Corporate Seal. Shall have inscribed thereon the names of the Corporation and the words "Corporate Seal, Illinois."
- F. Bylaws Provisions. May contain any provisions for the regulations and management of the affairs of the Corporation consistent with the Statutes or the Articles of Incorporation. (Amended October 2005)
- G. Parliamentary Guide. Shall be Robert's Rules of order for all meetings of the Corporation, the Board, or committees.
- H. Dissolution. Should the Corporation be dissolved, the Board shall dispose of any assets remaining after all existing liabilities have been paid. Such assets may go only to another organization with purposes as prescribed in these bylaws.

SECTION 2. MEETING AND OTHER NOTICES

- A. Meeting Notices. For meetings of either the members or the Board, notice shall be delivered in writing at least ten days prior to the meeting. Notice of any special meeting shall include the purpose(s) of the meeting.
- B. Waiver of Notice. Whenever any notice of a meeting is required to be given under the provisions of the General Not For Profit Act of Illinois, the Articles of Incorporation, or Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time slated therein, shall be deemed equivalent to the giving of such notice. Further, attendance of any member at any meeting time slated therein shall be deemed equivalent to the giving of such notice. Further, attendance of any member at any meeting shall constitute a waiver of notice of such meeting, except where a member attends the meeting for the express purpose of objecting to the meeting.
- C. Delivery. Mailed notices and other items shall be deemed delivered when a properly addressed and paid item is received by a shipping or delivery service provider. E-mail notices shall be deemed delivered when a properly addressed e-mail is not returned to sender as undeliverable. All items will be sent to the member at the mailing address or e-mail address shown in the records of the Corporation. Responsibility for notifying the Corporation treasurer of any change to mail or e-mail address rests with the member. (Amended October 1991, 2011)

ARTICLE II: MEMBERSHIP

SECTION 1. DEFINITIONS

- A. Classes: Regular, Associate, Emeritus, and Student Affiliate. (Amended October 1984)

- B. Charter Membership. Those whose applications for Regular member were complete prior to the adoption of the permanent bylaws shall be considered charter members and shall have the privileges accorded to their current membership status.
- C. Voting Member. Shall apply only to Regular and Emeritus members in good standing.
- D. Good Standing. A member shall remain in good standing provided that they are not in conflict with the objectives, goals, and the Code of Ethics of the corporation and that the dues and other fees are paid as prescribed. (Amended October 1988 and 2003)

SECTION 2. QUALIFICATIONS

- A. General. Be of good character with no adult felony convictions and currently working in good standing in the forensic science field. (Amended October 1985, October 2009)
- B. Regular. Working, as described in Paragraph A and meeting all of the following:
 - a. Possess a 4-year Baccalaureate Degree or 10 years experience working in a forensic discipline.
 - b. Have completed two years full-time forensic laboratory experience to include completion of a documented training program in a forensic discipline or certification by a recognized certifying body in which competency testing is part of the certification process or proof of successful completion of professionally designed and administered proficiency exams. If employed at a laboratory accredited to the ISO/IEC 17025 standard, this fulfills the proficiency testing requirement. (Amended September 2018).
 - c. Working full-time in a forensic laboratory performing, or having performed, examinations and interpretations of physical evidence or working full-time in forensic science education at an accredited college or university.
(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.)
- C. Associate. Working as described in Paragraph A but not meeting the requirements of Paragraph B. Associate members must meet one of the following:
 - a. Working in good standing in a scientific discipline and occasionally called upon to do forensic analysis in that discipline. (Amended October 1992)
 - b. Working in good standing as an educator or criminal justice professional with an interest in forensic science or crime scene investigation.
(Amended October 1992) (C amended October 1985, C.1 amended October 1987, C.2&3 amended October 1992)
 - c. 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. (Added September 2004)
- D. Emeritus. Having been a Regular Member at least ten years prior to application and be retired from all full-time employment or have reached the age of sixty-five. All Emeritus members will be placed in the General Section. (Amended October 1997 and 2000)
- 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. (Added October 1984, amended October 1985, 1987, 1996)

SECTION 3. APPLICATION

- A. Form. To be prepared by the membership committee with approval by the Board. Application for Regular or Associate membership will include sponsorship by either of the following: (Amended October 2008)
 - a. Two voting members, both of whom must be from the applicant's primary section
 - b. One voting member, and a reference from the employing agency of the applicant (Amended 2020)
The voting members may base their sponsorship on the written recommendation/endorsement of an associate member. (Amended October 1985, October 1988, October 1992, October 2000, October 2003, October 2008)
- B. Procedure. To be established in the administrative rules, but to be the same for changes in membership status as for new applicants. They shall include the following:
 - a. The Membership Committee shall investigate the qualifications of each applicant; distribute a list of applicants to the members; and report their recommendations, including any comments received, to the Board.
 - b. The Board shall act upon the Membership Committee's recommendation at their regular fall meeting. Applicants disapproved by the Board may be approved by a two-thirds affirmative vote of the voting members present at a regular meeting. (Amended October 1985)

- C. Certificates. Membership certificates in the Corporation shall be issued.

SECTION 4. MAINTENANCE OR TERMINATION

- A. Change in Qualifications. Any Regular member who by change of employment no longer meets the requirements to become a member will be reduced to an associate as long as they remain in good standing and new employment is not in conflict with the objectives of the Corporation. Regular membership status can be reinstated with Board approval if the member regains employment back in the forensic science field. (Amended October 1985, October 2009)
- B. Maintenance. It is the responsibility of all members to notify the Operations Treasurer in writing of all changes in name, address, employment and phone number as soon as they occur. (Added October 1985, Amended October 1997, Amended Spring 2019)
- C. Ethics. Members are expected to adhere to the Corporation's Code of Ethics in their professional conduct. Additionally, when acting for the corporation, members are expected to follow the bylaws and administrative rules. Any ethics matters brought to the attention of the Board by any member of the Corporation are to be investigated by the Ethics Committee using the Corporation's Code of Ethics as guidelines. A report of such an investigation is to be made directly to the Board. The final decision on all ethics committee recommendations shall rest with the board of directors.
- D. 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:
- a. Failure to pay membership dues by due date. (Amended October 2009)
 - b. Violation of the Code of Ethics as determined by the Ethics Committee.
 - c. Failure to comply with Paragraph A of this Section.
 - d. Resignation; however, such action shall not relieve the member of any dues, assessments, or other charges theretofore accrued and unpaid. Resignations are to be submitted to the Corporation secretary in writing.
 - e. If member is convicted of or pleads guilty or no contest to a felony. (Added October 2009)
- E. Reinstatement. Anyone whose membership is terminated may reapply under the following guidelines: (Amended October 1987, October 2009)
- a. All applications will be treated as a new request unless otherwise specifically approved by the Board. (Added October 2009)
 - b. All outstanding dues or fees must be paid in full prior to reinstatement. (Added October 2009)

SECTION 5. MEETINGS

- A. Number, Date and Location: There shall be at least one regular meeting per year with the date and location to be selected by the Board. (Amended October 1984)
- B. Registration. Shall be restricted to members, guests, and those qualified for membership. MAFS reserves the right to deny registration to any meeting or workshop to nonmembers. (Amended September 2018)
- 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.
- a. Twenty-five (25) voting members shall be considered a quorum.
 - b. 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, if written consent of a majority of the voting members is obtained. (Amended October 1992)
- E. Cancelation. In the event of force majeure, including but not limited to fire, flooding, tornado, hurricane, pandemic, epidemic, war, riot, strike, lockout, threat of terrorism, government order or any other circumstance not within reasonable control that affects MAFS from conducting a meeting (Board, regular, or business), the Board of Directors reserves the right to postpone or cancel the affected meeting. (Added May 2020)
- F. Meeting operation. The Board of Directors reserves the right to conduct any meeting by telephone, video conferencing, or mail (electronic or otherwise), but in such instances a quorum shall consist of the whole Board of Directors. (Added May 2020)

ARTICLE III: 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. (Amended October 1993)

SECTION 2. FISCAL

- A. Fiscal Year. Shall be September 1 through August 31. (Amended October 2005)
- 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. (Amended October 1987)
- 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:
 - a. Emeritus members are exempt from paying dues. (Amended October 1997)
 - b. There shall be no fee for changes in membership status.
 - c. Student affiliate members will pay no more than 25% of the regular dues. (Added October 1984)
- 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:
 - a. Principal Officers as listed in these bylaws.
 - b. One or two members-at-large so as to provide for an uneven number of members on the Board. (Amended 2005, 2016, 2020)
- B. Principal Officers and their Duties.
 - a. 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. (Amended October 2005)
 - b. 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. (Amended October 1984 and October 1985)
 - c. Past President: Serves on the Board and chairs the Nomination Committee; chairs the Ethics Committee in the year following service as Board Past President. (Amended October 2003 and 2005, September 2015)
 - d. Secretary: Records the minutes of Board and Corporation business meetings and maintains the Corporation's record book. Chairs the Bylaws/Administrative Rules Committee. In the absence of the secretary from a business meeting, the presiding officer shall appoint a temporary secretary. (Amended October 1990, 2005 and 2017)
 - e. Operational Treasurer: Keeps Corporation financial records; safeguard its funds; keeps the membership list current; annually notifies the State of Illinois of current Board member. (Amended 1990, 2005, 2016, 2020)
 - f. Meeting Treasurer: Keeps meeting and workshop financial record; safeguard its fund. (Added 2016)
 - g. Communications Manager: Chairs the Communications Committee; responsible for correspondence to the Membership as prescribed in the administrative rules. (Amended October 2005, June 2020)
 - h. Fall Meeting Manager: Chairs the Fall Meeting Planning Committee; responsible for meeting planning as prescribed in the administrative rules. (Added June 2020)

- i. Additional Duties: other duties may be assigned to any Board member, either by the president or by action of the Board.
- C. Nomination/Election. Candidates shall be selected by the Nominating Committee with the approval of the Board of Directors and the election to be held by ballot 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 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. (Amended October 1984, October 1987, and October 2010, October 2011)
 - a. Qualifications: Board members shall be regular members in good standing but need not be residents of Illinois.
 - b. 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 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. (Amended September 2015)
 - c. All other Board members are to be elected by a 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. (Amended September 2015)
 - d. Vacancies are to be filled in the following manner:
 - i. President: By the President-Elect or as determined by Article III, Section 3.C of these bylaws.
 - ii. President-Elect: Filled by a ballot or at a business meeting. (Amended September 2015)
 - iii. Other Board Members: Elected by the Board for the unexpired term (4a, b, & amended October, 1984; C2, 3, & 4 amended October, 1987)
- D. Tenure.
 - a. As follows, with the terms to expire at the close of the fall 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.
 - i. President: One year (Amended spring 2019)
 - ii. President-Elect: One year (Amended October 1984)
 - iii. Secretary: Three years
 - iv. Board members-at-large: Two years
 - v. Past-President: one year if in good standing.
 - vi. Communications Manager: Two years with terms staggered with the member-at-large and starting at the close of 2022 fall meeting, with an initial three-year term ending in fall of 2025.
 - vii. Fall Meeting Manager: Three years with terms staggered with the Meeting Treasurer, with initial term starting at close of 2021 fall meeting.
 - b. As follows, with the terms to expire on December 31 of the year their successor has been elected and duly qualified.
 - i. Operational Treasurer: Three years (Amended 2016)
 - ii. Meeting Treasurer: Three years (Amended 2020)
 - i. Newsletter Editor: Three years ending in 2022 with transition of this office to Communications Manager as described above.
- 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 spring 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. (Amended October 1987)
 - a. 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.
 - b. 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.
- F. 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.
- G. Recall. To be initiated by petition that 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 ballot.
 - a. 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 Operations 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.

- b. Final Action: To be determined by a majority of the valid votes cast. (added October 1984, Amended Spring 2019)

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. (Amended October 1991 and 2005)
 - a. Ethics: six members, including the immediate Past President no longer on the Board (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 ad-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. (Amended October 1984 and 2005)
 - b. Audit: Chaired by a member-at-large; membership to include the operational treasurer as an ex-officio non-voting member, the meeting treasurer, two additional voting members in good standing, and the Local Arrangements Chairperson (or designee) of the next two upcoming fall meetings. (Amended 1984, 1985, 1990, 2000, 2005, 2015, 2016)
 - c. Membership: Chaired by the President Elect. (Amended October 1984 and 1991, September 2004, October 2005)
 - d. Nomination: Chaired by the immediate Past President; membership can include associate in lieu of voting members. (Amended October 1991 and 2005)
 - e. Historical: Chaired by the historian, membership to include as many voting members as deemed fit by the historian pending approval by the president. (Added October 1984, amended October 2005)
 - f. Awards: Chaired by a voting member. (Added October 1985, amended October 1987, 1991, and 2005)
 - g. 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. (Added October 1987 and 2005)
 - h. Research: Chaired by a voting member. (Added September 2004, amended October 2005)
 - i. Communications Committee: Chaired by the Communications Coordinator. (Added October 2005, amended October 2011 and September 2015, June 2020)
 - j. Bylaws/Administrative Rules: Chaired by the Secretary. (Added October 2005; amended 2017)
 - k. Fall Meeting Planning: Chaired by the Meeting Coordinator; membership to include at least three past meeting planners. (Added September 2015, June 2020)
- 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 video conferencing, or mail (electronic or otherwise), but in such instances a quorum shall consist of the whole membership of the committee. (Amended October 2005, Amended May 2020)
 - a. Chairperson: To be designated by the president unless predetermined by these bylaws.
 - b. Rules: Each committee may adopt such operational rules as are not in conflict with these bylaws, administrative rules, or extensions thereof. (Amended October 2005)

SECTION 5. SECTION COORDINATORS

- A. **Composition.** To be appointed from the membership in each particular discipline by the president. Serve as ad-hoc member of the Ethics Committee when required as listed in Article III, Sec. 4A(a). Responsibilities. See Administrative Rules X-1. (Section 5 added October 2011, amended September 2015)

ARTICLE IV: AMENDMENT

SECTION 1. PROCEDURE

- A. **Deadline.** Proposed amendments shall be submitted in writing to the president by June 1. (Amended October 1985, Amended May 2020)
- 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. (Amended October 1984)
- E. **Implementation.** Required implementation instructions shall be a part of the motion presenting the amendment but shall not become part of the bylaws. (Added October 1984)