

# **THE AMERICAN ACADEMY OF FORENSIC SCIENCES**

## **BOARD OF DIRECTORS**



## **POLICY AND PROCEDURE MANUAL**

*Revised February 2023*

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## 1. ORGANIZATION AND MANAGEMENT

### 1.1. PURPOSE OF *MANUAL* AND REVISIONS

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#### 1.1.1. PURPOSE

To set forth the policies and procedures by which the officers and staff of the American Academy of Forensic Sciences conduct the business of the Academy and discharge their responsibilities, as set forth in the Academy Bylaws.

##### 1.1.1.1. Time

For purposes of calculating any time period measured in “days” under these policies and procedures:

1. Exclude the day of the event that triggers the period; and,
2. Include the last day of the period, but if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that is not a Saturday, Sunday, or legal holiday. “Legal holiday” shall mean any legal holiday recognized by the government of the United States of America.

#### 1.1.2. MISSION STATEMENT

The American Academy of Forensic Sciences is a multidisciplinary professional organization that provides leadership to advance science and its application to the legal system. The objectives of the Academy are to promote education, to foster research, to improve practice, and to encourage collaboration in the forensic sciences.

#### 1.1.3. AFFIRMATIVE STATEMENT

The American Academy of Forensic Sciences does not discriminate with regard to ancestry, ethnicity, national origin, age, race, color, gender, sexual orientation, faith, disability, or membership in other organizations.

#### 1.1.4. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY STATEMENT

The American Academy of Forensic Sciences embraces the contributions from its diverse membership who hold varied ideas, beliefs, and experiences that benefit our organization as well as the greater forensic science community. The AAFS: (1) is dedicated to fostering and maintaining a community that accepts, respects, and values diversity to include ethnicity/ancestry/self-identified race, national origin, gender and gender identify, sexual orientation, socioeconomic status, age, religion, and (dis)ability regardless of individual identity, condition, status, expression, or belief, notwithstanding Academy ethical standards; (2) honors both the commonalities and differences of our community; (3) is committed to ensuring our community has equal access to resources, programs, and events; and (4) will help to facilitate productive dialog so that all can thrive in a safe and open environment. The AAFS believes that embracing diversity, and providing equity, inclusion, and accessibility, improves the Academy for all members. As such, the AAFS has a zero-tolerance for discrimination of any kind.

**1.1.5. REVISIONS TO THE MANUAL**

The Board of Directors of the Academy is the proponent body for this Manual and as such has the authority to approve any revisions to it.

Suggestions for changes to the *Manual* may be proposed by Board Members, Academy staff, or the Policy and Procedure Committee for consideration by the Executive Committee or the Board of Directors.

Suggestions for changes to individual Committee procedures may be proposed in the committee chairs biannual progress report for consideration by the Board of Directors in February or by the Executive Committee at the mid-year meeting.

Proposed amendments to the Section Membership Requirements (2.3.), the Section Promotion requirements (2.6.), or the Section Policies and Procedures (7.5.) require approval by the section's membership and must follow the timelines and procedures outlined below. Section amendments may not conflict with the Bylaws or other sections of the *Manual*.

The Section Chair or Secretary should distribute all proposed amendments to the *Policy and Procedure Manual (PPM)* to its section's voting membership no less than thirty (30) days prior to the next section business meeting. The proposed amendments should include a current copy of the relevant section of the *Manual*, including citation numbers. All proposed additions must be identified with an underline and all proposed deletions must be identified with a strikethrough. If any proposed amendment requires explanation, a rationale may be provided.

The proposed amendments must then be presented at the next section business meeting for discussion and action. The proposed amendments, any agreed onsite revisions, and the voting members' approval, denial, or referral must be reflected in the section business meeting minutes.

Per the *Manual*, section business meeting minutes are to be submitted to the AAFS staff by April 1. If the section business meeting minutes identify any revisions to the *Manual* that were approved by the section membership, staff will forward the minutes to the Policy and Procedure Committee Chair. The chair will evaluate whether the proposed amendments are minor and may be immediately incorporated into the next *Manual* revision or if the proposed amendments are more substantial and should be presented to the Executive Committee for approval. Staff will notify the section chair and secretary of the Policy and Procedures Chair's decision. In the case of proposed amendments deemed to be substantial, the section chair and secretary will be advised of the due date for reports to the Executive Committee. The section chair and secretary will be notified of the outcome after the Board of Directors ratifies the Executive Committee actions in the fall. Approved amendments regarding section membership requirements will be incorporated following the next annual meeting.

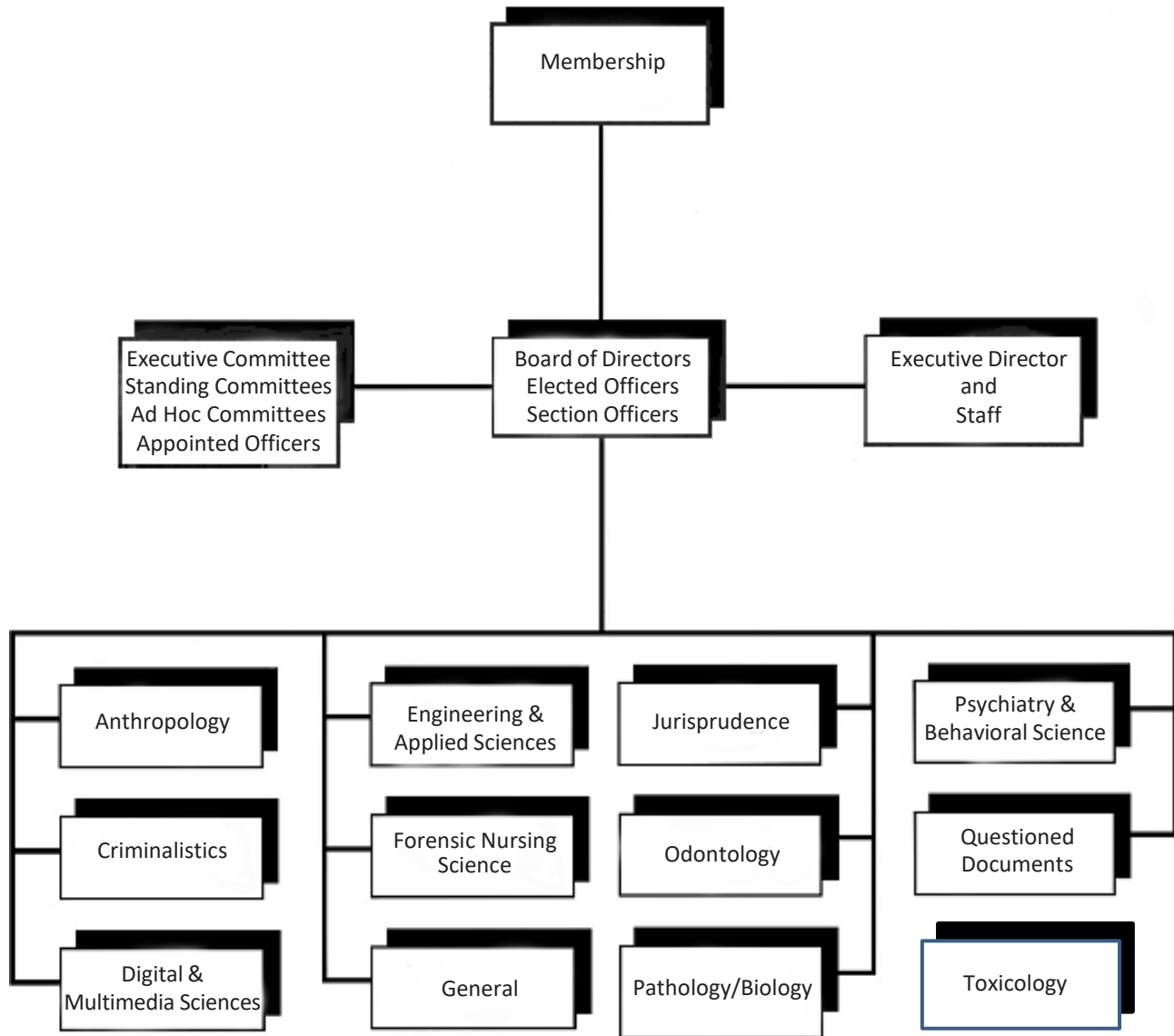
*"Forensic Science is the application of scientific principles and technological practices to the purposes of justice in the study and resolution of criminal, civil, and regulation issues."*

Board of Directors, 1993.

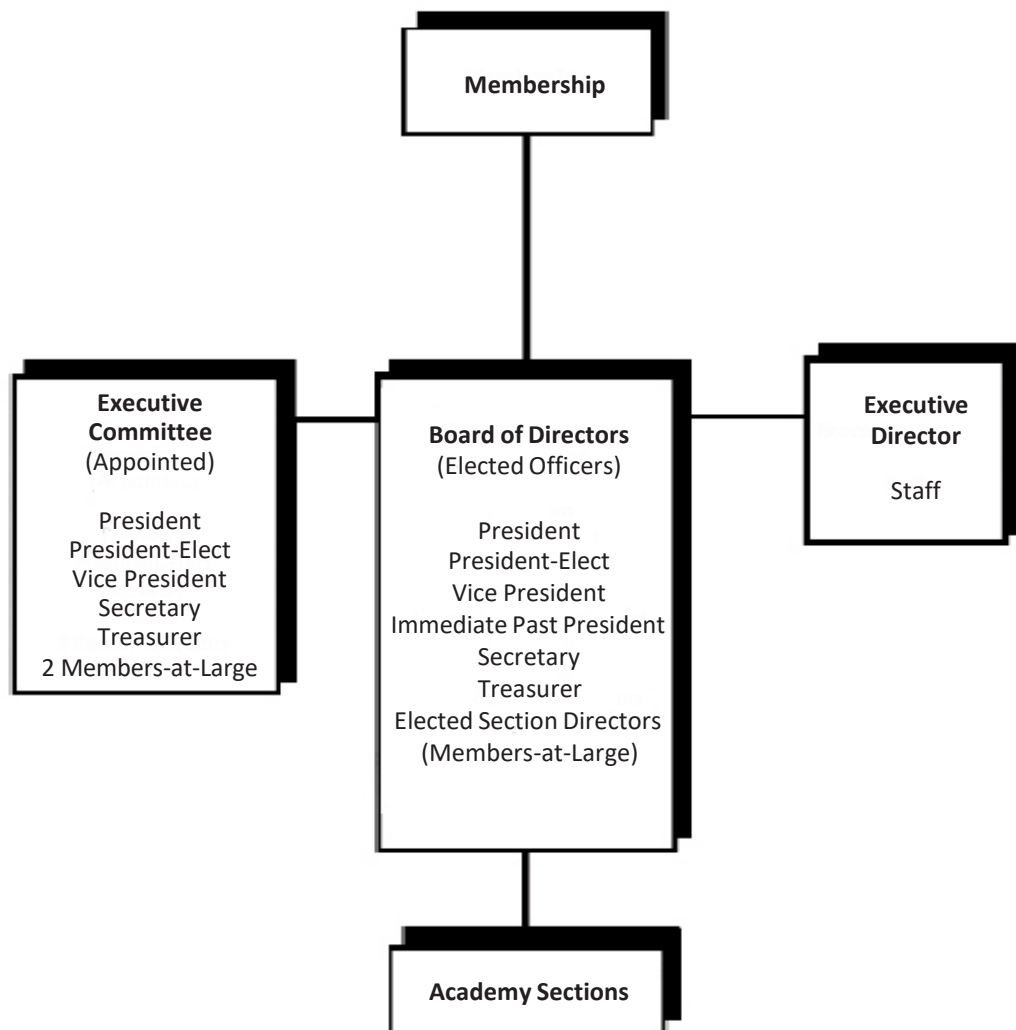
## 1.2. ORGANIZATION CHARTS

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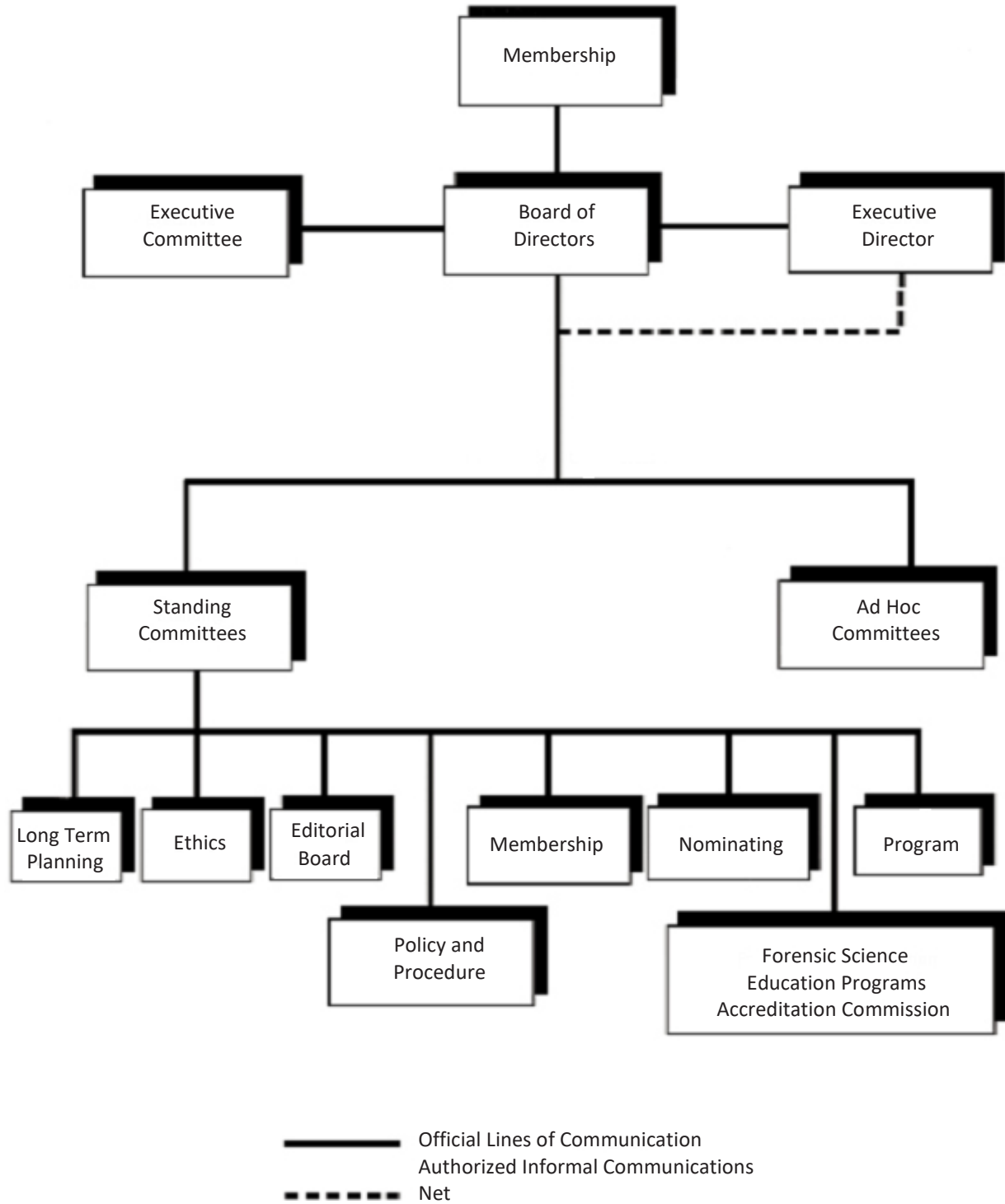
### 1.2.1. AAFS BASIC ORGANIZATION CHART



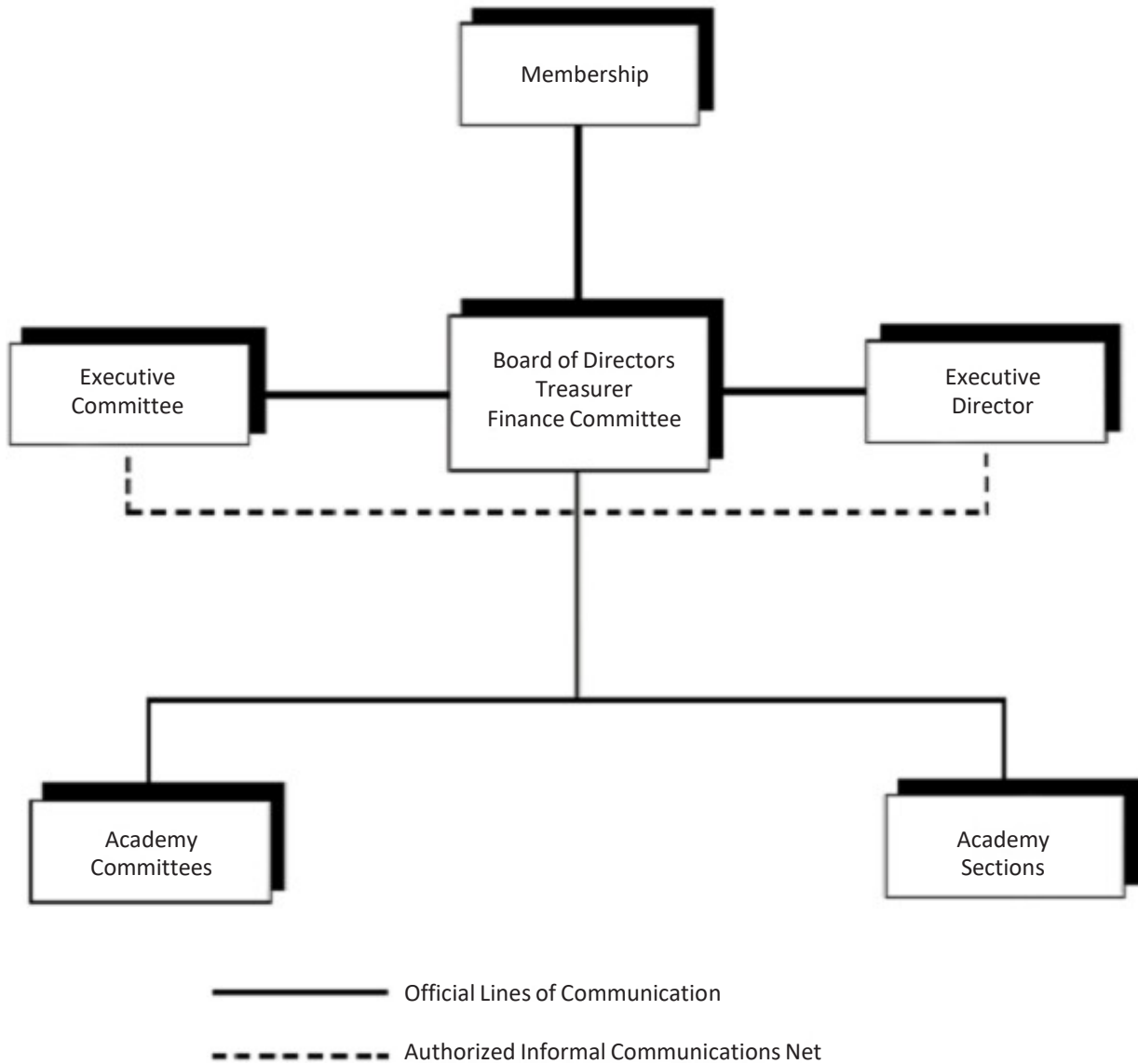
### 1.2.2. MANAGEMENT OF THE ACADEMY



### 1.2.3. ACADEMY COMMITTEE ORGANIZATION CHART



**1.2.4. ACADEMY FINANCIAL MANAGEMENT CHART**



### 1.3. FUNCTIONAL DESCRIPTIONS

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#### 1.3.1. THE BOARD/ROTATION PLAN

The AAFS is governed by an 18-member Board of Directors. Six (6) of the members are officers of the AAFS: President, President-Elect, Vice President, Immediate Past President, Secretary, and Treasurer.

The remaining twelve (12) members of the Board are elected by their respective sections for a period of three years on a staggered annual basis established by the board in 1994.

The current rotation plan is as follows:

Section	Year 1*	Year 2	Year 3
Anthropology			X
Criminalistics	X		
Digital & Multimedia Sciences		X	
Engineering & Applied Sciences			X
Forensic Nursing Science	X		
General			X
Jurisprudence		X	
Odontology		X	
Pathology/Biology		X	
Psychiatry & Behavioral Science	X		
Questioned Documents	X		
Toxicology			X

\*Year 1 Definition: Term begins at the end of the 1994 Annual Meeting and concludes at the end of the 1997 Annual Meeting (Board of Directors, February 13, 1995).

##### 1.3.1.1. AAFS Board Representative Succession Plan

Should a section's representative on the Board of Directors resign prior to the completion of the three-year term, the chair shall become the section representative on the Board until an election can take place at the section's business meeting.

If the section chair is unable or unwilling to assume the responsibilities of the Board representative until a section election can take place, the section chair shall convene a meeting of the section's Nominating Committee to nominate a replacement candidate for the position. The nominee selected by the Nominating Committee shall become the section representative on the Board until an official election can take place during the section's annual business meeting. At the conclusion of the election, the section chair shall inform the Executive Director and President of the Academy. Upon the completion of the unfulfilled term, the section shall elect a representative to serve a new three-year term in accordance with the AAFS Board Rotation Plan (PPM 1.3.1.). The out-going representative is eligible to serve an additional three-year term.

**1.3.2. FUNCTIONAL DESCRIPTIONS OF OFFICERS AND BOARD MEMBERS**

**Duties of the President:** The President shall function as the Chair of the Board of the AAFS. The President shall preside at meetings of the AAFS, the Board of Directors, and the Executive Committee and shall perform such duties as is customary or any duties the Board of Directors or the Academy *Policy and Procedure Manual* may require. Additionally, the President shall:

1. Coordinate executive activities, acting as decision-maker for AAFS policies and procedures.
2. Act as an ex-officio member, without vote, of selected committees in order to review, study, and make recommendations or amendments on matters of AAFS activity.
3. Appoint all prescribed AAFS ad hoc or standing committees. See Article V., Section 2 of the AAFS Bylaws.
4. Serve as a communication and information source for the membership through the *Academy Newsfeed* or other publications.
5. Assist in the development of guidelines and principles for the Board of Directors *Policy and Procedure Manual*.
6. Prepare a written or oral annual report.
7. Serve as intermediary between the membership and AAFS staff, if necessary.
8. Act as the representative spokesperson or appoint such with concurrence of the Board of Directors for other national or international organizations.
9. Appoint the President-Elect to perform the duties of the office.
10. Have judiciary responsibilities for the AAFS under the corporate laws of the State of Colorado.
11. Call special board meetings as required.
12. Serve as Presiding Officer at meetings of the Forensic Sciences Foundation (FSF) Members and appoint a Nominating Committee consistent with Article V., Section 4 of the FSF Bylaws. (Board of Directors, February 1995).

**Duties of the President-Elect:** The President-Elect shall be the second-ranking elected officer of the AAFS and shall assist the President in the performance of his/her duties. The President-Elect shall act upon the direction of the Board of Directors to discharge the duties of the presidential office in the event of the President's absence, disability, or refusal to act. If the office of the President becomes vacant for any reason, the President-Elect shall succeed to the presidency until the expiration of the term for which his/her predecessor was elected and for the term of one (1) year thereafter.

Additionally, the President-Elect shall:

1. Act as an ex-officio member, without vote, of selected presidential appointed committees in order to review, study, and make recommendations on AAFS matters.
2. Assist the President in preparation and updating of guidelines and principles for the Board's *Policy and Procedure Manual*.
3. Serve the President on other AAFS activities as designated or delegated.

**Duties of the Immediate Past President:** The Immediate Past President shall be a member of the Board of Directors for one (1) year immediately following his/her term of office as President. The Immediate Past President shall undertake such other duties or tasks as may be assigned by the Board of Directors. The Immediate Past President shall serve as Chair of the Past Presidents Council for one year. The Immediate Past President shall serve as the Chair of the Nominating Committee for one year and then two additional years as a member.

**Duties of the Vice President:** The Vice President shall assist the President in the performance of duties and undertake such tasks as may be assigned to him/her by the President from time to time. The Vice President shall succeed to the presidency in the event the office of President becomes vacant for any reason and the President-Elect is unable to succeed to the presidency. Additionally, the Vice President shall act as Presiding Officer at meetings in the absence of the President or President-Elect.

**Duties of the Treasurer:** The Treasurer, assisted by the Executive Director, shall keep account, make periodic reports on, and safeguard the funds of the AAFS as provided by the Board of Directors in accordance with accepted accounting methods and procedures. The Treasurer shall annually cause to be prepared a certified audit of the AAFS financial records. Additionally, the Treasurer shall:

1. Be committed to accuracy and transparency of the financial position of the AAFS.
2. Review the budget and monthly financial statements.
3. Work closely with the Finance Manager to reply to correspondence and answer questions related to financial matters.
4. Review the allocation of section funds and sectional financial statements.
5. Review biannual report prepared by the Finance Manager and be prepared to present to the Board of Directors, Executive Committee, and membership.
6. Serve as Chair of the Finance Committee.

**Duties of the Secretary:** The Secretary, in conjunction with the Executive Director serving as an appointed Assistant Secretary, shall be responsible for the official minutes of the AAFS, shall give notice to the members of the time, place, and agenda of AAFS meetings, and shall perform or supervise the execution of such additional tasks as assigned by the Board of Directors. Additionally, the Secretary shall:

1. Review AAFS Minutes of the Board of Directors, Executive Committee, and the annual business meetings.
2. Serve as the Chair of the Membership Committee, review all rejected applications, be responsible for letters of notification to rejected applicants, act as the arbiter for unresolved application decisions, and shall be Presiding Officer of the Membership Committee Meeting (without vote).
3. Ensure proper care of the records of the AAFS.
4. Ensure staff notifies designated members of the time and place of the meetings.
5. Ensure staff arranges for balloting when and where necessary.
6. Prepare an oral annual report.
7. Serve as Secretary of the Forensic Sciences Foundation Members.

**Duties of the Board of Directors:**

1. Exercise its legal and bylaws authority and responsibility in the direction and conduct of the affairs of the AAFS and its respective sections in order to promote and attain the objectives of the AAFS.
2. Supervise the direction of Executive Director.
3. Elect two (2) members-at-large to the Executive Committee.
4. Establish policy and procedure rules and regulations for the AAFS.
5. Establish fees/dues and assure appropriate procedures for payment of same.
6. Assist a search committee in its activities and act on its recommendations.

7. Impose sanctions in ethics matters.
8. Review actions of the Membership Committee.
9. Appoint the *Journal* Editor-in-Chief.
10. Organize and appoint ad hoc committees with a statement of duration. (AAFS Bylaws, Article V., Section 2)
11. Call special board meetings in accordance with the provision of the bylaws.
12. Serve as Members of the Forensic Sciences Foundation.

## 1.4. AUTHORITIES, ELECTED OFFICERS/BOARD OF DIRECTORS

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### 1.4.1. BASIC DECISION-MAKING AUTHORITY

**Board of Directors:** The general management of the Academy, including the acquisition of funds by which to operate the Academy, shall be the responsibility of the Board of Directors. The Board shall consist of the Academy officers and one (1) director elected from each section of the Academy. The term of office of each such director shall be three (3) years, beginning at the conclusion of the annual meeting at which elected. Their election shall occur at staggered yearly intervals according to a plan of rotation established by the Board of Directors. See 1.3.1.

The Board of Directors shall have an Executive Committee empowered to act for, and on behalf of, the Board on matters that require urgent action between meetings of the Board and to accomplish other specifically assigned tasks, including but not limited to, those tasks specifically identified in this *Policy and Procedure Manual*. Action taken by the Executive Committee shall be reported to the full Board of Directors as soon as practical, shall be subject to review and ratification by the Board, and shall be recorded in the minutes of the Board.

**Executive Committee:** The Executive Committee shall consist of eight (8) members of the Board of Directors: President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, and two (2) Members-at-Large elected annually by the directors as their representatives on the Executive Committee. The directors shall also elect one (1) alternate member to the Executive Committee to serve as replacement for any absent directors. The three (3) directors elected as members and alternate member shall be from Academy sections not represented by the members who are officers.

**Limitations:** The Executive Committee cannot make final decisions on the change of an approved meeting site. It cannot take final action on membership matters and it cannot raise the annual dues rate. It will make a full report to the Board of Directors on its deliberations. (Mgmt. Subcomm., July 15-17, 1982)

**Board Ratification Requirements:** To facilitate the conducting of business between face-to-face meetings, telephone conference calls may be held. If a vote is conducted by USPS mail, receipt of mailed votes from one hundred (100) percent of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business by USPS mail. The mail ballots must be unanimous to approve any motion.

The receipt of electronic votes from a majority of the total number of members of the Board of Directors shall constitute a quorum for the transaction of business by electronic mail. Email and other electronic voting shall be conducted as a usual vote and not as that of a mail vote. (AAFS Bylaws, Article III., Section 5.)

**1.4.2. APPOINTED OFFICERS**

The Board of Directors may appoint additional officers of the Academy as are necessary to ensure the proper management of Academy affairs. The Executive Director of the Academy shall be appointed as an Assistant Secretary.

**1.4.3. MANAGEMENT ASSISTANCE**

The Board of Directors may authorize the employment of such staff as are necessary for the effective management of Academy affairs. One such staff member should have the title "Executive Director" who shall be the Chief Executive Officer of the Academy. The specific conditions of these appointments, including annual performance evaluation procedures, shall be as determined by the Board of Directors in furtherance of the best interests of the Academy. The Executive Director shall be responsible to the Board of Directors for the executive and management functions of the Academy except that the Executive Director shall not be involved in the activities of the Ethics, Membership, or Nominating Committees, other than to provide administrative support. The Executive Director shall report to the Board of Directors and shall attend board meetings, but shall not be a voting member thereof.

**1.4.4. PUBLIC STATEMENTS****1.4.4.1. Statements Made as Representative of AAFS: Position**

The Board of Directors may appoint a designee or designees to act as Academy Spokesperson(s). The specific conditions of this (these) appointment(s) shall be determined by the Board of Directors in furtherance of the best interests of the Academy. The Academy spokesperson(s) shall report to the Board of Directors and shall attend board meetings, but shall not be (a) voting member(s) thereof unless otherwise (a) voting member(s).

**1.4.4.2. Policy on Position Statements****A. ACADEMY POSITION STATEMENTS**

1. On the rare occasion that a significant and broad issue of national or international implication to forensic science arises, the Academy may issue a position statement.
2. Only the Board of Directors shall issue the position statements of the Academy.
3. All Academy position statements must be approved by three-fourths (3/4) of the members of the Board of Directors.
4. Requests for Academy position statements may only be submitted by members of the Academy and shall be submitted to the Board of Directors for consideration.
5. The Board shall notify the members when an issue has arisen on which an Academy position statement is being considered and request input from the members.
6. The Board may form an ad hoc committee to complete a report on the issue being considered for a position statement. Any committee report shall be circulated to the members for comment.
7. The Board shall consider the ad hoc committee report and the comments from sections and individual members of the Academy concerning the request for Academy action.

8. Any approved Academy position statement shall be made public through the AAFS website and by such additional means as the Board of Directors may approve.

**B. SECTION POSITION STATEMENTS**

No section of the Academy shall issue a section position statement.

**C. AMICUS CURIAE BRIEFS**

General:

1. On the rare occasion that a significant and broad issue of national or international implication to forensic science arises, the Academy may authorize the filing of an amicus curiae brief. Briefs shall generally only be authorized at the appellate level in the highest court in which the issue is likely to be finally determined. Briefs may only be submitted at the trial court or lower appellate level in cases presenting issues of first impression with great importance to the forensic community.
2. The filing of an amicus curiae brief on behalf of the Academy must be authorized by three-fourths (3/4) of the members of the Board of Directors.
3. Requests to file an amicus curiae brief may only be submitted by members of the Academy and shall be submitted to the Board of Directors for consideration.
4. The Board shall notify the members that a case has arisen in which the Academy is considering filing an amicus curiae brief and request input from the members.
5. The Board may form a committee to complete a report on the amicus curiae brief being considered for filing. Any report shall be circulated to the members for comment.
6. A draft of the proposed brief with the application described below shall be sent to the Executive Director of the Academy. If expedited consideration is necessary, an abbreviated application may be initially accompanied by a detailed outline of the proposed brief rather than a complete draft of the brief. In either event, the Board must review the brief before it may be filed.
7. Briefs shall be filed only in the name of the Academy and not in the name of an Academy section. The Board shall designate an appropriately qualified attorney to serve as counsel of record for the filing of the amicus curiae.
8. Every effort shall be made to avoid exposing any active member of the judiciary who is also a member of the Academy to amicus curiae applications, proposed amicus curiae briefs, or approved amicus curiae briefs. If a member of the Board is an active member of the judiciary, they shall not participate in the application review process. The Board member may designate another Fellow from the Board member's respective section to fulfill the amicus curiae review function.

Contents of a Request for an Amicus Curiae Brief:

1. An application shall be in letter or memorandum form addressed to the Executive Director of the Academy. If it is complete, the application and any related materials shall be immediately forwarded to the Board of Directors.

2. The application shall contain the following:
  - a. The style and caption of the case, a list of the parties, the last court to render a decision in the case, and the court in which the brief is to be filed. If possible, a copy of the decision or order appealed from shall be attached.
  - b. The date by which the proposed amicus brief must be filed.
  - c. A full statement of the relevant facts of the controversy if not adequately recited in any attached decision or order.
  - d. A statement whether the position to be supported has been adopted by the Academy and, if so, reference to and full quotation of the relevant resolution of the Board of Directors.
  - e. If the application seeks authority to file an amicus curiae brief in support of a position which has not been adopted by the Academy, it must be accompanied by a concise statement of the position to be supported and a statement of reasons why it should be adopted by the Board of Directors.
  - f. An explanation of the reasons why the controversy is an important one for the Academy and why the Academy's participation would assist the court in reaching its decision.
  - g. Disclosure of any personal or professional interest in the issues involved on the part of any individual or organization requesting Academy involvement.
  - h. Names and firm connection of the attorneys who have written or would actually write the brief on behalf of the Academy.
  - i. A draft of the brief to be filed, or if the submission is being pursued on an expedited basis, a detailed outline of the argument to be set forth in the brief.

Review Procedures:

1. Every effort should be expended to ensure sufficient time for thorough consideration of an application and the brief by the Board of Directors and the members. When time is of the essence, the Board may discuss and vote by telephone conference rather than waiting for the next regularly scheduled Board meeting. The Board will not consider any application if the time for filing a brief is less than 30 days requested notice to the Board.
2. Any committee formed by the Board should:
  - a. Provide the Board with recommendation on whether the application should be granted. The Committee should consider questions such as whether participation will be consistent with the objectives and policies of the Academy; the significance of the issue to forensic science; whether the Academy can make a useful contribution to the case; whether there is sufficient research, data, and literature to present a strong position; and other appropriate issues.
  - b. Review and make appropriate recommendations on all proposed amicus curiae briefs, including whether the proposed briefs are an accurate representation of the position of the Academy and whether the briefs are of high professional quality. Before a brief may be filed, the Committee should verify to the Board that the brief is of high

professional quality and a fair representation of the position of the Academy.

- c. Recommend appropriate legal counsel to author and/or file the brief, if the Board grants the application and the appropriate legal counsel has not been recruited. Every effort should be made to recruit qualified volunteer counsel and their services at all levels and aspects.

Disclaimer:

Each amicus curiae brief filed in the name of the Academy shall contain the following disclaimer: "Neither this brief nor the decision to file it should be interpreted to reflect the views of any active judicial member of the American Academy of Forensic Sciences. No inference should be drawn that any active member of the judiciary participated in the adoption of the positions in this brief."

Costs:

The Academy may pay reasonable legal or consulting fees for the preparation or review of amicus curiae briefs, excluding any work done by the members of the Academy, as determined by the Board of Directors. The necessary costs of printing and filing an approved brief shall be borne by the Academy.

Joint Briefs:

The Academy may join in amicus curiae briefs with other organizations to conserve Academy resources and to create alliances that increase the Academy's influence on important forensic issues in courts and legislatures.

**1.4.4.3. "FAAFS," Reference of**

Fellows of the AAFS shall have the right to use the letters "FAAFS" (Fellow of the American Academy of Forensic Sciences) on their correspondence.

**1.4.4.4. Use of AAFS Letterhead**

AAFS letterhead stationary will only be used for conducting official AAFS business and will not be used for any other purposes. (Board of Directors, February 13, 1995)

**1.4.4.5. Use of AAFS Logo**

The name, acronym (AAFS), and various logos of the American Academy of Forensic Sciences (the "Academy") are trademarks and/or service marks of the Academy and are protected as such by the Academy. Any individual or organization may not use them in any manner for any commercial or other purposes not authorized by the *Policy and Procedure Manual*, or through the express, written permission of the Executive Director. The name, acronym, or appropriate logo of the Academy may be used on communications, publications, or promotional material in conjunction with an activity conducted, authorized, or sponsored by the Academy or any of its sections. When the activity is conducted or sponsored by a section, the section's name shall be used in conjunction with the Academy name, logo, or acronym. Any section, person, or entity desiring to use the logo in conjunction with an activity described above must consult the Executive Director to determine which version of the logo is appropriate for use. The name, acronym, or appropriate membership class may be used by any person whose membership is in good standing to describe his or her membership in the Academy on any resume, curriculum vitae, biographical statement, or statement of qualifications or achievements.

**1.4.5. SPONSORSHIP OR ENDORSEMENT OF NON-AAFS MEETINGS**

AAFS policy for endorsing non-AAFS educational and scientific programs:

1. The AAFS shall not formally or informally advertise itself as sponsoring any meeting unless the professional leadership of the AAFS is aware of the nature of the program, its participants, and can verify the quality of such a program.
2. A member of the AAFS who desires endorsement by the AAFS of any scientific or educational program must submit to the Board of Directors, in time for its thorough review, prior to formal vote, a detailed outline of the program and program participants. (Executive Committee, July 1973)

**1.4.6. INDEMNIFICATION OF BOARD MEMBERS**

The AAFS shall obtain liability insurance indemnifying AAFS officers and board members, Executive Committee members, section officers/committees (Executive Committee, February 1983). Additionally, it is the position of the Executive Committee of the American Academy of Forensic Sciences that members of its committees fall under Article VII., Section 5- Indemnification, and that the AAFS will provide legal representation for members acting in that capacity (as officers or committee members), without making any determination of the consideration of merits of any possible allegation, unless the individual has acted negligently or committed misconduct. (Executive Committee, July 1990)

*INDEMNIFICATION: Each present and future board member and elective officer, whether or not then in office, shall be indemnified by the Academy against expenses actually and necessarily incurred by or imposed upon him/her (including but not without being limited to, judgments, costs, and counsel fees) in connection with defense of the action, suit, or proceeding in which he/she is made a party by reason of being or having been a director or elective officer of the Academy except in relation to matters as to which he/she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his/her duties for the Academy. Such indemnification shall not be deemed exclusive of other rights to which such director or officer may be entitled, under any other bylaws, agreement, a vote of the members, or as a matter of law, or otherwise. (AAFS Bylaws, Article VII., Section 5)*

**1.4.7. CONFLICTS OF INTEREST**

A director, officer, or committee member of the Academy, when conducting their Academy responsibilities, shall avoid conflicts of interest or the appearance of conflicts of interest. A conflict of interest arises when a personal, business, or financial interest of the director, officer, or committee member may affect the objectivity of their actions on behalf of the Academy.

All actual and potential conflicts of interest of directors shall be disclosed to the Board of Directors and to any other relevant entity within the Academy (i.e., the affected committee or other section officers) whenever a conflict or potential conflict arises.

If a conflict or potential conflict arises, the director, officer, or committee members will refrain from voting on the subject affected by the conflict or appearance of a conflict, but may participate in discussions of the matter unless a majority of the members of the relevant board, section, or committee objects, and may be counted in determining the presence of a quorum.

If the recusal of the director, officer, or committee members creates a situation where necessary action cannot be taken because the recusing party is the sole decision- maker or would be the deciding vote, the Board of Directors shall be notified and appropriate action taken by the Board to resolve the situation.

## 1.5. AFFILIATIONS WITH OTHER ORGANIZATIONS

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### 1.5.1. AAFS SPONSORSHIP

All petitions by organizations seeking affiliation, recognition, or sponsorship by the AAFS will be submitted to the section most representative of the discipline of the practitioner. (Executive Committee, February 1984)

### 1.5.2. COUNCIL OF SCIENTIFIC SOCIETY PRESIDENTS (CSSP)

The AAFS shall participate as a Member of the Council of Scientific Society Presidents. The official representatives to the Council of Scientific Society Presidents are the President and the President-Elect or their designee(s). (Executive Committee, July 30, 2010)

### 1.5.3. GUIDELINES FOR AAFS LIAISON REPRESENTATIVES

The appointment of AAFS liaison representatives is to further the purposes of AAFS as set forth in the AAFS Bylaws Preamble, Section 3 - Objectives:

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

To recommend that AAFS establish a liaison with another organization, the following should be provided to the AAFS Executive Director (for transmittal to the Board of Directors):

1. Descriptive literature about the organization with which liaison is proposed should be obtained and provided. Such information should include: the objectives of the organization; the criteria for membership in the organization; the bylaws of the organization; the list of the principal officers and executive staff of the organization; the membership directory of the organization (if available); and the organization's policy and procedures for establishing liaison with other groups.
2. A clear statement of exactly how the establishment of the proposed liaison with the organization will advance the objectives of AAFS.
3. Unofficial, or informal, liaisons may from time to time be established by individual sections with other organizations or sections thereof in order to further the purposes of the AAFS as set forth in the AAFS Bylaws Preamble, Section 3 – Objectives as quoted above. Liaisons of this type shall be allowed provided that:
  - a. The section establishes that the objectives, membership criteria, and bylaws of the organization do not conflict with those of the AAFS, and
  - b. The liaison is approved by the majority vote of a quorum of the Board of Directors or (between meetings of the Board of Directors) by a majority vote of a quorum of the Executive Committee.

Any and all costs associated with unofficial or informal liaisons shall be the sole responsibility of the section establishing such liaison.

For organizations with which liaison representation has been established prior to the approval of these guidelines, the existing liaison representatives should act to meet the requirements described above as soon as possible.

Official liaison with another organization is authorized by a majority vote of a quorum of the Board of Directors or (between meetings of the Board of Directors) by a majority vote of a quorum of the Executive Committee. The Board will determine the length of the appointment of AAFS liaison representatives on a case-by-case basis.

The duties of the AAFS liaison representative(s) include (but are not limited to):

1. Notify the *Academy Newsfeed* editor of the principal scheduled meetings of the organization with which liaison has been established;
2. Notify the *Academy Newsfeed* editor (or equivalent) of the organization with which liaison has been established of the scheduled meetings of AAFS;
3. Attend the principal annual meeting (unless there are compelling reasons not to) of the organization with which liaison has been established;
4. Encourage membership in AAFS by eligible members of the organization with which liaison has been established;
5. Invite presentations at the AAFS scientific program(s) by members of the organization with which liaison has been established; and
6. Provide the Executive Director with an annual summary for presentation to the Board of Directors of the nature and scope of liaison activities, including actions taken by the organization with which liaison has been established that are of relevance to AAFS.

Unofficial or informal affiliations with other organizations may be established upon a majority vote of the Board of Directors. The purpose of the unofficial or informal affiliation status is to promote cooperation with other organizations. The sole benefit of this unofficial or informal affiliation status is that members of the affiliated organization may attend the AAFS annual meeting at AAFS member rates.

The Board of Directors has recognized the following organizations as unofficial/informal affiliations:

- International Association of Identification (IAI) (February 1998)
- Association of Firearm and Tool Mark Examiners (AFTE) (February 2005)
- International Association of Arson Investigators (IAAI) (August 2017)

#### **1.5.4. AAFS PROMOTION OF FORENSIC SCIENCE EDUCATIONAL PROGRAMS**

An educational institution with a forensic science program leading to a degree in forensic science and accredited by the Forensic Science Education Programs Commission (FEPAC) will be allowed to exhibit, advertise at the annual meeting, on the *Academy Newsfeed*, and through the purchase of AAFS mailing labels to promote its academic programs.

Educational institutions not accredited by FEPAC with non-degreed forensic science programs may be allowed to exhibit and/or to advertise at the annual meeting, on the *Academy Newsfeed*, or through the purchase of AAFS mailing labels as long as such advertising does not promote its non-FEPAC-accredited degree-granting programs. (Board of Directors, February 19, 2007)

#### **1.5.5. PROTOCOL FOR THE ESTABLISHMENT OF “ASSOCIATION ACADEMIES” WITH THE AAFS**

To initiate the consideration of an “association” relationship between AAFS and another professional organization located outside the United States, the following information should be provided in English to the Executive Director for transmittal to the Board of Directors:

1. Descriptive literature about the proposed organization to include: objectives, criteria for membership, bylaws, a list of officers and executive staff, a membership directory (if available), policy and procedures relating to establishment of relationships with other organizations, year of founding, documents supporting non-profit status, and a list of publications of the organization with information on the frequency of publication.
2. A statement focusing on how the proposed association relationship would benefit both the AAFS and the requesting organization.

The establishment of an association relationship can be approved by a majority vote of a quorum of the Board of Directors. The Board of Directors must establish that the objectives, membership criteria, and bylaws of the organization do not conflict with those of the AAFS. Unless decided otherwise by the Board, the duration of the relationship is five (5) years and subject to renewal.

Any and all costs associated with the establishment of an association relationship will be the sole responsibility of the requesting organization.

In applying for an association relationship, an organization acknowledges that if such relationship is approved, the AAFS has the right to recognize the association relationship with the applying organization.

If the association relationship is approved, the AAFS International Affairs Committee should be designated as the contact group with the organization. Duties of the AAFS contact group are to:

1. Notify the *Academy Newsfeed* editor of the principal scheduled meetings of the organization;
2. Notify the organization of scheduled meetings of the AAFS;
3. Encourage membership in AAFS by eligible members of the organization;
4. Invite presentations at the AAFS scientific program by members of the organization and
5. Provide the Executive Director with an annual summary for presentation to the Board of Directors of the nature and scope of liaison activities, especially actions taken by the organization that are of greatest relevance to AAFS.

Requests for renewal of the association relationship should be made at least 45 days prior to the annual meeting of the AAFS. The request should include a statement from the requesting organization and a statement from the AAFS International Affairs Committee focusing on the reasons to continue the association relationship.

If the association relationship is approved, the organization has the right to officially state that such relationship exists, but does not have the right to act on behalf of the AAFS.

The Board of Directors has accepted the following as "Associations of AAFS":

- a. The Brazilian Academy of Forensic Sciences (February 2016)
- b. The International Society for Applied Biological Sciences (February 2017)
- c. Cuban Society of Legal Medicine (August 2019)

## 1.6. CONFLICTS OF INTEREST

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A director, officer, or committee member of the American Academy of Forensic Sciences (AAFS), when conducting their AAFS responsibilities, shall avoid conflicts of interest or the appearance of conflicts of interest. (ref. PPM 1.4.7.)

### **PRESENTATIONS** (ref. PPM 3.1.6.1.)

Presentations at AAFS Annual Scientific Meetings and corresponding abstracts must be formulated to promote education and to elevate accuracy, precision, and specificity in the forensic sciences. Presentations or abstracts which solely promote a commercial product, company, entity, or service will not be allowed at an AAFS Annual Scientific Meeting. Presentations by commercial entities shall be limited to the science and not be an advertisement or promotion of their product. A conflict of interest arises when a personal, business, or financial interest of the director, officer, or committee member may affect the objectivity of their actions on behalf of the AAFS.

### **PUBLICATIONS** (ref. PPM 6.16.4.6.)

The Chair and members of the Book Committee shall have no financial interest in the publisher or its subsidiaries. Authors shall have no direct financial or other interest associated with the authored book, other than book sales.

### **GENERAL SECTION** (ref. PPM 7.5.5.V.A.3.I.)

In the event that a member on this [Awards] committee has a conflict of interest with the nominee, that committee member shall not act on any committee matters during the selection period.

### **EDUCATIONAL ACTIVITIES**

As a joint provider of Continuing Education/Continuing Medical Education (CE/CME) credits, AAFS must be able to demonstrate that everyone who is in a position to control the content of an educational activity (i.e., authors, presenters, selection committee members) has disclosed all relevant financial relationships with any commercial interest to the provider.

It is AAFS policy that the content of abstracts and presentations approved for the annual meeting program should be free of personal allegations, inflammatory titles and remarks, and not contain personal attacks on individuals or organizations.

### 1.6.1. DEFINITIONS

- 1.6.1.1. A conflict of interest arises when a personal, business, or financial interest of the director, officer, or committee member may affect the objectivity of their actions on behalf of the AAFS. (ref. PPM 1.4.7.)
- 1.6.1.2. It is the AAFS's view that relevant commercial and financial relationships create actual conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the program regarding the products or services of that commercial interest.

*“Relevant” financial relationships* are defined as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. A ....

commercial interest is defined as any entity producing, marketing, re-selling, or distributing: (1) health care goods or services consumed by, or used on, patients; or (2) goods or services used in the examination, identification, or analyses of evidence by any laboratories providing forensic services. AAFS does not consider providers of clinical service directly to patients to be commercial interests – unless the provider of clinical service is owned, or controlled by, an Accreditation Council for Continuing Medical Education (ACCME) -defined commercial interest.

## **1.6.2. SCOPE**

- 1.6.2.1.** Providers of continuing education are responsible for collecting information from its faculty (speakers), planners (program committees), and managers (staff) of CME/CE content, and resolving any Conflicts of Interest (COI) prior to the commencement of the CME/CE activity. The intent of the COI resolution process is to ensure that provider, faculty, and planner financial relationships with commercial interests and resultant loyalties do not supersede the public interest in the design and delivery of CME/CE activities for the profession. It is the AAFS's view that relevant commercial and financial relationships create actual conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the program regarding the products or services of that commercial interest. (ref. PPM 3.1.6.1.)
- 1.6.2.2.** Unadjudicated criminal allegations or content subject to non-disclosure agreements and/or "cease and desist" orders may not be published or detailed in abstracts or presentations. Additionally, content prohibited from public release due to federal, state and/or municipal laws, such as photos, videos, and/or audio recordings, should not be submitted to AAFS or presented at its meetings (e.g., Earnhardt Family Law restrictions).

## **1.6.3. REPORTING**

All actual and potential conflicts of interest of directors shall be disclosed to the Board of Directors and to any other relevant entity within the AAFS (i.e., the affected committee or other section officers) whenever a conflict or potential conflict arises. (ref. PPM 1.4.7.)

## **1.6.4. ACTIONS AND RESOLUTION OF CONFLICTS**

- 1.6.4.1.** If a conflict or potential conflict arises, the director, officer, or committee members will refrain from voting on the subject affected by the conflict or appearance of a conflict, but may participate in discussions of the matter unless a majority of the members of the relevant board, section, or committee objects, and may be counted in determining the presence of a quorum. (ref. PPM 1.4.7.)

If the recusal of the director, officer, or committee members creates a situation where necessary action cannot be taken because the recusing party is the sole decision-maker or would be the deciding vote, the Board of Directors shall be notified and appropriate action taken by the Board to resolve the situation. (ref. PPM 1.4.7.)

- 1.6.4.2.** Any abstract or presentation that is perceived by a Section Program Chair or the AAFS Meeting Program Chair as a product endorsement will not be approved for presentation at the meeting. A presentation given at a meeting that, in the opinion of the Section Program Chair or the AAFS Meeting Program Chair, is a product endorsement may result in the presenter and corresponding company being barred from making presentations at future AAFS meetings. (ref. PPM 3.1.6.1.)

Authors may submit and make presentations with specific references to non- health care-related products and services **without disclosure**; however, only in the context of describing a scientific methodology, case-related information, or the source of a sample (e.g., Dacron® fibers, Glock® rifling, 3M® tapes, Ford® Explorer®, explosive formulations, coating materials, etc.). It is appropriate for those products to be specifically identified since they are relevant to the scientific results or cases and these references are exempted from the disclosure requirement. (ref. PPM 3.1.6.1.)

Exceptions to the “requirement to disclose” pertain to the discussion of health care-related products and services by speakers employed by the same entity as well as the discussion of all pharmaceutical products. Trade and commercial names of pharmaceuticals are prohibited in both abstracts and presentations, and only the generic product name can be used. As an example, pharmaceuticals, such as *Ambien®*, must be changed to its generic designation of *zolpidem* in all references. (ref. PPM 3.1.6.1.)

AAFS reserves the right to remove/change commercial references not properly disclosed by the author. Development of AAFS’s COI resolution mechanism will be reviewed and approved by the AAFS Policy and Procedure Committee. (ref. PPM 3.1.6.1.)

- 1.6.4.3.** Conflicts of Interest (Ethics Committee Procedures) (ref. PPM 6.5.3.3.)  
If a conflict or potential conflict arises, the Committee member shall recuse himself/herself from participating in any case affected by the conflict or the appearance of a conflict.

If the recusal of the Committee members will create a situation where necessary action cannot be taken because an insufficient number of eligible Committee members remain, the Board of Directors shall be notified and appropriate action taken by the Board to resolve the situation.

- 1.6.4.3.1.** Consultation With Subject Matter Experts (Ethics Committee Procedures) (ref. PPM 6.5.5.)

If the Ethics Committee determines that additional subject matter expertise is needed, the Committee may consult with any AAFS Fellows after providing the accused with the opportunity to raise issues of conflicts of interest or other objections to the appointment.

If the Committee determines that consultation with a non-AAFS subject matter expert is necessary to resolve an issue, the Committee shall notify the accused of its intent to seek such consultation and allow the accused the opportunity to note any objections.

**1.6.4.3.2.** Composition of Panel (Ethics Committee Procedures) (ref. PPM 6.5.6.6.)

The hearing panel shall consist of not fewer than five (5) members of the Ethics Committee. If more than two (2) members of the Ethics Committee are unable to participate in a matter due to recusal, the Board of Directors shall appoint additional Fellows to fill the vacant positions on the hearing panel. These appointments are limited to the case before the hearing panel and expire upon the final resolution of the case.

If all members of the hearing panel agree that no conflicts of interest exist, the chair of the section to which the accused belongs may be asked to serve as an advisor to the hearing panel. If the section chair is disqualified by a conflict of interest and all members of the hearing panel agree that no conflicts of interest exist for the section secretary, the section secretary may be asked to serve as an advisor to the hearing panel.

**1.6.4.4.** Abstracts and presentations found to be in conflict with this policy should not be accepted for the AAFS program or may be canceled at the discretion of the AAFS Staff with *agreement* of the AAFS Program Chair and/or President.

It is the policy of AAFS that an individual with a *relevant financial relationship* that is considered a *commercial interest* will be disqualified from being a planning committee member. Presentations by a teacher, speaker, or an author of CME with a *relevant financial relationship* with a defined commercial interest cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CME educational activity.

A computer-based abstract submission system is used to identify potential conflicts of interest. Review committee members and staff are required to complete a COI form before access is granted to review submissions for the program. If a *relevant financial relationship* is identified, all slides and presentations are reviewed prior to the activity. Refusal to provide slide presentations for submissions with a defined *relevant financial relationship* may result in cancellation. Lastly, *relevant financial relationships* are disclosed to learners by including them in the Financial Disclosure section of the programs for all faculty and members of the Program Planning Committee. For those who have no *relevant financial relationships*, the program lists those individuals with a notation that they have nothing to disclose. In addition, the speaker verbally announces the disclosures in each educational session, as evidenced by written documentation completed at the time of the activity.

## 2. MEMBERSHIP

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### 2.1. CLASSES OF MEMBERS AND AFFILIATES

There shall be six classes of membership in the Academy: a. FELLOW, b. MEMBER, c. ASSOCIATE, d. RETIRED FELLOW, e. RETIRED MEMBER, and f. HONORARY MEMBER (AAFS Bylaws, Article I., Section 1).

There shall be three classes of Affiliates in the Academy: TRAINEE AFFILIATE, STUDENT AFFILIATE, and PROFESSIONAL AFFILIATE (AAFS Bylaws, Article I., Section 2).

Fellow

Member

Associate Member: Cannot vote at AAFS or section business meetings.

Retired Fellow

Retired Member

Honorary Member: Cannot vote at AAFS or section business meetings.

Trainee Affiliate: Cannot vote at AAFS or section business meetings.

Student Affiliate: Cannot vote at AAFS or section business meetings.

Professional Affiliate: Cannot vote at AAFS or section business meetings.

## 2.2. AAFS BASIC MEMBERSHIP REQUIREMENTS

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The American Academy of Forensic Sciences does not discriminate with regard to ancestry, ethnicity, national origin, age, race, color, gender, sexual orientation, faith, disability, or membership in other organizations.

AAFS BASIC REQUIREMENTS FOR ASSOCIATE MEMBER (AAFS Bylaws, Article 1., Section 1.a.)

AAFS BASIC REQUIREMENTS FOR TRAINEE AFFILIATE (AAFS Bylaws, Article 1., Section 2.b.1.)

AAFS BASIC REQUIREMENTS FOR STUDENT AFFILIATE (AAFS Bylaws, Article 1., Section 2.b.2.)

AAFS BASIC REQUIREMENTS FOR PROFESSIONAL AFFILIATE (AAFS Bylaws, Article 1., Section 2.b.3.) is a class of membership that:

Both at the time of application and at the time the application is being considered for approval an applicant for Professional Affiliate must be working in a field that provides support to a forensic science discipline currently recognized by the Academy. The Professional Affiliate must certify eligibility every three years. A Professional Affiliate becomes ineligible to retain their status by meeting the criteria for Associate Member or by changing employment to a non-supporting forensic science position. If the Professional Affiliate meets the criteria to apply for Associate Member status, their affiliate status will lapse at the end of that calendar year. If the Professional Affiliate changes their employment to a non-supporting forensic science position, their affiliate status lapses upon the change in employment.

- A. Shall be available to those persons of professional competence, integrity and good moral character who are actively engaged in a supportive role in the field of forensic science; or are in pursuit of such a role.
- B. Shall be available to individuals who have or are currently enrolled in an associate degree, technical trade school, certificate or higher academic degree programs. Training history must reflect a focus in forensic science. Experience of one year or more in a supporting role in forensic science may be substituted for training. Supporting forensic science and legal disciplines include but are not limited to paralegals, autopsy technicians, dental hygienists, evidence technicians, sworn law enforcement, and quality assurance personnel. AAFS involvement, either meeting attendance, presentation (oral or poster), or workshop participation can be included as part of the criteria. This status is limited to those who do not currently satisfy the requirements for Associate Member, Trainee Affiliate, or Student Affiliate status in the Academy.
- C. Shall not be eligible to vote at business meeting or hold AAFS offices.

Must renew their professional affiliate status every three years by submitting evidence that they are still employed in a forensic science support discipline, or enrolled in an educational program as described.

RETIRED MEMBER and RETIRED FELLOW (AAFS Bylaws, Article 1., Section 1.b.4.)

HONORARY MEMBER (AAFS Bylaws, Article 1., Section 1.b.5.) is a class of membership bestowed upon non-members by the Board of Directors in recognition of exceptional service to the Academy or the forensic science community.

A person who has rendered significant service to the Academy or who has achieved special qualifications in the forensic sciences may be invited to become an Honorary Member. Such person shall be invited after unanimous approval by the Board of Directors. Not more than three (3) persons may become Honorary Members in the same calendar year.

## 2.3. SECTION MEMBERSHIP REQUIREMENTS

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### 2.3.1. ANTHROPOLOGY SECTION – MEMBERSHIP REQUIREMENTS

#### A. Student Affiliate

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicants for the Anthropology Section will be considered in any area of anthropology (e.g., physical anthropology, archaeology, cultural anthropology, linguistic anthropology) or a related field, with a demonstrated sufficient forensic science emphasis.
3. Must be enrolled in an accredited college or university leading to a degree in anthropology or a closely related field with a forensic science emphasis; *and*
4. Submit curriculum vitae listing relevant experience in forensic applications of anthropology (courses taken, volunteer work, etc.); *and*
5. For students at the undergraduate level, the applicant must provide one (1) letter of reference from his/her department chair, program director, or academic advisor.
6. For students at the master's or doctoral level, the applicant must be sponsored by a Member or Fellow of the Anthropology Section who is well-acquainted with the candidate and provides a written recommendation that addresses the student's interest, aptitude, and potential in the field of forensic anthropology.

#### B. Trainee Affiliate

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Applicants for the Anthropology Section will be considered in any area of anthropology (e.g., physical anthropology, archaeology, cultural anthropology, linguistic anthropology) or a related field, with a demonstrated sufficient forensic science emphasis.
3. Must have completed a master's or doctorate degree in anthropology or a closely related field, with a demonstrated sufficient forensic science emphasis; *and*
4. Submit curriculum vitae listing relevant experience in forensic applications of anthropology (courses taken, volunteer work, etc.); *and*
5. Must be sponsored by a Member or Fellow of the Anthropology Section who is well-acquainted with the candidate and provides a written recommendation that addresses the candidate's progress toward fulfilling the requirements for Associate Member.
6. Trainee Affiliate status may not be held for more than three (3) years.

#### C. Associate Member

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicants for the Anthropology Section will be considered in any area of anthropology (e.g., physical anthropology, archaeology, cultural anthropology, linguistic anthropology) or a related field, with a demonstrated sufficient forensic science emphasis.
3. Applicant must have earned a master's or doctorate degree in anthropology or a closely related field with a forensic science emphasis; *and*

4. Submit for inspection a complete curriculum vitae indicative of active engagement, publication, pursuit of a career, or other contribution to the application of anthropology to forensic science; *and*
5. Demonstrate involvement in current anthropological assessments with a forensic science emphasis by providing:
  - a. Copies of two (2) forensic case reports that demonstrate the competent application of scientific methods, techniques, and concepts in the context of the fields of anthropology; *or*
  - b. Copies of two (2) research papers in anthropology with a forensic science emphasis authored or co-authored by the applicant and presented by the applicant at scientific meetings; *or*
  - c. Copies of one (1) case report and one (1) research paper as described above, or a copy of one (1) paper on anthropology with a forensic science emphasis authored or second authored by the applicant and published in a refereed journal; *and*
6. Two (2) letters of reference. References must be from either two (2) section Fellows or one (1) section Fellow and one (1) full Member from the Anthropology Section of the AAFS. References must be well-acquainted with the applicant and must address the candidate's aptitude in and contributions to forensic anthropology.
7. Above requirements can only be waived by a two-thirds decision of members present at an annual section business meeting. *Since the Board of Directors approval occurs before the section business meetings, those seeking a waiver of requirements will be delayed approval of the application for one (1) year.*

**2.3.2.****CRIMINALISTICS SECTION – MEMBERSHIP REQUIREMENTS**

NOTE: Please refer to the AAFS Criminalistics Section Disciplines document for additional information.

**A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicant must be enrolled in an accredited college or university leading to a degree in one of the natural, physical, or forensic sciences (e.g., Astronomy, Biology, Chemistry, Earth Sciences, Mathematics, Physics) that would be used to support a career in a criminalistics discipline as listed above.

NOTE: Individuals who have graduated and are not seeking an advanced degree do not meet the qualifications to apply for Student Affiliate and should apply for Trainee Affiliate or Associate Member status; *and*

3. Applicants must provide one (1) letter of reference from their department chair, program director, or academic advisor.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Applicants must provide (1) one letter of reference from their supervisor or research advisor.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a baccalaureate degree (or equivalent) or higher degree from an accredited college or university in one of the natural, physical, or forensic sciences; *and*

3. Have a minimum of two (2) years of experience in the field of criminalistics during which a substantial portion of the applicant's time is/was devoted to research, practice, or management in a criminalistics discipline as listed above, *and* has testified as an expert witness, or by position, training, or experience, could be qualified as an expert witness in courts of law as to the results of those examinations, evaluations, and research efforts. It is incumbent on the applicant to address this requirement and to provide a statement in support of how the expert witness requirement has been met.  
NOTE: Post-doctoral positions with a research focus count toward the experience requirements. Internships do not count toward the experience requirements; *or*
4. Have a PhD degree from an accredited college or university in one of the natural, physical, or forensic sciences, and a minimum of two (2) years of experience as a full-time faculty member with the rank of Assistant Professor, Associate Professor, or Professor in a four-year, accredited educational institution granting baccalaureate or higher degrees in forensic sciences, criminalistics, or a track or specialization in forensic science clearly delineated in the college or university catalog during which the majority of the applicant's teaching and research effort has been in subjects involving forensic science; *or*
5. Hold a non-tenure track teaching position along with ten (10) or more years of practical experience in a criminalistics discipline; *and*
6. Two (2) letters of reference. At least one (1) reference must be from a full Member, Fellow, Retired Member, or Retired Fellow of the Criminalistics Section of the AAFS. Both references must be able to comment knowledgeably on the applicant's qualifications. Applicants who are unable to secure a letter of reference from a full Member, Fellow, Retired Member, or Retired Fellow of the Criminalistics Section can submit with their application the names and contact information of two (2) additional individuals to recommend the applicant professionally. The additional names will be forwarded to the Criminalistics Section Reference Committee for consideration. The Criminalistics Section Reference Committee will forward their recommendation(s) to the AAFS Membership Department to be included with the applicant's application.

### **2.3.3. DIGITAL & MULTIMEDIA SCIENCES SECTION – MEMBERSHIP REQUIREMENTS**

#### **A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicants must provide one (1) letter of reference from their department chair, program director, or academic advisor indicating that the applicant is enrolled in a program relevant to the forensic sciences.

#### **B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Applicants must provide one (1) letter of reference from their immediate supervisor indicating that the applicant is working in a program relevant to the section's area of interest.

#### **C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a baccalaureate degree and have five (5) years of experience in one of the forensic sciences within the scope of coverage acceptable to the section, or a master's degree and four (4) years of similar experience, or a doctorate degree and three (3) years of similar experience.

NOTE: Past experience is counted if: (a) related to current forensic discipline field, and (b) was not required to obtain educational degree; *and*

3. Demonstrate current involvement in the forensic discipline for which applying; *and*
4. Two (2) letters of reference. One (1) reference must be from a full Member, Fellow, Retired Member, or Retired Fellow of the AAFS. The second letter may be from an AAFS member, or an acceptable reference from someone active in the forensic sciences. References must be able to comment knowledgeably on the applicant's qualifications. Exceptions to this requirement may be considered for applicants residing outside of the United States and Canada, in which case, one or both references may be from non-members who can comment knowledgeably on the applicant's qualifications. These references will be evaluated and will be accepted if approved by a majority vote of the members present at an annual business meeting of the section. *Since the AAFS Board of Directors approval occurs before the section business meetings, those seeking a waiver of requirements will be delayed approval of the application for one (1) year.*

#### **2.3.4. ENGINEERING & APPLIED SCIENCES SECTION – MEMBERSHIP REQUIREMENTS**

##### **A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicants must provide proof that they are enrolled in an accredited college or university leading to a degree that would be used to support a career in engineering or an engineering-related science.

##### **B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Have less than four (4) years of experience with a baccalaureate degree, less than three (3) years with a master's degree, or less than two (2) years with a doctoral degree.

##### **C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must provide proof of a baccalaureate or graduate degree from an accredited four-year college or university in engineering or an engineering-related science; *and*
3. Be actively engaged in the application of forensic engineering science for a minimum of four (4) years, or a master's degree and three (3) years of similar experience, or an earned doctoral degree can be substituted and two (2) years of similar experience; *and*
4. Provide the highest relevant degree, graduate or undergraduate, along with photocopies of certificates, diplomas, degrees, and licensures, which must accompany the application; *and*
5. Provide proof of active participation in the field of forensic engineering science over the past (4) four years, such as client references, court appearances including court case numbers, engineering research or projects related to forensic engineering; *and*
6. Two (2) letters of reference. At least one (1) reference shall be from either a full Member or Fellow of the AAFS. References must be able to comment knowledgeably on the applicant's qualifications.

**2.3.5. FORENSIC NURSING SCIENCE SECTION – MEMBERSHIP REQUIREMENTS****A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicants must provide one (1) letter of reference from their nursing or academic advisor, program director, or department chair indicating that the applicant is enrolled in a program relevant to the forensic sciences.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Applicants must provide one (1) letter of reference from their immediate supervisor indicating that the applicant is working in a forensic program relevant to the section's area of interest.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must be a Registered Nurse with a baccalaureate degree and have five (5) years of experience in one of the forensic sciences within the scope of coverage acceptable to the section, or a master's degree and four (4) years of similar experience, or a doctorate degree and three (3) years of similar experience. NOTE: Past experience is counted if: (a) related to current forensic discipline field, and (b) was not required to obtain educational degree; *and*
3. Demonstrate current involvement in the forensic discipline for which applying; and submit for inspection a complete curriculum vitae indicative of active engagement, publication, pursuit of a career, or other contribution to the application of nursing to forensic science; *and*
4. Provide two (2) letters of reference. One (1) reference must be from a full Member, Fellow, Retired Member, or Retired Fellow of the Forensic Nursing Science Section. The other reference may be from an AAFS member, or from someone active in the forensic sciences. References must be able to comment knowledgeably on the applicant's qualifications and must address the candidate's aptitude in and contributions to forensic nursing.

**2.3.6. GENERAL SECTION – MEMBERSHIP REQUIREMENTS**

NOTE: Please refer to the AAFS General Section Disciplines document for additional information.

**A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicants must provide one (1) letter of reference from their department chair, program director, or academic advisor indicating that the applicant is enrolled in a program or field relevant to the forensic sciences.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Have less than five (5) years of experience with a baccalaureate degree, or less than four (4) years with a master's degree, or less than three (3) years with a doctorate degree; *and*
3. Applicants must provide one (1) letter of reference from their immediate supervisor indicating that the applicant is working in a program or field relevant to the forensic sciences.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a baccalaureate degree and have five (5) years of full-time experience or 7.5 years of part-time experience in one (1) of the forensic sciences within the scope of coverage acceptable to the section, or a master's degree and four (4) years of similar full-time experience or 6.5 years of part-time experience, or a doctorate degree and three (3) years of similar full-time experience or 4.5 years of part-time experience.  
NOTE: Past experience is counted if: (a) related to current forensic discipline field, and (b) was not required to obtain educational degree; *and*
3. Demonstrate current involvement in the forensic discipline for which applying; *and*
4. Two (2) letters of reference. One (1) reference must be from a full Member, Fellow, or Retired Fellow of the General Section. The second reference may be from a General Section member, an AAFS member, or an acceptable reference from someone active in the forensic sciences. References must be able to comment knowledgeably on the applicant's qualifications.

**2.3.7. JURISPRUDENCE SECTION – MEMBERSHIP REQUIREMENTS****A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Applicant must be enrolled in a law school program leading to a law degree or in an approved "Law Reading" program leading to qualification for taking the Bar examination.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Have less than two (2) years of experience; *and*
3. Applicant must have been awarded a law degree or otherwise be qualified to take the Bar examination or have a license in good standing to practice law, and be fulfilling the experience requirement for Associate Membership in the Jurisprudence Section.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have received a law degree at least two (2) years prior to the date of application for Associate Member; *or*
3. Have had a license in good standing to practice law for at least two (2) years immediately prior to application for Associate Member; *or*
4. Have received a law degree at least one (1) year prior to the date of application for Associate Member and have participated in a minimum of one (1) program of the Academy prior to becoming an Associate Member. Participation may include the presentation of papers, acting as a moderator or panelist of a program, or serving as an active member of a committee of the Jurisprudence Section; *or*
5. Have a license in good standing to practice law at least one (1) year immediately prior to the date of application for Associate Member and have participated in a minimum of one (1) program of the Academy prior to becoming an Associate Member. Participation may include the presentation of papers, acting as a moderator or panelist of a program, or serving as an active member of a committee of the Jurisprudence Section; *or*

6. Have received a law degree or a license in good standing to practice law during the year immediately prior to the meeting at which Associate Member is considered and have participated in a minimum of one (1) program of the Academy as a Student Affiliate; *or*
7. Have completed such other academic and professional achievements, both in law and in forensic science, in a foreign country over a period of not less than six (6) years deemed to be substantially equivalent to the requirements of the Academy by the section chair and secretary at the time of the application; *and*
8. Two (2) letters of reference. References are not required to be members of the AAFS, but must be able to comment knowledgeably on the applicant's qualifications.

### **2.3.8. ODONTOLOGY SECTION – MEMBERSHIP REQUIREMENTS**

#### **A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled.

#### **B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. One (1) year or less experience in forensic odontology.

#### **C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a dental degree (DDS, DMD, or equivalent); *and*
3. Applicant must complete forty (40) hours of Forensic Odontology education. This coursework shall be completed in the seven (7) years preceding application and must include:
  - a. A minimum of four (4) hours of Bitemarks, four (4) hours of Dental Identification, and four (4) hours of either Disaster Victim Identification (DVI) or Age Estimation;
  - b. The balance of courses may be on any topic relevant to Forensic Odontology;
  - c. Applicant may gain a maximum of either eight (8) hours of credit by attending the Annual Meeting of the American Society of Forensic Odontology or eight (8) hours of the AAFS Scientific Sessions of the Odontology Section;
  - d. Certificates from these courses submitted must contain the learning objectives and outcomes and how those were met as well as the number of hours per topic; *and*
4. Be actively associated with an agency engaged in forensic odontology; *and*
5. Have one (1) year or more of experience in forensic odontology; *and*
6. Two (2) letters of reference. References must be either full Members or Fellows of the Odontology Section of the AAFS and must be able to comment knowledgeably on the applicant's qualifications. International applicants residing outside of North America (defined as United States, Canada, and Mexico), who are unable to secure the required two (2) letters of reference, may submit one (1) letter of reference from a full Member or Fellow of the Odontology Section of the AAFS and one (1) letter of reference from a non- member who is of appropriate professional standing and can comment knowledgeably on the applicant's qualifications.

**2.3.9. PATHOLOGY/BIOLOGY SECTION – MEMBERSHIP REQUIREMENTS**

NOTE: Applicants who have or are planning a career in a biological science without a doctorate degree level and/or in the forensic application of serology or human DNA analysis should apply to the Criminalistics Section.

**A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled; *and*
2. Must be either a full-time medical student or a student enrolled in a graduate program in a biological science; *or*
3. Must be enrolled in an undergraduate or graduate degree program with the intent of pursuing a career in forensic medicine or a forensic biological science; *and*
4. Provide one (1) letter of reference. Reference must be from department chair, program director, or academic advisor and must be able to confirm applicant's enrollment status.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. Must plan to pursue a career in forensic medicine, veterinary medicine, or biological science.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a medical degree (MD, DO, DVM, or International Equivalent that would permit medical licensure in the United States or Canada), or a PhD in a biological science and have been actively engaged in their field of interest for at least one (1) year; *and*
3. Be actively engaged in the field of forensic science, including: forensic medicine, veterinary medicine, or other biological science at the time of application; *and*
4. Have made a significant contribution to the literature of forensic sciences, or have been pursuing a course of study as a resident in pathology or the disciplines described in paragraph 3, or have advanced the cause of forensic science in some other significant manner; *and*
5. Two (2) letters of reference. References must be full Members or Fellows of the AAFS and must be able to comment knowledgeably on the applicant's qualifications.

Areas of interest within the Pathology/Biology Section include, but are not limited to, the forensic application of:

- Botany
- Ecology
- Entomology
- Microbiology
- Palynology
- Medicine
- Veterinary Medicine

**2.3.10. PSYCHIATRY & BEHAVIORAL SCIENCE SECTION – MEMBERSHIP REQUIREMENTS**

NOTE: Please contact the AAFS office for requirements for applicants outside the U.S. (membership@aaafs.org).

**A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Psychiatrists must hold an MD or DO degree, and have completed an ACGME-approved residency in psychiatry, and must devote the majority of their medical practice in the specialty of psychiatry.
3. Clinical Psychologists must meet the following requirements:
  - a. PhD or PsyD degree in clinical, neuro-, forensic, counseling, or school psychology from a program approved by the American Psychological Association, and completion of an internship approved by the American Psychological Association; *or*
  - b. PhD or PsyD degree in clinical, neuro-, forensic, counseling, or school psychology from a program approved by one (1) of the six (6) regional accrediting institutions of U.S. Department of Education, and licensure to practice psychology in one state, and successful passing of the Examination for the Professional Practice of Psychology (EPPP).
4. Research Psychologists must have a PhD in any other area of psychology not covered above, approved by one (1) of the six (6) regional accrediting institutions of the U.S. Department of Education, and have substantial evidence of multiple publications in the peer-reviewed literature of direct relevance to forensic behavioral science.

**2.3.11. QUESTIONED DOCUMENTS SECTION – MEMBERSHIP REQUIREMENTS****A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled; *and*
2. In addition to annual eligibility certification, a Trainee Affiliate may not continue in this status for more than four (4) years before either applying for Associate Member or reapplying for Trainee Affiliate status. Justification for reapplication will be contingent upon acceptance by the section Executive Committee. If an applicant has not begun a Questioned Documents training program, but their employer supports one and the applicant has been accepted to begin one, the employer must provide specifics on when the program will begin and information on the credentials of the principal trainer; *and*
3. Submit one (1) letter of reference. Reference must be a full Member or Fellow of the Questioned Documents Section of the AAFS and must be able to comment knowledgeably on the applicant's training program. Exceptions to this requirement may be considered for applicants residing outside of the United States and Canada, in which cases, the reference may be from one person other than a Member or Fellow of the Academy. This reference will be evaluated and will be accepted if

approved by a majority vote of the members present at an annual business meeting of the section. *Since the AAFS Board of Directors approval occurs before the section business meetings, those seeking a waiver of requirements will be delayed approval of the application for one (1) year.*

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Must have an earned baccalaureate or higher academic degree from an accredited college or university; *and*
3. Have successfully completed and documented formalized training in the field of questioned document examination for at least two (2) years duration from a recognized questioned document laboratory or under the direct supervision of document examiners who are Members or Fellows of the Questioned Documents Section of the Academy, or a voting member of ASQDE, or who are Diplomates of the ABFDE (the section recognizes ASTM 2388-11 and the Scientific Working Group for Forensic Document Examination ((SWGDOC Standard for Minimum Training Requirements for Forensic Document Examiners)) as the basic guides for fundamental training in the field); *and*
4. Be actively engaged or employed full-time in the examination of questioned documents for at least two (2) years, independent of any program of training, and for that period must be personally responsible for conducting and reporting such examinations without technical supervision; *and*
5. Two (2) letters of reference. References must be full Members or Fellows of the Questioned Documents Section of the AAFS and must be able to comment knowledgeably on the applicant's qualifications. Exceptions to this requirement may be considered for applicants residing outside of the United States and Canada, in which cases, one or both references may be from persons other than Members or Fellows of the Academy. These references will be evaluated and will be accepted if approved by a majority vote of the members present at an annual business meeting of the section. *Since the AAFS Board of Directors approval occurs before the section business meetings, those seeking a waiver of requirements will be delayed approval of the application for one (1) year.*

**2.3.12. TOXICOLOGY SECTION – MEMBERSHIP REQUIREMENTS**

**A. Student Affiliate**

1. AAFS Basic Requirements for Student Affiliate must be fulfilled.

**B. Trainee Affiliate**

1. AAFS Basic Requirements for Trainee Affiliate must be fulfilled.

**C. Associate Member**

1. AAFS Basic Requirements for Associate Member must be fulfilled; *and*
2. Applicant must have earned a baccalaureate or graduate degree in one (1) of the natural sciences from an accredited institution, and sixteen (16) semester credit hours in chemistry; *and*
3. Provide transcripts of chemistry credits, graduate and undergraduate. International applicants will be evaluated on a case-by-case basis if their transcripts do not document the required sixteen (16) hours of chemistry as hours or credits and may be subject to additional requirements; *and*
4. Be actively engaged in forensic toxicology for at least one (1) year immediately prior to application; *and*

- a. Have made a significant contribution to the literature of forensic toxicology; *or*
  - b. Have been pursuing a course of study for at least one (1) year for an advanced degree applicable to the educational needs of a forensic toxicologist; *or*
  - c. Have advanced the cause of forensic toxicology by laboratory service or in some other significant manner; *and*
5. Two (2) letters of reference. References must be Members or Fellows of the Toxicology Section of the AAFS and must be able to comment knowledgeably on the applicant's qualifications. Exceptions to this requirement may be considered for applicants residing outside of the United States and Canada, in which case, two references from non-members must be submitted and may be otherwise evaluated or accepted if approved by a majority vote of the membership present at an annual business meeting of the section. *If exception is made, those seeking a waiver of requirements will be delayed approval of the application for one (1) year, and Associate Members applying for promotion to full Member will be required to provide two (2) references from full Members or Fellows of the Toxicology Section.*

## 2.4. PROCESSING APPLICATIONS

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### 2.4.1. BASIC MEMBERSHIP PROCESSING POLICIES

In accordance with the AAFS Bylaws and the provisions of the Academy's *Policy and Procedure Manual*, qualifications of applicants for membership, trainee and student affiliation, and promotion in the Academy shall be considered first by the section involved and finally by the Board of Directors. Applicants for professional affiliation shall be considered first by a Board-appointed committee consisting of a chair, co-chair, and subject matter experts in the applicant's discipline and finally by the Board of Directors (AAFS Bylaws, Article I., Section 3.a.)

All eligible voting members shall be advised in a timely manner of the names of all applicants approved and forwarded by the sections to the Board of Directors. (AAFS Bylaws, Article 1., Section 3.b. Also see AAFS PPM 2.7.)

Primary responsibility for the processing and decision-making concerning all applications other than professional affiliates rests with the section chair and secretary. However, in the event that a section officer is unable to perform or complete their responsibilities in the processing of applications, the Membership Committee Chair will conduct the review for the section officer. (*Membership Committee Procedure Manual*, p.1., 2005)

The membership application fees are non-refundable.

Section Officers may not approve an applicant unless all AAFS Basic Requirements and Section Requirements are met. Section Officers may waive a Section Requirement only if its Section Procedures permit a waiver. AAFS Basic Requirements cannot be waived.

Responsibility for the processing and decision-making concerning Professional Affiliate applications rests with the chair, co-chair, and subject matter expert(s) they select. However, in the event that the committee is unable to perform or complete their responsibilities in the processing of applications, the Membership Committee Chair will conduct the review for the Professional Affiliate Committee.

### 2.4.2. BASIC PROCESSING SCHEDULE

All Year	Receipt of applications
July – Oct	Forward applications to applicable section officers
October 1	Deadline for applications for consideration at next annual meeting
January	Full list of applicants to members
February	Board of Directors approval

### 2.4.3. AAFS MEMBERSHIP DEPARTMENT PROCEDURES

The AAFS Membership Department conducts a minimum of two reviews annually— early June and mid-October. The AAFS Membership Department reviews the applications to ensure they are complete (application form, application fee, and required supporting documentation). Applications that are complete will be submitted to the section chair and section secretary for review.

**2.4.3.1. AAFS Membership Coordinator Procedures – Post-Section Officer Review**

RECOMMENDATIONS: If both Section Officers agree to recommend the applicant (at the status requested by applicant), the applicant will be notified via email that the application has been recommended for approval and will be forwarded to the Board of Directors for final approval at the next annual meeting in February.

REJECTIONS: If both Section Officers agree to reject the applicant and offer no further recommendation, the application materials and recommendation forms will be forwarded to the Membership Committee Chair for review. If the Membership Committee Chair agrees that the applicant does not meet the requirements, a draft letter to the applicant will be submitted to the Membership Committee Chair outlining the reasons for rejection by the Section Officers.

RECOMMENDATIONS FOR A DIFFERENT STATUS OR SECTION: If both Section Officers agree to recommend for a higher or lower status or to refer to another section, the applicant will be notified immediately by the Membership Coordinator. If the applicant is required to submit any additional information, the applicant will be notified at that time. If the section will conduct another review for that cycle, the applicant will be given an opportunity to submit the additional information for reconsideration at the upcoming meeting. If the section will not conduct another review for that cycle, the applicant will be asked to submit the additional documentation by the next October 1 deadline.

DISCREPANCIES BETWEEN SECTION OFFICER DECISIONS: If the Section Officers do not submit identical recommendations concerning the applicant, they will be notified of this fact immediately. They will be urged to come to an agreement on a single recommendation. If they are unable to reach a unanimous decision, the application will be forwarded to the Membership Committee Chair for a decision.

AAFS Staff may advise Section Officers and the AAFS Membership Committee Chair concerning whether an applicant meets AAFS Basic Requirements and Section Requirements.

**2.4.3.2 Coordinator Procedures – Post-Professional Affiliate Committee Review**

RECOMMENDATIONS: If all committee members agree to recommend the applicant for Professional Affiliate status, the applicant will be notified via email that the application has been recommended for approval and will be forwarded to the Board of Directors for final approval at the next annual meeting in February.

PROFESSIONAL AFFILIATE COMMITTEE REJECTIONS: If the Professional Affiliate Committee members agree to reject the applicant and offer no further recommendation, the application materials and recommendation forms will be forwarded to the Membership Committee Chair for review. If the Membership Committee Chair agrees that the applicant does not meet the requirements, a draft letter to the applicant will be submitted to the Membership Committee Chair outlining the reasons for rejection by the Committee.

RECOMMENDATIONS FOR A DIFFERENT STATUS OR SECTION: If the Professional Affiliate Committee members agree to recommend for a higher or lower status or to

refer to a section, the applicant will be notified immediately by the Membership Coordinator. If the applicant is required to submit any additional information, the applicant will be notified at that time. If the section will conduct another review for that cycle, the applicant will be given an opportunity to submit the additional information for reconsideration at the upcoming meeting. If the section will not conduct another review for that cycle, the applicant will be asked to submit the additional documentation by the next October 1 deadline.

If an applicant for Professional Affiliate appears to be eligible for Student Affiliate, Trainee Affiliate or Associate Member status, the application must be reviewed by the appropriate section officers for the higher status first.

**DISCREPANCIES BETWEEN SECTION OFFICER DECISIONS:** If the Section Officers do not submit identical recommendations concerning the applicant, they will be notified of this fact immediately. They will be urged to come to an agreement on a single recommendation. If they are unable to reach a unanimous decision, the application will be forwarded to the Membership Committee Chair for a decision.

If the Professional Affiliate Membership Committee members do not submit identical recommendations concerning the applicant, they will be notified of this immediately. They will be urged to come to an agreement on a single recommendation. If they are unable to reach a unanimous decision, the application will be forwarded to the Membership Committee Chair for a decision.

AAFS Staff may advise Section Officers and the AAFS Membership Committee Chair concerning whether an applicant meets AAFS Basic Requirements and Section Requirements.

#### **2.4.4. REVIEWERS PROCEDURES**

Section Officers shall review the application materials for compliance with the AAFS Basic Requirements and the Section Requirements. All requirements shall be applied consistently to all applicants.

Professional Affiliate Committee members shall review the application materials for compliance with AAFS Professional Affiliate requirements. All requirements shall be applied consistently to all applicants.

Applicant files are confidential and the contents of the files may only be disclosed to the current Section Officers, Reference Committee Chairs, Reference Committee Members, the AAFS Membership Committee Chair, the AAFS Board, and the AAFS Membership Staff as permitted by the *Policy and Procedure Manual* procedures for review. (AAFS PPM 5.4.)

## 2.5. AAFS BASIC REQUIREMENTS FOR PROMOTION

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- A. The criteria for promotion are applicable to all members seeking promotion to Member or to Fellow. Applications must be received and completed by October 1 to be considered for approval at the AAFS annual meeting.
- B. The criteria for original membership, as stated in the bylaws for the AAFS Basic Requirements, still apply to promotions:
  - 1. Membership shall be available only to those persons of professional competence, integrity, and good moral character:
    - a. Who are actively engaged in the field of forensic sciences and who have made some significant contribution to the literature of forensic science, or
    - b. Who have advanced the cause of forensic science in some other significant manner; *and*
    - c. Who satisfy the requirements for membership of the section applied to or recommended for; *and*
    - d. Who have earned a baccalaureate or higher academic degree from a U.S. college or university accredited by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation or the United States Department of Education, or from a non-U.S. college or university bearing equivalent accreditation.
  - 2. In addition, the following criteria for service to the AAFS and to forensic science in general are used:
    - a. Service to the AAFS. This includes attendance at the annual meetings and participation in the program. Attendance at a minimum of one (1) meeting is required for advancement from Associate Member to Member and one (1) additional meeting for advancement from Member to Fellow. However, if exigencies such as workload requirements, finances, or ill health preclude such attendance, this will be taken into consideration. It is AAFS policy that members who exhibit at the annual meeting must pay the meeting registration fee, if the exhibitor wishes to receive continuing education credit or count the meeting attendance toward fulfilling a requirement for membership promotion.
    - b. Service in the general area of forensic sciences. This is intended to recognize the individual who performs outstanding service in the execution of his/her regular responsibilities but who, in so doing, is unable to excel in other endeavors.
    - c. Service in the area of forensic science research. Any contribution which the individual has made since his/her admission to the AAFS or latest advancement will be given consideration.
    - d. Service in the area of forensic science education or training. Any effort (either by formal or informal curricula) to disseminate the scientific information which the individual has acquired throughout his/her career will be considered.

## 2.6. SECTION PROMOTION REQUIREMENTS

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### 2.6.1. ANTHROPOLOGY SECTION – PROMOTION REQUIREMENTS

#### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted; *and*
3. Submit for review:
  - a. Copies of two (2) recent (within 5 years) case reports; *or*
  - b. Copies of two (2) first or second authored publications; *or*
  - c. Copies of two (2) evidences of teaching or other contributions to applied anthropology with a forensic science emphasis.

NOTE: Proof of activity from a, b, or c must have occurred since being elected to Associate Member.

References not required.

#### B. Member to Fellow

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of three (3) annual meetings of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
3. Submit for review:
  - a. Copies of two (2) recent (within 5 years) case reports; *or*
  - b. Copies of two (2) first or second authored publications; *or*
  - c. Copies of two (2) evidences of teaching or other contributions to applied anthropology with a forensic emphasis.

NOTE: Proof of activity from a, b, or c must have occurred since being elected to Member.

References not required.

### 2.6.2. CRIMINALISTICS SECTION – PROMOTION REQUIREMENTS

#### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Serve a minimum of two (2) years as an Associate Member; *and*
3. Register and attend a minimum of one (1) annual meeting of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted.

References not required.

#### B. Member to Fellow

While serving as a Member, the applicant must:

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1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Serve a minimum of two (2) years as a full Member; *and*
3. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
4. While serving as an Associate Member or Member, meet one (1) or more of the following requirements on three (3) separate occasions (for a total of three (3) points) within ten (10) consecutive years prior to, but not including the annual meeting at which the title of Fellow is being considered:
  - a. Be presenting author of an oral or poster presentation at an annual meeting of the AAFS. One (1) presentation counts as one (1) point.  
NOTE: This requirement is fulfilled if the applicant's presentation in person is confirmed; *or*
  - b. Prepare and submit a paper that is accepted for publication in the *Journal of Forensic Sciences* or other peer-reviewed scientific journal. One (1) publication counts as one (1) point.  
NOTE: This requirement is fulfilled if the applicant's name appears as an author on the paper. Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement; *or*
  - c. Participate as a moderator or panelist at two (2) separate annual meetings of the AAFS. One (1) participation counts as a half point. NOTE: Only one (1) session per annual meeting counts. If applicant participates as a moderator or panelist for more than one session of a meeting, only a half point is earned; *or*
  - d. Participate as a site evaluator/Commissioner for the Forensic Science Education Programs Accreditation Commission (FEPAC) or as faculty of a Forensic Science Educational Conference (FSEC) on two (2) separate occasions. One (1) participation counts as a half point; *or*
  - e. Serve as an active member or chair of either an AAFS or Criminalistics Section committee for two (2) years. One (1) year of service counts as a half point.

References not required.

### 2.6.3. DIGITAL & MULTIMEDIA SCIENCES SECTION – PROMOTION REQUIREMENTS

#### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS and one (1) Digital & Multimedia Sciences Section Business Meeting. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted (special consideration may be given for promotion after attendance at one (1) meeting if extenuating circumstances have prevented attendance for two (2) years and all other promotion requirements have been met); *and*
3. Meet two (2) of the following requirements prior to the annual meeting at which promotion to Member is conferred.

NOTE: One (1) of the contributions must be from category a., and the other contribution must be from either b., c., or d.:

- a. Participate as an active member or chair of a committee of the Digital & Multimedia Sciences Section of AAFS. One (1) year of committee work equals one (1) contribution. The committee chairs will submit a list of active members at the end of each year to the section chair; *or*
  - b. Participate in the annual AAFS program by presentation of paper, poster, luncheon presentation, workshop or seminar, or moderating a routine Digital & Multimedia Sciences Section program session; *or*
  - c. Author a paper on a subject relevant to the section's area of interest that is accepted for publication in the *Journal of Forensic Sciences* or other peer-reviewed journal or conference proceedings. This requirement is fulfilled if the applicant's name appears as an author on the paper. Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement; *or*
  - d. Participate as a site evaluator/Commissioner for Forensic Science Education Programs Accreditation Commission (FEPAC) or as a faculty member of a Forensic Science Educational Conference (FSEC) on two (2) separate occasions; *and*
4. Demonstrate active work in the forensic sciences at the time the promotion application is filed; *and*
  5. Applicant must provide one (1) letter of reference from a full Member, Fellow, Retired Member, or Retired Fellow of the Digital & Multimedia Sciences Section.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS and one (1) Digital & Multimedia Sciences Section Business Meeting. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted (special consideration may be given for promotion after attendance at one (1) meeting if extenuating circumstances have prevented attendance for two (2) years and all other promotion requirements have been met); *and*
3. Meet three (3) of the following requirements prior to the annual meeting at which promotion to Fellow is conferred.

NOTE: At least one (1) of the contributions must be from category b. *or* c.:

- a. Participate as an active member or chair of a committee of the Digital & Multimedia Sciences Section of AAFS. One (1) year of committee work equals one (1) contribution. The committee chair will submit a list of active members at the end of each year to the section chair; *or*
- b. Participate in the annual program of the AAFS by presentation of a paper, poster, breakfast seminar, luncheon seminar, workshop, or moderating a routine Digital & Multimedia Sciences Section program session; *or*
- c. Author a paper on a subject relevant to the section's area of interest that is accepted for publication in the *Journal of Forensic Sciences* or other peer-reviewed journal or peer-reviewed conference proceedings. This requirement is fulfilled if the applicant's name appears as an author on the paper. Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement; *or*

- d. Participate as a site evaluator/Commissioner for the Forensic Science Education Programs Accreditation Commission (FEPAC) or as a faculty member of a Forensic Science Educational Conference (FSEC) on two (2) separate occasions; *and*
4. Demonstrate active work in the forensic sciences at the time the promotion application is filed.  
References not required.

#### 2.6.4. ENGINEERING & APPLIED SCIENCES SECTION – PROMOTION REQUIREMENTS

##### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS within five (5) consecutive years. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted; *and*
3. Meet the following requirements within six (6) consecutive years prior to the annual meeting at which the title of Member is being considered (not to include the annual meeting at which the title of Member is being considered):
  - a. Author or co-author a minimum of two (2) scientific papers presented at AAFS Annual Meetings; *or*
  - b. Publish two (2) articles in the *Journal of Forensic Sciences* or other peer-reviewed scientific journal; *or*
  - c. Participate as an active member or chair on committees of the Engineering & Applied Sciences Section for two (2) or more years; *or*
  - d. Any combination of two (2) of the above prior to the annual meeting at which promotion to Member is conferred.

NOTE: At least one (1) of the contributions must be from category a. *or* b.  
References not required.

##### B. Member to Fellow

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
3. Meet two (2) of the following requirements prior to the annual meeting at which promotion to Fellow is conferred:
  - a. Author a minimum of two (2) scientific papers presented at an annual meeting of the AAFS; *or*
  - b. Publish two (2) articles in the *Journal of Forensic Sciences* or other peer-reviewed journal; *or*
  - c. Participate as an active member or chair of two (2) committees of the Engineering & Applied Sciences Section for one (1) year; *or*
  - d. Any combination of two (2) of the above prior to the annual meeting at which promotion to Fellow is conferred.

NOTE: At least one (1) of the contributions must be from category a. *or* b.  
References not required.

**2.6.5. FORENSIC NURSING SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members;
2. Serve a minimum of two (2) years as an Associate Member; *and*
3. Register and attend a minimum of one (1) annual meeting of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted.

References not required.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members by a specific forensic science discipline represented in the Forensic Nursing Science Section;
2. Demonstrate active work in the forensic sciences at the time the promotion application is filed;
3. Register and attend a minimum of two (2) annual meetings of the AAFS and one (1) Forensic Nursing Science Section Business Meeting. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted (special consideration may be given for promotion after attendance at one (1) meeting if extenuating circumstances have prevented attendance for two (2) years and all other promotion requirements have been met); *and*
4. Meet two (2) of the following requirements prior to the annual meeting at which promotion to Fellow is conferred.
  - a. Participate as an active member or chair of a committee of the Forensic Nursing Science Section of AAFS. One (1) year of committee work equals one (1) contribution. The committee chair will submit a list of active members at the end of each year to the section chair; *or*
  - b. Participate in the annual program of the AAFS by presentation of a paper, poster, luncheon seminar, workshop, or moderating a routine Forensic Nursing Science Section program session; *or*
  - c. Author a paper on a subject relevant to the section's area of interest that is accepted for publication in the Journal of Forensic Sciences or other peer-reviewed journal or conference proceedings. This requirement is fulfilled if the applicant's name appears as an author on the paper. Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement.

References not required.

**2.6.6. GENERAL SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members by a specific forensic science discipline represented in the General Section; *and*

2. Register and attend a minimum of two (2) annual meetings of the AAFS and two (2) General Section Business Meetings. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted (special consideration may be given for promotion after attendance at one (1) meeting if extenuating circumstances have prevented attendance for two (2) years and all other promotion requirements have been met); *and*
3. Fulfill one of the three conditions in a. (below) AND one of the three conditions in b. (below):
  - a.
    1. Serve for one year as an active member or chair of a standing or ad hoc committee of either the General Section or of the AAFS. The committee chair will submit a list of active members at the end of each year to the section chair that will be retained by the Historical Committee; *or*
    2. Serve as a moderator of at least one General Section Scientific Session during an annual meeting; *or*
    3. Serve as the General Section Luncheon speaker.
  - b.
    1. Present a scientific or technical paper or poster accepted for presentation in a scientific session, workshop, breakfast seminar, or luncheon seminar; *or*
    2. Author or co-author a scientific paper accepted for publication in the *AAFS Journal of Forensic Sciences*.  
NOTE: Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement; *or*
    3. Participate as a site evaluator/Commissioner for the Forensic Science Education Programs Accreditation Commission (FEPAC) or as faculty of a Forensic Science Educational Conference (FSEC); *and*
    4. Demonstrate active work in the forensic sciences at the time the promotion application is filed.

References not required.

#### **B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion and any such additional requirements as may be established for its members by a specific forensic science discipline represented in the General Section; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS and two (2) General Section Business Meetings. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted (special consideration may be given for promotion after attendance at one (1) meeting if extenuating circumstances have prevented attendance for two (2) years and all other promotion requirements have been met); *and*
3. Meet three (3) of the following requirements prior to the annual meeting at which promotion to Fellow is conferred.  
NOTE: At least one (1) of the contributions must be from category c., d., *or* e.:
  - a. Participate as an active member or chair of a committee of the General Section of AAFS. One (1) year of committee work equals one (1) contribution. The committee chair will submit a list of active members at the end of each year to the section chair that will be retained by the Historical Committee; *or*

- b. Serve as the General Section Luncheon speaker; *or*
- c. Present a scientific or technical paper or poster accepted for presentation in a scientific session, workshop, breakfast seminar, or luncheon seminar; *or*
- d. Author a scientific paper that is accepted for publication in the *Journal of Forensic Sciences*.  
NOTE: Letters to the Editor or Book Reviews will not be considered in fulfilling this requirement; *or*
- e. Participate as a site evaluator/Commissioner for the Forensic Science Education Programs Accreditation Commission (FEPAC) or as faculty of a Forensic Science Educational Conference (FSEC) on one (1) occasion; *and*
- 4. Demonstrate active work in the forensic sciences at the time the promotion application is filed.

References not required.

### 2.6.7. JURISPRUDENCE SECTION – PROMOTION REQUIREMENTS

#### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Have a license in good standing to practice law or have full-time status as a professor on the law faculty of any university; *and*
3. Obtain one (1) recommendation from a Member or Fellow of the AAFS; *and*
4. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted; *and*
5. Participate in one (1) program of the AAFS at an annual meeting by presentation of papers, acting as a panelist of a program, serving as a moderator, or serving as an active member or chair of a committee of the Jurisprudence Section; *and*
6. Attend one (1) Jurisprudence Section Business Meeting since becoming an Associate Member and prior to application to be promoted to Member.

#### B. Member to Fellow

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Have a license in good standing to practice law or have full-time status as a professor on the law faculty of any university; *and*
3. Obtain two (2) recommendations by Fellows of the Jurisprudence Section of the AAFS; *and*
4. Register and attend a minimum of one (1) meeting of the AAFS. Neither the meeting at which the applicant becomes a Member nor the meeting at which promotion to Fellow is being considered shall be counted in fulfilling the requirement; *and*
5. Participate in one (1) program of the AAFS at an annual meeting by presentation of papers, acting as a panelist of a program, or serving as an active member or chair of a committee of the Jurisprudence Section; *and*
6. Attend one (1) Jurisprudence Section Business Meeting since becoming a Member and prior to application to be promoted to Fellow.

**2.6.8. ODONTOLOGY SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted.

References not required.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
3. Complete two (2) separate presentations that may be given in the same year. These may be oral or poster (author must be listed in official Academy documents as presenting author) in any section of the Academy, including workshop presentations. The following may be substituted for a single presentation: Publication as first author of a forensic article in the *Journal of Forensic Sciences* or other peer-reviewed journal. This article cannot be the same material as a presentation claimed above.

References not required.

**2.6.9. PATHOLOGY/BIOLOGY SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS and Pathology/Biology Section. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted; *and*
3. Demonstrate active engagement in a field of forensic science including pathology, forensic pathology, forensic medicine, veterinary pathology, or other biological science.

References not required.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS and Pathology/Biology Section. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
3. Demonstrate active engagement in a field of forensic science including pathology, forensic pathology, forensic medicine, veterinary pathology, or

other biological science; *and*

4. Advance the work and purpose of the Pathology/Biology Section by:
  - a. Presentation of one (1) or more oral or poster sessions at an annual meeting; *or*
  - b. Publication of one (1) or more articles in the *Journal of Forensic Sciences*.

References not required.

## 2.6.10. PSYCHIATRY & BEHAVIORAL SCIENCE – PROMOTION REQUIREMENTS

### A. Associate Member to Member

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of one (1) annual meeting of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted.

NOTE: Please contact the AAFS office for requirements for applicants outside the U.S. (membership@aaafs.org).

References not required.

### B. Member to Fellow

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Be certified by the American Board of Psychiatry & Neurology in general and forensic psychiatry (or equivalents for international members), or be a Diplomate of the American Board of Professional Psychology/American Board of Forensic Psychology and Fellow of the American Academy of Forensic Psychology (or equivalents for international members), or for research psychologists (admitted under Associate Member, C.4) who have attained the rank of Fellow of the American Psychology – Law Society (Div. 41 of the American Psychological Association); *and*
3. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
4. Have served three (3) years as a Member or one (1) year in the event of participation in a joint session of the AAFS or scientific presentation in a section other than the Psychiatry & Behavioral Science Section; *and*
5. Demonstrate active participation in the Psychiatry & Behavioral Science Section. Participation may include the presentation of a scientific paper or serving as a moderator at an AAFS annual meeting, publication in the *Journal of Forensic Sciences*, or active participation on a working committee within the Psychiatry & Behavioral Science Section.

References not required.

**2.6.11. QUESTIONED DOCUMENTS SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the Questioned Documents Section of the AAFS. The meeting at which the title of Associate Member was conferred, if attended, may be counted; however, the meeting at which the title of Member is being considered shall not be counted; *and*
3. Present at least one (1) technical paper or participate in the scientific program of the Questioned Documents Section. Participation may include serving as a moderator or panelist at an AAFS annual meeting, publication in the *Journal of Forensic Sciences*, or participation on a working committee within the Questioned Documents Section.

References not required.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the Questioned Documents Section of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted; *and*
3. While serving as an Associate Member or Member, present at least one (1) technical paper that is accepted for publication by the *Journal of Forensic Sciences*, *Journal of the American Society of Questioned Document Examiners*, *IAI Journal*, *Australian Journal of Forensic Sciences*, *Forensic Science International*, or *Science & Justice*.

References not required.

**2.6.12. TOXICOLOGY SECTION – PROMOTION REQUIREMENTS****A. Associate Member to Member**

While serving as an Associate Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Register and attend a minimum of two (2) annual meetings of the AAFS. The meeting at which the title of Associate Member was conferred, if attended may be counted; however, the meeting at which the title of Member is being considered shall not be counted, *and*
3. Attend one (1) Toxicology Section business meeting. Note: if the annual meeting requirement (as described in 2.) for promotion was fulfilled prior to 2021, the section business meeting requirement will be waived, *and*
4. Be actively engaged in the field of forensic toxicology at the time of application for advancement.
5. Applicants for promotion will be required to provide two letters of reference from full Members or Fellows of the Toxicology Section of the AAFS if eligible references were not provided when applying for Associate Member.

**B. Member to Fellow**

While serving as a Member, the applicant must:

1. Fulfill the AAFS Basic Requirements for Promotion; *and*
2. Be actively engaged in forensic toxicology at the time of application for advancement, *and*

3. Register and attend a minimum of two (2) annual meetings of the AAFS after becoming a Member. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted, *and*
4. Attend one (1) Toxicology Section business meeting after becoming a Member. Note: if the annual meeting requirement (as described in 3.) for promotion was fulfilled prior to 2021, the section business meeting requirement will be waived, *and*
5. Advance the work and purpose of the Toxicology Section in three (3) or more of the following ways while an Associate Member or Member:
  - a. Participate in the scientific program of the AAFS Toxicology Section by:
    1. Presenting at least two (2) technical papers at annual meetings of the AAFS as oral or poster sessions, *or*
    2. Presenting at least one (1) technical paper and co-author at least two (2) technical papers at annual meetings of the AAFS at oral or poster sessions, *or*
    3. Co-authoring at least four (4) technical papers at annual scientific meetings of the AAFS at oral or poster sessions, *or*
  - b. Participate in AAFS meeting activities by participating as a moderator, co-moderator, chair, co-chair, faculty member, or panelist at two (2) or more annual meetings of the AAFS in scientific sessions, workshops, breakfast sessions, roundtables, Student Academy or other recognized AAFS meeting sessions, *or*
  - c. Participate in Toxicology Section activities by:
    1. Serving as an active member or chair of a committee of the Toxicology Section for one (1) or more years, *or*
    2. Serving as a Toxicology Section abstract reviewer for two (2) years, *or*
    3. Other equivalent service to the Toxicology Section, such as newsletter editor, *or*
  - d. Register and attend a minimum of six (6) annual meetings of the Toxicology Section of the AAFS. The meeting at which the title of Member was conferred, if attended, may be counted; however, the meeting at which the title of Fellow is being considered shall not be counted, *and*
  - e. Demonstrating service to the forensic toxicology profession by:
    1. Submitting evidence of teaching or training activities in the area of forensic toxicology, *or*
    2. Obtaining certification by the American Board of Forensic Toxicology, *or*
    3. Contributing to three (3) or more publications in peer-reviewed journals as author or co-author, *or*
    4. Publication of one (1) or more peer-reviewed articles in the *Journal of Forensic Sciences* as author or co-author.

\*References not required.

## **2.7. POSTING OF MEMBERSHIP APPLICANTS TO AAFS VOTING MEMBER PORTALS**

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The list of membership applicants will be posted to AAFS voting members' portals. Applications that have been recommended for approval by the Section Officers will be clearly noted.

Members and Affiliates will have a 30-day period to submit objections about any listed applicant. This 30-day period allows time for investigation of the objection prior to voting by the Board of Directors. All objections to a listed applicant must be submitted, in writing, to the Membership Coordinator. If the objection is an ethics complaint, the Membership Coordinator will immediately refer the objection to the Ethics Committee.

All other objections will be forwarded to the Section Officers of the appropriate section. The Section Officers have final authority in determining if the objection has merit. If the Section Officers have recommended the application for rejection, no further action is necessary. If the Section Officers have recommended the application for approval, the Section Officers may choose one of the following actions:

1. Keep recommendation as is.
2. Change recommendations to "Do Not Recommend."
3. Hold application for review the following year. If the Section Officers hold the application for further review of the objection, the applicant may be notified to answer any questions from the Section Officers.

### **3. MEETINGS AND EDUCATIONAL OUTREACH**

#### **3.1. ANNUAL MEETING**

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##### **3.1.1. BASIC AUTHORITY TO HOLD**

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

##### **3.1.2. SITE SELECTION**

The procedures by which meeting destinations are selected are as follows: the Board of Directors (Board) shall direct AAFS meeting planning staff (staff) to review its cities of preference. Staff will then contact hotel and/or convention center properties in the designated cities for proposals. Once proposals are received and analyzed by staff, site visits may then be conducted to inspect specific properties. During the interim Executive Committee meeting and/or during the February board meeting, a presentation will be made by staff with a strong recommendation for a specific destination. The Board will then take action on the recommendations made by staff.

Destinations may be recommended to the Board or to staff by the AAFS membership. Surveys of the entire membership may be conducted requesting recommendations for sites to be considered or for opinions on sites that are currently being considered by the Board. Additionally, the Board may ask members attending their annual section business meetings for recommendations or opinions on sites under consideration. The Board will consider these comments carefully and the procedure described above will be followed.

##### **3.1.3. PROGRAM AUTHORITY**

The Program Committee shall be composed of the following:

- A. A chair and members designated by the President-Elect to supervise the portions of the program for the year in which he or she will be the Academy President, to include the Plenary Session, Workshops, Breakfast Seminars, Luncheon Sessions, Interdisciplinary Symposium, Student Academy, Last Word Society, Bring Your Own Slides, and Local Arrangements.
- B. Members designated by each section to be responsible for that section's scientific sessions at the annual meeting in question. The Board of Directors in conjunction with the Executive Director shall establish detailed procedures for the development and conduct of the annual meeting program.

**3.1.3.1. Meeting Theme**

Near the end of the AAFS annual meeting (Thursday or Friday), the President-Elect shall call a meeting of the Program Committee. The agenda for this meeting shall involve a discussion of the program for the next annual meeting, to include a discussion of the theme selected by the President-Elect. The intent of this discussion is to generate ideas for section programs, workshop and seminar topics, and to familiarize the new Program Committee with the program development procedures in place. It is intended that section program chairs will develop a list of topics for scientific papers, said list to be distributed to the profession via the *Academy Newsfeed*.

**3.1.3.2. Annual Meeting Basic Program Planning Schedule**February

President-Elect appoints AAFS Program Chair, announces theme to Program Committee

March

Call for Papers distributed on the Academy website

May

2nd Call for Papers and section program plans are announced on the Academy website

July

3rd and last Call for Papers posted on the AAFS website August

Abstracts due, Calendar of Events developed

September

All program schedules finalized; room assignments are provided to meeting property

November

*Advance Program* is forwarded to membership prior to the Thanksgiving weekend and is made available on the AAFS website; the *Academy Newsfeed* will contain the meeting pre-registration form

January

The *Academy Newsfeed* will contain the final offer of the pre-registration form

**3.1.3.3. Violations of Special Sessions Which Require Pre-Registration**

Workshops, Breakfasts, Luncheons, and Special Sessions (Interdisciplinary and Young Forensic Scientists Forum)

Meeting attendees must pre-register by the pre-registration deadline for Special Sessions identified in the AAFS *Advance Program* (workshops, breakfast seminars, luncheons, and special sessions). The names of all who attend pre-registered functions must appear on the registration lists available outside the classroom.

If someone enters a Special Session without having properly registered, that individual will be asked to leave. If the individual (1) does not leave, (2) leaves and then returns, or (3) leaves and attempts to attend another pre-registration event for which he/she is not authorized, he/she will be formally notified either by staff or by an Academy officer that his/her meeting registration for the following year's AAFS annual meeting will be denied. This oral notification will be documented and followed by written notification. When this happens, the cited individual(s) will be allowed ninety (90) days from the written notification to formally petition the Executive Committee for reconsideration of the

“registration sanctions” for the following year. The President, President-Elect, and relevant program chairs are exceptions to this policy, and may attend any sessions requiring pre-registration. (Board of Directors, February 21, 2011)

#### **3.1.3.4. Special Sessions**

Workshops, Breakfasts, and Academy-wide Luncheons, and Special Sessions

##### **3.1.3.4.1. Workshops**

- The incoming President shall appoint a Workshops Chair to be responsible for soliciting and reviewing all workshop proposals. Workshop proposals must be submitted to the AAFS headquarters on the Workshop Proposal Form available through the AAFS headquarters. The Workshops Chair shall select potential workshops based on information provided by the proposal form (i.e., substance, target audience, projected number of workshop registrants, anticipated expenses, availability of sponsorship, etc.). Assistance from the Program Chair and/or the President is appropriate.
- AAFS workshops are conducted as income-generating functions to assist in offsetting overall meeting expenses. Any exception to accepting a workshop proposal that will not generate revenue for the AAFS must be approved by the Treasurer and Executive Director. Workshops that are sponsored by one (1) but no more than two (2) sections of the AAFS may have income rebated to the sponsoring section(s) to be used as operating income for that section during the next fiscal year (e.g., a portion of the income generated by a workshop conducted in 2005 may be rebated to the sponsoring section to be used during the 2006 fiscal year). If a section-sponsored workshop does not cover its expenses with registration fees, or generate income for the AAFS, the loss will be absorbed by the section(s) that agreed to sponsor the workshop.
- Attendance at workshops is by pre-registration only, with no exceptions. This policy, as set forth in this *Manual*, is to be followed by staff, by workshop chairs, by officers, and by others who may be approached to admit non-registered individuals into workshops onsite during the meeting.
- If a workshop has a restricted space requirement, the AAFS staff shall maintain a cancellation/waiting list. It is the policy of the Board that it is unfair to admit some individuals onsite when others were declined admittance during pre-registration due to space restrictions. Additionally, if an individual's pre-registration form is received AFTER the published pre-registration deadline, the attendee will be assessed on-site registration fees and will not be admitted into pre-registration functions such as workshops, breakfast seminars, luncheons, etc.

NOTE: The policies of conducting workshops set forth in this document are subject to continual review by the Board of Directors.

##### **3.1.3.4.1.1. Workshop Registration Fees**

- The setting of workshop fees generally occurs in the month of September, prior to the annual meeting. Once the proposals have been reviewed and topics are recommended by the Workshops Chair, the Executive Director shall perform a projected cost analysis for each proposed workshop. The factors that are considered include:

1. Length of workshop;
  2. Audio-visual requirements;
  3. Projected number of registrants;
  4. Refreshment breaks;
  5. Number and quality of handouts;
  6. Non-member expense;
  7. Special equipment/requests;
  8. Section income (see below) if any has been requested.
- Also considered in the cost analysis of a proposed workshop is the commitment of financial sponsorship obtained by a workshop organizer that may offset the expenses outlined above.
  - After a cost analysis is completed, the Executive Director shall propose registration fees. However, a combination of any fees that are set shall not fall below the projected fiscal year workshop income as approved by the Executive Committee.
  - The options are then forwarded to the Treasurer who reviews each proposed workshop and the cost analysis. Keeping in mind that workshops are income-generating functions of the AAFS, and that the Executive Committee approved a specific amount of income generated by workshops, a fee is determined. "Workshop Only" (registrants attending only a workshop and not the remainder of the annual meeting) fees are determined at this time as well. The workshop titles, descriptions, and fees are then published in the AAFS *Advance Program*, on the Academy website, and any other document used for the purpose of promoting the AAFS annual meeting.

#### **3.1.3.4.1.2. Workshop Income**

(APPROVED FEBRUARY 19, 1996)

##### **3.1.3.4.1.2.1. AAFS Income Generated From Workshops:**

- It is the policy of the AAFS that all workshops conducted during its annual meeting are AAFS functions and are presented in accordance with the overall policies and procedures established for the annual meeting by the Board of Directors. Workshops are conducted as income-generating functions and are conducted primarily for two purposes: (1) to provide a quality educational experience for registrants; and (2) to assist in offsetting the overall annual meeting expenses. To present a workshop is considered a privilege as well as an opportunity for a workshop organizer to contribute meaningful information to his/her col- leagues, thereby contributing to the betterment of the entire AAFS.
- The financial support by an outside entity will be acknowledged if the entity made a significant contribution in producing the workshop. The entity will be acknowledged as a financial supporter in the *Advance Program*. The promoting of a specific product during the course of conducting a workshop by a financial support is not permissible. The revenue generated from the conducting of a workshop during the AAFS annual meeting is considered AAFS income. The distribution of

income to any source other than an AAFS section or the Forensic Sciences Foundation Endowment Fund is prohibited unless approval has been requested and received by the Board of Directors.

- Projected total income to be earned from all workshops shall be determined annually by the Executive Committee during its interim meeting. A concerted effort shall be made to minimize the expenses incurred from conducting a workshop while maximizing the revenue generated without jeopardizing a quality presentation.

#### **3.1.3.4.1.2.2. Section Income Generated From Workshops:**

- If information presented during a workshop is targeted for primarily one or two professions represented by sections of the AAFS, those designated sections will receive a percentage of the revenue generated and allocated to the sections' operating budget. This percentage is determined by the cost of the workshop, the level of financial support committed to the AAFS, if any. The method for determining income earned by a section is as follows:
  - If one (1) or two (2) sections are sponsoring a workshop and financial support is obtained to underwrite 100 percent of the expenses of that workshop, then 60 percent of the net revenue belongs to the AAFS and 40 percent belongs to the section(s). If more than two sections sponsor a workshop, the target audience is considered to be "the AAFS in general" and all net revenue generated from the workshop belongs to the AAFS.
  - If workshop organizers are successful in obtaining financial support to underwrite 50 percent or more of the expenses, then 75 percent of the net revenue generated belongs to the AAFS and 25 percent belongs to the section.
  - If workshop organizers are successful in obtaining financial support to underwrite up to 50 percent of the expenses, then 90 percent of the net revenue generated belongs to the AAFS and 10 percent, not to exceed \$10 per attendee, belongs to the section.
  - Workshop income generated by a section is allocated during the next fiscal year. For example, if a workshop is conducted in 1995 and income was requested by the section chair to be returned to the section, the income will be allocated during the fiscal year of 1996.
  - Requests that are received from workshop chairs that result in unnecessary expenses after the fee is set shall result in reduced income to the section. Examples of unnecessary expenses are T-shirts, mouse pads, lunch for participants, extensive refreshment breaks, etc.

#### **3.1.3.4.1.3. Workshop Expenses** (SEE SECTION 3.1.6.)

**3.1.3.4.1.4. Workshop Restrictions**

- The section may implement registration restrictions for section-sponsored workshops in order to meet the continuing education needs of AAFS members. This restriction may apply until January 15 prior to the annual meeting. (Board of Directors, February 13, 1995)
- Workshops must be chaired by a chair and co-chair who are members of AAFS.
- The AAFS has the sole authority to cancel a workshop. The primary factors which must be determined prior to cancellation are projected attendance and income generation. Other factors may include: (a) availability of the speakers, (b) space at the conference facility, and (c) withdrawal of previously committed financial support fees.
- Workshop Chairs may impose workshop prerequisites. However, restricting access to a workshop because these prerequisites have not been satisfied is prohibited.
- The above guideline must appear on the Workshop Proposal Form.

**3.1.3.4.2 Breakfast Seminars and Academy-Wide Luncheons**

- A Breakfast Seminar Chair and Luncheons Chair will be designated separately from the Workshop Chair and will review all abstracts submitted for breakfast and luncheon seminar presentations. Breakfast and Luncheon Chairs are two separate positions appointed by the incoming President. Breakfast and Luncheon Seminars are not considered income-generating functions. The registration cost for attending a breakfast or luncheon seminar is established by staff to cover the food and beverage expense assessed by the hosting property. Additionally, if possible, the cost of audio-visual expenses may be calculated and included in the breakfast seminar registration fee to cover this direct expense as well. No funds are reverted to a “sponsoring” section since breakfast and luncheon seminars are not income-generating functions. Breakfast and luncheon seminars are considered to be cross-sectional, multidisciplinary, and light in technical content.  
(Executive Committee, July 31, 1993)
- Because breakfast and luncheon seminars are not income-generating functions, breakfast and luncheon seminar chairs are strongly encouraged to utilize the expertise of AAFS members to avoid additional expenses having to be reimbursed to non-member presenters.
- Breakfast and luncheon seminars are attended by pre-registration only.
- Breakfast and luncheon seminars must be chaired by a chair and co-chair who are members of AAFS.
- For the policy on expenses see section 3.1.6.

**3.1.3.4.3. Interdisciplinary Symposium (IS)**

An Interdisciplinary Symposium (IS) may be conducted during the AAFS annual meeting with a pre-registration fee determined by the Executive Committee. Attendance at the IS is by pre-registration only. For the policy on expenses see section 3.1.6.4.

**3.1.3.4.3.1. Coordination of Multidisciplinary Section Sessions** Multidisciplinary section sessions must be coordinated with AAFS staff centrally to ensure early completion of required planning and space availability based on first-come, first served. Sections must inform the AAFS office as soon as two or more have determined that a multidisciplinary session is being developed. Once space availability has been determined, AAFS staff will inform the section program chairs.

**3.1.3.5. Non-Smoking Policy**

It is the policy of the American Academy of Forensic Sciences that all of its meetings are conducted in a smoke-free environment. There is no smoking permitted in any of the meeting room spaces.

**3.1.3.6. Official Presentations**

The AAFS will not provide facilities for program items or presentations that are not in the printed program. Only presentations that are approved by the Program Committee are allowed by the AAFS during its annual meeting. (Board of Directors, February 23, 1991)

**3.1.3.7. Meeting Registration Entitlements**

A full registration entitles any meeting registrant to attend all scientific programs presented by any section provided that any monetary obligations are met where applicable, to include Last Word Society and Bring Your Own Slides. Workshops, breakfast seminars, luncheon seminars, Interdisciplinary Symposium, and the Young Forensic Scientists Forum require registration fees in addition to the basic meeting registration fee.

**3.1.3.8. Posting of Meeting Registrants**

A list of AAFS annual meeting registrants will be posted in the AAFS registration meeting area. (Board of Directors, February 18, 1995)

**3.1.3.9. Audio/Video Taping**

It is the policy of the American Academy of Forensic Sciences that video and/or audio taping of any sessions or parts thereof is not permitted without prior approval, in writing, from the American Academy of Forensic Sciences.

**3.1.3.10. Book Signing Opportunities**

It is the policy of the American Academy of Forensic Sciences to provide opportunities to presenting authors to showcase recently published books during the annual meeting. The author will be expected to present at a breakfast, luncheon, or other special session with the book signing immediately following the event. The AAFS will arrange for the purchase and sale of the featured book(s). All sales of the book onsite will be made through the AAFS Sales Desk during the meeting week and all revenue as a result of sales will be donated to the Forensic Sciences Foundation, Inc. Unless otherwise instructed by the author, the donation will be made as an unrestricted grant.

**3.1.3.11. Press Policy**

It is the policy of the American Academy of Forensic Sciences to allow accredited members of the press to audit scientific sessions during the annual meeting.

Complimentary press passes will be issued at the AAFS on-site registration desk. Members of the press are required to provide evidence of accreditation in the form of a valid press badge or other verifiable proof.

Press personnel attending special functions (e.g., workshops, breakfast seminars, luncheons, etc.) are required to pre-register and to pay the fees designated for special sessions.

No audio or video taping is permitted without prior written approval from AAFS. AAFS will take the following steps should press violate any part of the Press Policy:

- Press/Reporter will delete or relinquish any audio and/or video recordings to AAFS.
- Press/Reporter will relinquish the AAFS-issued press pass.
- Press/Reporter will be escorted from the premises and will not be permitted to return for the duration of the meeting.
- Should the Press/Reporter violate the Press Policy a second time, no future press passes will be issued to that individual or company he/she represents.

**3.1.3.12. Employment Forum and University Fair****3.1.3.12.1. Employment Forum**

An Employment Forum (forum) may be held during the AAFS annual meeting, schedule to be determined by staff. The forum is designed to provide a means for potential employers and employees to meet and exchange information.

Notice of the forum will be placed periodically on the AAFS website. Additionally, emails will be sent to all companies listing job opportunities in the AAFS Employment Opportunities section of the AAFS website. Interested employers will be asked to contact the AAFS staff office to reserve space for the forum.

Each participating employer will be assigned space and provided with a 4' x 8' poster board and table. Space is granted on a first-come, first-served basis. Number of spaces is determined by the floor plan approved by the Fire Marshal. Representatives of the participating employers must be present during the fair.

**3.1.3.12.2. University Fair**

A University Fair (fair) may be held during the AAFS annual meeting, schedule to be determined by staff. The fair is designed to provide a means for FEPAC-accredited universities and colleges to share their educational programs. Emails will be sent to universities and colleges with FEPAC-accredited programs listed on the AAFS website.

Each participating program will be assigned space and provided with a 4' x 8' poster board and table. Participation is limited to FEPAC-accredited programs and is granted on a first-come, first-served basis. Number of spaces is

determined by the floor plan approved by the Fire Marshal.

Representatives of the participating universities and colleges must be present during the fair. (Executive Committee, July 26, 2013)

**3.1.3.13. Official Language of AAFS Meetings**

English is the official language of the AAFS and its meetings; neither oral nor written translations are provided.

**3.1.3.14. Simultaneous Translators**

It is the policy of the American Academy of Forensic Sciences to allow simultaneous translators complimentary access as needed in scientific sessions during the annual meeting. Pre-registration is required and complimentary passes will be issued at the AAFS on-site registration desk. Basic professional translator guidelines should be used to ensure quality service to the attendee/client and avoid disturbing or distracting other attendees in the room.

- The simultaneous translator will use wireless equipment and position him/herself in the back of the room in order to minimize interruption to speakers and surrounding attendees.
- The simultaneous translator will keep his/her headset volume at which the speaker can be understood.
- The simultaneous translator will deliver interpretation at a low speaking volume.
- Mobile or cell phones are to be turned off to avoid interference with the interpreter's equipment.

**3.1.3.15. Copyright Policy for Workshops and Special Sessions**

Presenters shall warrant that their presentation(s) and any other material submitted for handouts are original work(s); or, if not the original work of the presenter, that correct attribution(s) will be given for any work presented that is the work of another. Presenters shall further warrant that no written material will be distributed at their presentations in AAFS Workshop(s) or Special Sessions that is subject to copyright restrictions, license, or non-disclosure agreement(s) held by a person or person(s) other than the presenter, unless written permission from such person or persons has been received. The presenters shall agree to provide any applicable permission agreements for the use of materials subject to copyright license, or non-disclosure agreement and to indemnify the AAFS against any liability or costs incurred as the result of a breach of this warranty.

**3.1.3.16. Registrant Minimum Age**

Registrants and presenters at the AAFS Annual Meeting must be at least 18 years old at the time of the meeting.

**3.1.3.17. Designated Safe Person**

The executive director will provide to the membership the name and contact of a "Safe" person for the annual meeting. This person can be contacted should a member be subjected to an unsafe situation or one in which they are being harassed. The safe person can provide information such as a local law enforcement number, hotel security number, or, if needed, information on local counseling services.

**3.1.4. PUBLICATION RIGHTS**

Policy Concerning Publication of Papers Presented at the annual meeting:

The *Journal of Forensic Sciences* encourages authors to submit previously unpublished reports and papers presented at the annual meeting. Manuscripts should be sent to:

Michael A. Peat, PhD, Editor  
*Journal of Forensic Sciences*  
6700 Woodlands Parkway, Suite 230-308  
The Woodlands, TX 77381  
Phone/Fax: (281) 419-6236  
jfs.editor@att.net

Authors are encouraged to submit their manuscripts electronically via Manuscript Central at <http://mc.manuscriptcentral.com/jofs>.

**3.1.5. CERTIFICATES FOR PRESENTERS**

Certificates of Participation will be provided to presenting authors at the annual meeting. (Executive Committee, July 31, 1993)

**3.1.6. MEETING EXPENSES****3.1.6.1. Self Supporting**

The annual meeting of the AAFS should be totally supported by the fees generated by the annual meeting. Annual membership dues will not be used to subsidize the meeting. (Executive Committee, August 9-10, 1986)

**3.1.6.2. Honoraria to Members is Precluded**

AAFS precludes the payment of an honorarium to a member of the AAFS to participate in the program.

**3.1.6.3. Meeting Expenses of AAFS Officials**

If a Board of Directors Meeting is held prior to the opening reception or after the close of the scientific sessions, directors will receive subsistence reimbursement for reasonable expenses incurred during those periods for hotel accommodations booked in the AAFS contracted hotel(s). Breakfast and lunch are provided during the board meeting preceding the annual meeting.

The following individuals will be provided with rooms as indicated: **President**—suite for the period commencing one day prior to the start of any official activities and ending one day after the completion of any official activities. **President-Elect**—suite, as per “President,” above. **Editor of the Journal**—standard room (duration of the meeting).

The AAFS will pay transportation expenses to the annual meeting for the President, President-Elect, and Editor of the *Journal of Forensic Sciences*.

The AAFS will reimburse transportation and subsistence expenses incurred in conjunction with an authorized interim meeting of any committee or group. (Executive Committee, December 1972, modified August 14, 1980, modified February 22, 2014, by the Board of Directors)

Transportation expenses of the AAFS Executive Committee members, the AAFS staff, and others at the discretion of the AAFS President may be reimbursed at the Business Class rate when traveling on official AAFS business.

(Board of Directors, February 22, 2014)

It is AAFS policy to budget funds for a bar set-up in the President's Suite upon the President's arrival at the annual meeting, and for one refresher of the bar set-up mid-week. This same policy is applicable for the President-Elect.

#### **3.1.6.4. Member and Non-Member Reimbursable Expenses**

- **MEMBER PRESENTER EXPENSES:** AAFS Members conducting Special Sessions will be reimbursed only for their "unusual" workshop expenses (i.e., expenses related to the reproduction of handouts).  
(Mgmt. Subcomm., August 10-11, 1984)
- **NON-MEMBER PRESENTER/CHAIR EXPENSES:** (Board of Directors 2003)
- The expenses of non-AAFS member Special Session presenters (workshops, seminars, luncheons, plenary) and/or chairs may be reimbursed if requested on the proposal form. These expenses should be identified prior to the Treasurer setting any fees. If requested, the Academy will pay for hotel room nights of a non-member presenter on the following schedule:
  - Half-Day Workshop – 1 Night
  - Full-Day Workshop – 2 Nights
  - Two-Day Workshop – 3 Nights
- Airfare will be reimbursed at the coach rate and must be reserved at a minimum of 21 days prior to travel to afford the lowest possible airfare. Any deviation resulting in a higher airfare will result in the difference being subtracted from potential section revenue. The AAFS office shall make all travel and hotel arrangements for non-member presenters. Reimbursement of travel expenses will be made at coach rate only, and reimbursement of hotel accommodations will be based on the convention rate of a single room.
- If requested, per diem shall be reimbursed at the approved AAFS per diem rate based on the following schedule:
  - Half-Day Workshop – 1 Day
  - Full-Day Workshop – 2 Days
  - Two-Day Workshop – 3 Days
- Non-member presenters in Special Session functions (breakfasts, luncheons, workshops, IS, and YFSF) will have the basic annual meeting registration fee waived. Members presenting in Special Session functions shall be registered for the special session at no charge.
- Each section shall be allowed to offer up to two complimentary meeting registrations to non-member speakers who are invited to present during the sections' scientific sessions.  
(Executive Committee, August 3, 2007)

#### **3.1.6.5. Audio-Visual Expenses**

The AAFS will provide standard audio-visual equipment for section scientific sessions. Any expense for special equipment, extra labor costs, etc., will be borne by the section and must be approved by that section's chair. (Executive Committee, August 9-10, 1986)

## SAMPLE MEMORANDUM

DATE: July 30, 2004  
TO: Section Program Chair  
FROM: AAFS Treasurer  
SUBJECT: Meeting Audio-Visual Requirements

Expenses for audio-visual equipment used during the annual meeting have increased more than substantially. To contain costs, the AAFS will provide only the following equipment to each section during the meeting:

1. lighted lecterns;
2. microphones appropriate for the size of the room;
3. appropriate sized screen (two if necessary);
4. the first LCD projector in one day; and
5. the first laptop/computer in one day (if requested)

NOTE: AAFS will pay one-half the cost for the second LCD projector in one day, and AAFS will pay 25% for any subsequent LCD projectors in one day.

Costs for ANY other equipment such as 35mm or overhead projectors, video projection, video monitors, projectionist, tape recorders, timers, extra labor (incurred due to complex audio-visual requirements), second laptop computer will be borne by the section.

If additional equipment is requested by a section's presenters, approval will be required prior to the meeting by the section chair. A letter detailing additional audio-visual costs will be sent to your section chair in December, requesting his/her approval.

**3.1.6.6. Promotion of Meeting**

The Board of Directors has determined that funding for a public relations professional is necessary for adequate publicity of the annual meeting. A budget allocation will be reviewed on an annual basis.  
(Board of Directors, February 13, 1995)

**3.1.7. EXHIBIT SPACE**

Requests for complimentary exhibit space will be considered by the Executive Director on a case-by-case basis. (Executive Committee, July 26, 2013)

Free display space in meeting areas outside the Exhibit Area may be granted to related forensic sciences membership organizations at the discretion of the Executive Director. Location and size for displays will be determined by the Executive Director.  
(Mgmt. Subcomm., July 1982)

**3.1.7.1. Exhibitor Activities**

AAFS policy prohibits exhibitors from scheduling activities that conflict with the AAFS program schedule. All activities are restricted to the headquarter property or properties assigned at the discretion of AAFS. Properties selected will be conveniently located near the headquarter property where the AAFS Annual Scientific Meeting will be held.

The AAFS welcomes the opportunity to afford exhibitors appropriate forums in which to promote their products that do not conflict with the AAFS program schedule. Slight overlap will be considered on a case-by-case basis.

The following is a summary of the AAFS program schedule:

Monday	8:30 a.m. – 5:30 p.m.
Tuesday	7:00 a.m. – 5:30 p.m.
Wednesday	7:00 a.m. – 5:30 p.m. (No exceptions)
Thursday	7:00 a.m. – 5:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday	7:00 a.m. – 1:00 p.m.

The exhibitor will be held responsible for any room usage charge, if applicable, as well as special need charges (e.g., catering and audio-visual equipment).

All promotion or notification of the activity is the responsibility of the exhibitor. AAFS will provide appropriate signage to identify events onsite. The exhibitor may place a larger poster-type notice at the door of the function, but only during the scheduled time of the function. Poster boards found scattered throughout the property, not previously approved by AAFS, will be removed.

Should an exhibitor refuse to conform to the above requirements, the following restrictions will be imposed:

1. The exhibitor will not be allowed space in the AAFS exhibit hall to advertise or network with meeting attendees.
2. The exhibitor will not be allowed to provide promotional material into the AAFS attendee package available to all meeting registrants.
3. The exhibitor will not be allowed “door drops” at the hotels contracted by the AAFS for meeting attendees.
4. The exhibitor will not be allowed to participate in the scientific sessions.
5. The exhibitor will not have access to the AAFS mailing list to promote their products at future meetings.
6. Repeat offenders will not be allowed to exhibit at future AAFS meetings.

### **3.1.8. CONTINUING EDUCATION**

#### **3.1.8.1. Continuing Education, User Cost**

The Executive Director is authorized and directed to assess an administrative fee for the costs of acquiring credit to individuals applying for such credit during the AAFS annual meeting for continuing medical education and continuing legal education. (Executive Committee, February 16, 1981)

#### **3.1.8.2. Continuing Education Credits, Paying Registrants Only**

An individual must be a registered attendee at an AAFS annual meeting in order to obtain continuing education credits. Those who received a “complimentary” or “volunteer” registration are eligible to register for continuing education credit.

Those who received an “accompanying spouse” registration or “complimentary exhibitor” registration are not eligible to register for continuing education credit.

**3.1.8.3. Continuing Medical Education Accreditation**

The American Academy of Forensic Sciences assumes the responsibility for maintaining Accreditation Council on Continuing Medical Education (ACCME) accreditation to offer AMA PRA Category 1 Credits.

**3.1.8.4. Policy on Conflicts of Interest, Abstracts, and Presentations**

Presentations at AAFS Annual Scientific Meetings and corresponding abstracts must be formulated to promote education and to elevate accuracy, precision, and specificity in the forensic sciences. Presentations or abstracts which solely promote a commercial product, company, entity, or service will not be allowed at the AAFS Annual Scientific Meetings. Presentations by commercial entities shall be limited to the science and not be an advertisement or promotion of their product over that of a competitor. Any abstract or presentation that is perceived by a Section Program Chair or the Academy Meeting Program Chair as a product endorsement will not be approved for presentation at the meeting. A presentation given at a meeting that, in the opinion of the Section Program Chair or the Academy Meeting Program Chair, is a product endorsement may result in the presenter and corresponding company being barred from making presentations at future AAFS meetings.

Providers of continuing education are responsible for collecting information from its faculty (speakers), planners (program committees), and managers (staff) of CME/CE content and resolving any Conflicts of Interest (COI) prior to the commencement of the CME/CE activity. The intent of the COI resolution process is to ensure that provider, faculty, and planner financial relationships with commercial interests and resultant loyalties do not supersede the public interest in the design and delivery of CME/CE activities for the profession. It is the Academy's view that relevant commercial and financial relationships create actual conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the program regarding the products or services of that commercial interest.

Authors may submit and make presentations with specific references to non- health care-related products and services **without disclosure**; however, only in the context of describing a scientific methodology, case-related information, or the source of a sample (e.g., Dacron® fibers, Glock® rifling, 3M® tapes, Ford® Explorer®, explosive formulations, coating materials, etc.). It is appropriate for those products to be specifically identified since they are relevant to the scientific results or cases and these references are exempted from the disclosure requirement.

Exceptions to the "requirement to disclose" pertain to the discussion of health care-related products and services by speakers employed by the same entity as well as the discussion of all pharmaceutical products. Trade and commercial names of pharmaceuticals are prohibited in both abstracts and presentations, and only the generic product name can be used. As an example, pharmaceuticals such as *Ambien*® must be changed to its generic designation of *zolpidem* in all references.

AAFS reserves the right to remove/change commercial references not properly disclosed by the author. Development of AAFS's COI resolution mechanism will be reviewed and approved by the AAFS Policy and Procedure Committee.

**3.1.9. REGISTRATION EXCEPTIONS**

Individuals attending the annual meeting must pay the designated basic registration fee with the following exceptions:

- AAFS President and President-Elect
- *JFS* Editor
- Invited Guests
- Accredited Members of the Press
- Spouses of Registered Participants

NOTE: An “accompanying spouse” registration is available for an additional fee. This reduced fee is intended for spouses, family members, or other traveling companions who are not members of the forensic science or legal community and cannot be used for colleagues, students, or interns. The “accompanying spouse” is not eligible to register for continuing education credit.

- Retired Fellows
- Non-member exhibitors (three complimentary registrations per exhibiting company)  
NOTE: It is AAFS policy that members who exhibit at the annual meeting must pay the meeting registration fee, if the exhibitor wishes to receive continuing education credit or count the meeting attendance toward fulfilling a requirement for membership promotion. (Board of Directors, February 19, 2001)

International Association of Identification (IAI) members in good standing, who are not also members of the AAFS, shall be allowed to register and attend the AAFS annual meeting at AAFS member rates. (Board of Directors, February 9, 1998)

Association of Firearm and Tool Mark Examiners (AFTE) members in good standing, who are not also members of the AAFS, shall be allowed to register AND attend the AAFS annual meeting at AAFS member rates. (Board of Directors, February 21, 2005)

International Association of Arson Investigators (IAAI) members in good standing, who are not also members of the AAFS, shall be allowed to register and attend the AAFS annual meeting at AAFS member rates. (Executive Committee, August 2017)

All individuals attending the annual meeting must pay the fees designated for special functions (e.g., workshops, breakfast seminars, luncheons, etc.).

**3.1.10. ANNUAL BUSINESS MEETING OF THE MEMBERS****3.1.10.1. Basic Authority for Annual Business Meeting**

There shall be an annual meeting of the members of the Academy during the month of February, unless otherwise ordered by the Board of Directors. It will meet at a specific time and place selected by the Board. At the annual meeting there shall be a scientific program, the administration of membership matters, the election of officers, and the transaction of such business as may be necessary.

Notice of such meeting shall be provided to all members ten (10) to fifty (50) days prior to the meeting. Other meetings of the members may be called at the discretion of the Board of Directors.

**3.1.10.2. Quorums and Voting****QUORUM:**

At the Annual Business Meeting of the Academy and at Section Business Meetings, a quorum shall consist of twenty-five (25) percent of the total number of voting members registered at the annual Academy meeting.

At all Board of Directors and AAFS committee meetings, a quorum shall consist of seventy (70) percent of that body's members.

**VOTING:**

Only Fellows, Members, Retired Fellows, and Retired Members shall be eligible to vote on AAFS matters and only Fellows, Members, Retired Fellows, and Retired Members of a section shall be eligible to vote on matters pertaining to that section; members may not vote on matters concerning their own promotion, nor may any accused parties vote on matters concerning their ethical conduct.

At all Board of Directors meetings, each director shall be entitled to one (1) vote. Voting by USPS mail shall be permitted. A unanimous vote of the Board of Directors shall be required to take action by USPS mail. Such action taken shall be effective when all Board members have voted unless the action specifies a different effective date. Email and other electronic voting shall be conducted as a usual vote and not as that of a mail vote. A vote to remove a Board member shall not be conducted by mail or email. In the event the offices of Secretary and Treasurer are held by one Fellow, that individual shall have one vote on the Board of Directors.

To approve amendments to the AAFS Bylaws, a three-fourths (3/4) vote at the annual business meeting of the AAFS must be obtained.

To overturn a Board action on removal from office matters, a two-thirds (2/3) vote at the annual business meeting of the AAFS must be obtained.

To overturn a Board action on an Ethics Case, a three-fourths (3/4) vote at the annual business meeting of the AAFS must be obtained.

For other motions at the annual business meeting, at special meetings, at Board or any committee meeting, a majority in favor of the motion must be obtained.

**CUMULATIVE and PROXY VOTING:**

Neither cumulative nor proxy voting is permitted in the Academy.

**3.1.11. SECTION BUSINESS MEETINGS**

Sections shall hold scientific sessions as well as a business meeting at each annual meeting of the AAFS. All classes of members shall be eligible to register and attend the business meetings of their respective sections.

Section business meetings are held immediately prior to the AAFS Annual Business Meeting to allow sections to discuss matters to come before the membership at the AAFS Annual Business Meeting as well as to review the following:

- Election of section chair and secretary,
- Election of section representative on Board of Directors, if applicable,

- Selection of section program chair for the next annual meeting,
- Change in membership or promotion requirements,
- Committee reports, if any,
- Presentation to and/or selection of section award honorees, if applicable.

Other matters typically on a section meeting agenda:

- To appoint committees, discuss section finances, etc.,
- To consider other member business,
- To consider professional issues.

Following the section business meetings, a list of new section officers, Board representatives, etc., must be provided to AAFS staff as soon as possible for inclusion in announcements by the President during the annual business meeting of the members.

## **3.2. BOARD OF DIRECTORS' MEETING**

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### **3.2.1. BASIC AUTHORITY TO HOLD**

The Annual Meeting of the Board of Directors shall be held prior to the Annual Business Meeting of the members. Special meetings of the Board of Directors may be called at any time by the President or by a majority of the Board members upon notification to the AAFS Secretary of the time, place, and purpose of the meeting.

### **3.2.2. OPEN MEETINGS**

The meetings of the Executive Committee and Board of Directors shall be open to all Members and Fellows except on those matters ruled "in executive session" by the President.  
(Executive Committee, February 12, 1985)

### **3.2.3. AFFILIATION WITH FORENSIC SCIENCES FOUNDATION**

The Forensic Sciences Foundation, Inc., is an official affiliate foundation.  
(AAFS Annual Business Meeting, February 21, 1973)

Following are excerpts from the FSF Bylaws that place responsibilities on AAFS:

FSF Certificate of Incorporation and bylaws states that "The Foundation shall have one class of Members which shall be comprised entirely of the Fellows of the American Academy of Forensic Sciences, Inc., who have been elected to office and are currently serving as members of the AAFS Board of Directors." (FSF Bylaws, Article III., Section 1)

- **FSF MEMBERS**

The members shall be AAFS Fellows serving on the AAFS Board of Directors.  
(FSF Bylaws, Article III., Section 1)

- **ANNUAL MEETING OF FSF MEMBERS**

Called by the "Presiding Officer of the Members." (FSF Bylaws, Article IV., Section 1)  
Traditionally, the annual meeting of the FSF Members has been held during the conduct of the AAFS Board of Directors' Meeting as a matter of convenience and cost saving.

- **PRESIDING OFFICER**

The President of the AAFS shall serve as the Presiding Officer. (FSF Bylaws, Article V., Section 1)

- **NOMINATING COMMITTEE**

The Presiding Officer, with the consent of the Members of the Foundation, shall appoint a Nominating Committee not less than three (3) or more than six (6) months prior to the annual meeting of Members. The committee shall consist of five members selected from among the members, to serve from the date of appointment until the conclusion of the members' annual meeting at which its slate of candidate Trustees is presented. (FSF Bylaws, Article V., Section 4, a.2.)

The Nominating Committee shall recommend to the Members a slate of candidates to serve as Trustees of the Foundation. (FSF Bylaws, Article V., Section 4, a.1.)

### **3.3. EXECUTIVE COMMITTEE MEETINGS**

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#### **3.3.1. BASIC AUTHORITY TO HOLD EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet prior to the Annual Meeting of the Board of Directors and at least once between annual board meetings at the call of the President.

#### **3.3.2. LIMITATIONS**

The Executive Committee cannot make final decisions on the change of an approved meeting site. It cannot fire the Executive Director. It cannot take final action on membership matters and it cannot raise the annual dues rate. It will make a full report to the Board of Directors on its deliberations. (Mgmt. Subcomm., July 15-17, 1982)

#### **3.3.3. APPROVAL OF EXECUTIVE COMMITTEE ACTIONS**

The Board of Directors shall have an Executive Committee empowered to act for and on behalf of the Board on matters that require urgent action between meetings of the Board and to accomplish other specifically assigned tasks. Action taken by the Executive Committee shall be reported to the full Board of Directors, as soon as practical, but not more than thirty (30) days after the meeting; shall be subject to review and ratification by the Board; and shall be recorded in the Board minutes.

The Executive Committee shall consist of eight (8) members of the Board of Directors: President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, and two directors to be elected annually by the full Board as their representatives on the Executive Committee. The directors shall also elect one (1) alternate member to the Executive Committee to serve as a replacement for any absent director. The three (3) directors elected as members and alternate members shall be from AAFS sections not represented by the AAFS officer member.

### **3.4. MINUTES**

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#### **3.4.1. PREPARATION OF MINUTES**

In accordance with the AAFS Bylaws, Article IV., Section 8, the Secretary and Assistant Secretary, or designee are responsible for the preparation and distribution of Board of Directors, Executive Committee, and Annual Business Meeting Minutes. Minutes shall be drafted and presented as soon as practical and not less than 14 days prior to the next scheduled meeting of the Board of Directors or Executive Committee.

#### **3.4.2. SECTION MEETING MINUTES**

After the conclusion of the annual meeting, each section secretary must submit a copy of the section business meeting minutes to the AAFS office by April 1.

#### **3.4.3. EDITORIAL CHANGES**

Non-substantive editorial changes (e.g., grammar, spelling, typographical errors, punctuation, etc.) in the minutes, *Policy and Procedure Manual*, and the AAFS Bylaws can be performed by the AAFS staff without the approval of the Board of Directors.

### 3.5. FORENSIC SCIENCE EDUCATIONAL CONFERENCES (FSEC) PROTOCOL

(approved by the AAFS Board of Directors, February 2004)

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#### 3.5.1. DESCRIPTION

At the February 2001 American Academy of Forensic Sciences Annual Meeting in Seattle, WA, the newly elected president, Mary Fran Ernst, launched the 2001 AAFS Education Initiative, a project that provides mentoring services by AAFS members to math and sciences teachers nationwide. The Board of Directors and the Forensic Sciences Foundation enthusiastically supported the initiative. President Ernst was given Board approval to pursue alliances with middle and high school teachers to assist them in producing more sciences savvy students. An outgrowth of the education initiative is the Forensic Science Educational Conference (FSEC), which promotes the following mission:

*The goal of the FSEC—an outreach initiative of the AAFS—is to increase science teachers’ knowledge of the forensic sciences by providing them the background to enrich and/or to develop challenging, innovative curricula.*

#### 3.5.2. PROTOCOL

An AAFS member wishing to host an FSEC must submit a request to the AAFS Outreach & Development Coordinator, who will, in turn, make the request to the AAFS President and Board of Directors. The decision of sites and dates of FSECs rests with the Board. A member wishing to conduct a Forensic Science Educational Conference under the sponsorship of the AAFS should review the following.

**3.5.2.1.** The formula that has worked heretofore (at the first three conferences in 2002 and 2003: FSEC/STL, FSEC/NYC, and FSEC/UTA) consists of:

**3.5.2.1.1.** A three-day conference that provides cutting-edge forensic science knowledge and expert assistance to middle and high school science teachers, with special attention to the applicability in a secondary school lab environment.

**3.5.2.1.2.** The program of the conference includes lectures, roundtables, and hands-on workshops presented by AAFS forensic scientists from a variety of disciplines.  
**Partner 1: The AAFS.**

**3.5.2.1.3.** The setting for the FSEC is a major institution of higher education, preferably with a forensic sciences program in place and under the direction of an AAFS Fellow/Member. **Partner 2: University/College.**

**3.5.2.1.4.** Financial support from an outside source (Court TV, The Saigh Foundation, a combination of sponsors, etc.) is required to promote the FSEC. **Partner 3: Funding Sponsor.**

**3.5.3. OUTREACH & DEVELOPMENT COORDINATOR RESPONSIBILITIES**

The AAFS Outreach & Development Coordinator is assigned the responsibility of coordination of the FSEC. Those responsibilities include:

- Promotion of the FSEC to AAFS members
- Determination of appropriate sites for the FSEC
- Orientation (organizational meeting) of the FSEC
- Assisting AAFS member (oversight director of the FSEC) in all phases of the event
- Promotion and publicity of the FSEC both within the AAFS and externally
- Processing and approval of applications from middle and high school teachers
- Communications with applicants and all participating in the development and implementation of the FSEC
- Establishment of a budget consistent with the goals of the FSEC
- Receiving registration fees from paying attendees to the FSEC
- Accounting for all expenses relating to the FSEC
- Documentation of the FSEC (text, CDs, videos, photographs, etc.) to the Executive Director and to the Board of Directors
- Other tasks as required

### **3.6. AAFS INTERNATIONAL EDUCATIONAL OUTREACH PROTOCOL**

(approved by the Board of Directors, July 2008)

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#### **3.6.1. BACKGROUND**

For more than 30 years, the American Academy of Forensic Sciences has fostered international travel and professional exchange. From the first trip in 1986 under the auspices of the “People to People” tours to the People’s Republic of China, followed by three more “People to People” trips organized and conducted in 1988 (USSR), in 1992 (a return to China), and then in 1994 (to the new independent country of Russia), the Academy established a worthwhile model.

Over the next decade, the AAFS International Liaisons encouraged Academy members to attend the many worldwide forensic science conferences, especially those hosted by the International Association of Forensic Sciences. In 2001, the Board of Directors authorized the staff position of Outreach & Development Coordinator, and international travel/development was included in the job description.

It was determined that as itineraries for international travel were developed, the Outreach & Development Coordinator should promote tours with activities that relate specifically to the forensic sciences. The first one of these came about in April 2005 when AAFS President Edmund R. Donoghue led a delegation of Academy members and spouses to the three South American capital cities of Bogotá, Santiago, and Buenos Aires.

#### **3.6.2. OBJECTIVE**

The objective of AAFS international travel is to provide opportunities to Academy members: (1) to meet with forensic science colleagues, (2) to participate whenever possible in major international forensic science meetings, (3) to visit laboratories as appropriate, and, at the same time, (4) to experience the rich heritages and cultures of the peoples and lands to be visited.

#### **3.6.3. PROTOCOL**

AAFS international travel is an exclusive activity of the current AAFS President. Preparation for the travel will begin during the president-elect year.

1. The Board of Directors, after consultation with the Outreach & Development Coordinator, will announce a country or countries to visit during the President-Elect’s tenure as President.
2. Due consideration shall be given to international forensic science meetings or conferences that will attract tour participants. There will be times when an AAFS travel cannot be coordinated in conjunction with an international meeting or conference. Emphasis will then be placed on “off season” travel opportunities to keep the fee as reasonable as possible while continuing to meet the objective describe above.
3. An AAFS budget line item is included each fiscal year: (a) to fund pre-planning travel, if needed, to the site or sites for the President-Elect, the Outreach & Development Coordinator, and other designated staff person(s) when appropriate, in order to complete the tour itinerary and to determine forensic visits and/or meetings; and (b) to pay the travel costs for the president and appropriate staff to participate in the international tour.

4. The Outreach & Development Coordinator, or designated staff person(s), shall conduct site visits prior to written commitments, such as the negotiation of hotel agreements.
5. The Outreach & Development Coordinator is responsible for the development of the travel itinerary, establishment of the tour costs per person, promotion of the tour, enrollment of participants, hosting a tour meeting at the AAFS annual meeting, and the on-site coordination of the tour itself. The Outreach & Development Coordinator shall strive to ensure that the costs of the tour and all pre-travel planning activities are covered by the monies collected from the participants.
6. The Outreach & Development Coordinator, or designated staff person(s), will coordinate the daily activities of the educational outreach travel.

#### **3.6.4. OUTREACH & DEVELOPMENT COORDINATOR RESPONSIBILITIES**

With input from both the President-Elect and Executive Director, the Outreach & Development Coordinator will coordinate the following:

- Forensic science visits and/or meetings
- Hotels
- Guides
- Sightseeing
- Transportation
- Other tasks that may relate to the logistics of the tour

## 4. FINANCIAL MANAGEMENT

### 4.1. BUDGET

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#### 4.1.1. BUDGET PREPARATION

The fiscal year of the AAFS is July 1-June 30. The annual budget shall be calculated on the basis of the fiscal year. The Executive Director and the Treasurer will prepare the budget.

The proposed budget will be distributed to the Finance Committee for review and comment prior to the interim meeting of the Executive Committee.

The Executive Committee shall approve the budget at its interim meeting. The approved budget will be distributed to the Board of Directors within 60 days following the meeting.

##### 4.1.1.1. Basic Authority/Responsibility

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

May-June	First draft budget prepared by Treasurer and Executive Director Distribute first draft to Finance Committee
August	Approval by Executive Committee
August	Distribute to Board of Directors

##### 4.1.1.2. Finance Committee

The American Academy of Forensic Sciences shall have a Finance Committee whose charge is to review the monthly financial statements, to continuously evaluate the financial health of the AAFS, to approve and update the AAFS investment objectives and goals as needed, to identify areas within the financial structure of the AAFS that may require a change in management practices, and to communicate with the Executive Director and President regarding issues of concern. An interim report is provided to the Executive Committee, and an annual report is provided to the Board of Directors by the Treasurer.

##### 4.1.1.3. Budget Variance Limitation

No expenditures for non-budgeted items valued at \$1,000 or more will be incurred without prior approval of the Executive Director. (Executive Committee, July 26, 2013)

The approved budget identifies reasonably proposed income projected expenditures. The budget amount should not be exceeded without formal approval. Such approval may be by vote at a meeting of the Board of Directors or the Executive Committee or at the direction of the President by written or telephone means.

**4.1.1.4. Bank Accounts**

The Treasurer and/or Executive Director are authorized to establish bank accounts on behalf of the Board of Directors. (Board of Directors, February 1989)

**4.1.1.5. Freedom Fund**

An interest-bearing account shall be established, entitled the AAFS Freedom Fund. Calculated on an annual basis, retroactive to 1987, ten (10) percent of AAFS net revenue shall be deposited into the Freedom Fund account. (Executive Committee, August 1992)

The Freedom Fund is designed to be a systematic savings mechanism with contributions to come from annual revenue over expenses, voluntary contributions from members, and contributions from AAFS Sections. The components of the Freedom Fund are:

1. In any fiscal year during which AAFS accrues funds in excess of expenditures, ten (10) percent of the annual accrual is placed in the Freedom Fund.
2. The Freedom Fund is a systematic savings program, whereby funds are set aside for long-term purposes (i.e., using the interest earned from the fund to either subsidize the on-going operations of AAFS, or for special projects that would otherwise have to be funded by dues increases, or not undertaken at all).

**4.1.1.6. Annual Certified Audit**

Under the direction of the Treasurer, an annual certified audit of the AAFS financial records shall be made by a licensed public accountant. Said audit report shall be delivered to each Fellow and Member of the AAFS 30-90 days prior to the AAFS Annual Business Meeting of the Members.

**4.1.1.7. Investment Objectives and Policies**

The Board of Directors shall have on record officially approved investment objectives and policies for the use of the management. The objectives and policies should be reviewed annually by the Finance Committee for appropriateness and recommendations; said recommendations should be forwarded to the Board of Directors for final consideration.

**4.1.1.8. Grants as a Source of Funding**

This policy is designed for the purpose of establishing internal controls over grant proposals and subsequent administration of grants for the American Academy of Forensic Sciences (February 2004). Additional information may be obtained from the AAFS Finance Manager.

1. Application Process
  - a. The proposed grant should be compared to the programs and vision of the American Academy of Forensic Sciences as established by the Board of Directors.
  - b. Board action will be required on all grants prior to acceptance on grants exceeding \$100,000.
  - c. All grants must be approved by the Executive Director prior to the submission of the application.
  - d. A copy of the application will be kept on file at the Academy office.
  - e. The Executive Director will delegate the application process with the grantor organization.
  - f. All funds will be received by the Academy office and disbursed in accordance with the grant and policies of the Academy.

2. Acceptance of the Grant
  - a. Direct notification and approval from the grantor organization to AAFS is required.
  - b. The approval will be compared to the original application for any discrepancies or other additional commitments and obligations.
  - c. All changes must be approved by the Executive Director.
3. Interim and Completion of the Grant
  - a. If the grant is expected to extend beyond one year, semi-annual reports on progress and budget/actual comparisons will be submitted to the Board or Executive Director.
  - b. If the grant duration is less than one year or at the completion term of a long-term grant, a final report is required that is to include:
    - i. The initial purpose of the grant,
    - ii. The results of the activity,
    - iii. The future and current impact the activity will have on forensic sciences;
    - iv. The final budget to actual comparison, and
    - v. The disposition of any excess funds.
  - c. The report will be filed with the Board of Directors, the grantor organization, and other vested individuals.

**4.1.2.****SECTIONS BUDGETS****1. BASIC AUTHORITY/RESPONSIBILITY**

Each section of the AAFS shall file a budget for each fiscal year to include all projected expenditures, by category. Budgets will be reviewed by the Treasurer and approved by the Executive Committee as part of the overall budget. Budget information will allow improved cash flow management. (Executive Committee, August 9-10, 1986)

A section's allocation will not be released to the section unless the section has submitted: (1) its minutes from the previous section business meeting in February, and (2) a detailed budget for review by the Executive Committee. No section expenses may be incurred unless a budget has been submitted and approved. (Executive Committee, August 1988)

Any section budget line item in excess of \$1,000 must be clearly explained unless it is an on-going activity. (Executive Committee, July 26, 2013)

**2. OVER EXPENDITURES**

Basic section annual budget allocations cannot exceed the amount stipulated by the bylaws. If a section expends more than its allocation in one year, the excess will be deducted from the next year's allocation. (Executive Committee, August 9-10, 1986)

The section budgets are subject to the same budgetary control as the AAFS budget, and when a line item exceeds the allocation by ten (10) percent, the chair will be notified that funds are no longer available for that line item. (Executive Committee, August 1991)

**3. SECTION SPECIAL ACCOUNTS**

An interest-bearing account is established for sections with remaining fiscal year funds at an investment firm used by the AAFS. These accounts are for year-end funds not expended, or are for extra funds that the section collects. Funds not spent in a fiscal year will be placed in the section special account. (Executive Committee, August 1992)

## 4.2. EXPENDITURES

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### 4.2.1. REIMBURSEMENT FOR TRAVEL/PERSONAL EXPENSES

The AAFS policy pertaining to travel, lodging, and other expenses incurred in the accomplishment of AAFS business is as follows:

#### I. GENERAL

Without exception, all activities performed, purchases made, or contracts entered into must have the prior approval of the Board of Directors or its delegated and authorized committees or employees.

Claims should be submitted on an official AAFS Travel and Expense Report and submitted to the AAFS office within five working days following the signing of a contract, completion of an activity, or purchase, if possible.

Following are examples of acceptable documentation:

- Air transportation—passenger ticket coupon
- Bus or limousine service—ticket stub or personal receipt
- Taxi fare—personal receipt
- Parking or toll fees—stubs or personal receipt
- Hotel bill—hotel-issued itemized receipt
- Meals—cashier or personal receipt
- Phone calls—AAFS form or personal receipt
- Convention fee—registration receipt
- Purchases or contracts—itemized receipt or copy of contract

#### II. TRAVEL

##### A. APPROVED IN ADVANCE

All travel must be approved in advance by the AAFS office. If AAFS approved travel is combined with other business, vacations, etc., payment of travel will be on a basis to be agreed upon in advance.

Public Conveyance.

Air travel will be restricted to coach, tourist, or economy class.

Travel by train or bus will be authorized at a cost not to exceed the actual total cost of the trip (land transportation fare plus subsistence) or the cost of the most direct coach air route, whichever is less.

##### B. PERSONAL CAR

Travel by personal car will be authorized at a cost not to exceed the total cost of the trip (mileage expense plus subsistence) or the cost of the most direct coach air route, whichever is less.

Authorized automobile trips will be reimbursed on the basis of the prevailing government-announced rate per mile as determined by the shortest and most usually traveled route between the point of origin and the destination as indicated by Google® Maps™ or equivalent.

The recovery of costs incurred in the use of a personal car will be restricted to the owner. Passengers will be transported at no additional cost to the AAFS.

**III. SUBSISTENCE (Hotel and Meals)**

Maximum allowable expenses will be as announced in advance. Subsistence claims must be itemized and documented, not to exceed \$75/day for meals. (Board of Directors, February 2005)

AAFS credit cards will be used for official AAFS business only.

**IV. OTHER EXPENSES**

Expenses for items other than travel and subsistence must be for the conduct of AAFS business (i.e., baggage fee, taxi fare from hotel to meeting) and not for the personal convenience of the traveler.

**4.2.2. EXPENSES FOR CONTINUING EDUCATION**

Reference 3.1.8.1.

**4.2.3. EXPENSES FOR ANNUAL MEETING**

The annual meeting of the AAFS should be totally supported by the fees generated by the annual meeting. Annual dues income will not be used to subsidize the meeting. (Executive Committee, August 9-10, 1986)

**4.2.4. EXPENSES FOR BOARD OF DIRECTORS/OFFICERS MEETINGS**

Reference 3.1.6.3.

**4.2.5. WORKSHOP COMPENSATION**

Reference 3.1.3.4.1.1. - Workshop Registration Fees Reference 3.1.3.4.1.2. – Workshop Income.

**4.2.6. AUDIO-VISUAL EXPENSES**

Reference 3.1.6.5.

**4.2.7. COST REDUCTION OF ETHICS COMMITTEE HEARINGS**

ETHICS COMMITTEE: INVESTIGATIONS and HEARINGS

1. Actual reasonable expenses including travel costs, authorized by the chair of the Ethics Committee after approval by the Board of Directors, will be paid in accordance with AAFS policy.
2. Expenses referred to in 4.2.7.1. will include reasonable expenses incurred in connection with any investigation or hearing by members of the Ethics Committee, the Fellow(s) appointed to investigate and/or present the case, and any consultants appointed to advise the Committee shall be paid by the Academy in accordance with Academy policy. The accused, and any witnesses requested to attend by the Committee, may also be reimbursed for reasonable personal travel and lodging expenses. If the hearing is conducted during the Academy annual meeting, participants shall be reimbursed for expenses only above those normally incurred for attendance at the meeting.
3. Expenses for hearings may include room rental, certified court reporter, and transcription costs.
4. If timely disposition of a case permits, the hearing shall be held at the time and location of the annual meeting of the Academy.
5. If, at the request of the accused, a hearing is held at a location or time apart from that of the Academy annual meeting, or other date and place established by the Ethics Committee, all costs related to the hearing shall be paid by the accused.

**4.2.8. AAFS ARCHIVAL EXPENSES**

Archives: Money expended by a section for archival materials shall clearly be for the benefit and use of the entire AAFS. The Board of Directors may approve specific exceptions. (Executive Committee, February 21, 1984)

**4.2.9. LIABILITY INSURANCE & INDEMNIFICATION**

Reference Section 1.4.6.

**4.2.10. HONORARIA TO MEMBERS IS PRECLUDED**

AAFS precludes the payment of an honorarium to a member of the AAFS to participate in the program.

**4.2.11. MEMBER/PRESENTER/CHAIR EXPENSES**

All workshop participants who are AAFS members are responsible for their own expenses incurred when presenting the workshop. Non-member workshop presenters may have a portion of their expenses reimbursed.

Individual workshop organizers are strongly encouraged to obtain corporate sponsorship funding to offset any non-member expenses. The AAFS office shall make all travel and hotel arrangements for non-member presenters.

Reimbursement of travel expenses will be made at coach rate only, and reimbursement of hotel accommodations will be based on the convention rate of a single room. Reference 3.1.6.4.

**4.2.12. PRESS-RELATED PROMOTION AND EXPENSES**

Funds shall be allocated to be utilized in the promotion of, and press relations during, the annual meeting. Reference 3.1.6.6. (Board of Directors, February 13, 1995)

### 4.3. DUES

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#### 4.3.1. DUES BILLING: NUMBER OF NOTICES

DUES OBLIGATION OF MEMBERS AND AFFILIATES: The annual dues period shall be the calendar year January 1 to December 31. Members and Affiliates whose dues are not paid prior to April 1 of each year shall be dropped from the rolls for non-payment of dues. Members and Affiliates who have been dropped from the rolls may renew their status prior to the end of the calendar year in which they were dropped upon payment of outstanding dues invoices and a late payment fee of 10% of the outstanding dues if paid by June 1 or 25% if paid after June 1. Members and Affiliates who apply for reinstatement within three (3) years of lapsed membership shall pay all outstanding dues invoices and a late payment fee of 25% of the outstanding dues per year of lapsed membership. Billing for dues will henceforth consist of two billings: September and December. The annual membership dues are non-refundable. Reference AAFS Bylaws: Article I., Section 5.

#### 4.3.2. DUES WAIVER FOR DISABLED MEMBERS

The AAFS Disabled Member Policy may waive membership dues for any full Member or Fellow who, as a result of a physical or mental disability, is unable to pay annual dues.

The waiver of a member's annual dues by the Board of Directors shall be considered fulfillment of the member's obligation to pay dues pursuant to Article I., Section 5 of the Academy Bylaws. Application for waiver of dues must be submitted to the Executive Director by December 31 of the year preceding the calendar year for which the annual dues are payable. The Board may waive a member's dues for only one year at a time, after which the member must resubmit an application for waiver of dues.

The following guidelines shall apply:

1. Only Members or Fellows who have paid their membership dues and have otherwise been Members or Fellows in good standing for five consecutive years prior to the first application are eligible to receive a waiver of dues for a physical or mental disability.
2. The applicant must submit verification by a doctor of medicine that the applicant's disability prevents the applicant from earning a livelihood. (Executive Committee, July 29, 2011)

## 5. RECORDS MANAGEMENT

### 5.1. LOCATION AND MAINTENANCE OF RECORDS

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#### 5.1.1. LOCATION OF RECORDS

In accordance with Article IV., Section 10, of the AAFS Bylaws, the AAFS administrative office will maintain the AAFS archives, as well as the AAFS working files. The AAFS staff is responsible for maintaining the archives in accordance with an AAFS archive storage and retrieval plan.

#### 5.1.2. ETHICS COMMITTEE RECORDS

The single exception to the above policy is the maintenance of the archives of the Academy Ethics Committee. The files of the Ethics Committee on open cases shall be securely maintained by the chair who shall transfer them to the new chair upon leaving office. Files on finalized cases shall be sealed by the chair and transferred to the Academy office where they shall be stored in secure space designated for this purpose. Access to these files shall be available only to the Chair of the Ethics Committee, or to a person authorized access in writing by the chair or by the Board of Directors. Other members of the Committee shall destroy their copies of the file after a case is finalized.

#### 5.1.3. WORKING FILES

Working files of AAFS committees and sections will be maintained by committee chairs and section officers, respectively. The committee chairs and section officers will transfer working files to their successors and will assure that all records of historical significance are forwarded to the AAFS office. An office working files documentation plan will be developed and maintained by the Executive Director. The plan will identify how long each type of record will be maintained in the active working files. The plan will be updated as needed.

The Executive Director of the AAFS will appoint an AAFS Documentation Manager. The Documentation Manager will assure that the AAFS archives are maintained in an organized fashion. The Documentation Manager will also coordinate any request for release of AAFS information not expressly provided for in the AAFS Bylaws or in this *Manual*. Although the Executive Director usually rules on disputes concerning access to information in AAFS records, the “release of information” policy on AAFS records is set by the Board of Directors. The Executive Director will direct policy issues to the President of the AAFS.

## 5.2. RECORDS MAINTAINED BY THE AAFS HEADQUARTERS

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### 5.2.1. WORKING FILES

Day-to-day working files of the AAFS will be maintained separately from the AAFS archives. The Documentation Manager will be responsible for assuring records of historical significance are identified and moved to the archives when they are no longer needed as working files.

#### 5.2.1.1. Active Membership Records

Membership records, including membership and promotion application files, lists of accepted disciplines, and the Expert Witness Database, as well as membership directories and supporting records will be maintained as working records. Files of resigned or deceased members will be closed.

#### 5.2.1.2. Audio Recordings

Recordings made at meetings (i.e., the Executive Committee, the Board of Directors, or the annual business meeting of the AAFS) will be maintained for a period of one (1) year from the date of the meeting. At that time, these recordings will be moved to the archives.

### 5.2.2. ARCHIVES

The archives of the AAFS will consist of the following records:

#### 5.2.2.1. Minutes

Minutes of meetings of the Executive Committee, the Board of Directors as approved by the Executive Committee, and all other AAFS committees with the exception of the Ethics Committee as well as any records deemed to be of historical significance by the President or committee chairs, will be maintained as archival records.

#### 5.2.2.2. Section Records

Minutes of the AAFS annual and section business meetings, and any AAFS or section records deemed to be of historical significance by the AAFS or section officers, will be maintained as archival records.

#### 5.2.2.3. Annual Reports

Annual reports of the Executive Director, the Treasurer, the Forensic Sciences Foundation Chair, and AAFS annual audit reports will be maintained as archival records.

#### 5.2.2.4. Financial Records

AAFS financial records, section budgets, and monthly financial statements issued by the Executive Director will be maintained as archival records.

#### 5.2.2.5. *Journal of Forensic Sciences*, Copies of

A public archive of the *Journal of Forensic Sciences* will be maintained at the AAFS office for general use.

#### 5.2.2.6. Histories of the Sections and AAFS

AAFS and section histories will be maintained as archival records.

**5.2.2.7. Policy and Procedure Manuals and Bylaws**

Copies of any policy and procedure manuals sponsored by the Board of Directors and bylaws of the AAFS and the Forensic Sciences Foundation, as well as records of all revisions to these documents, will be maintained at the AAFS office.

**5.2.2.8. Audio-Video Recordings and Photographs**

Audio-video recordings of meetings and photographs will be retained as historical records after being removed from the working files.

**5.2.2.9. Proceedings and Academy Newsfeed**

Copies of the *Proceedings* of the annual scientific sessions and the *Academy Newsfeed* will be retained for public archives.

**5.2.2.10. Other**

Any other information deemed to be of historical significance by the AAFS Historian or the AAFS Documentation Manager will be retained as archival records.

### 5.3. DISPOSITION AND ACCESS OF AAFS RECORDS

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#### 5.3.1. **POLICY AND PROCEDURE MANUAL**

The *AAFS Policy and Procedure Manual* is available to all Academy members and affiliates by accessing the AAFS website. Members are encouraged to review the electronic version of the *Manual* for the most up-to-date policies. The Board of Directors is responsible for keeping the *Manual* up-to-date.

Historical copies of the *Manual* and all revisions with supporting documentation will be maintained in the AAFS archives.

#### 5.3.2. **AAFS OFFICE WORKING FILES AND ARCHIVES**

The AAFS office working files (i.e., minutes, bylaws, and newsletters) are normal course-of-business operating files under the control of the AAFS office. Information in these files is available to any member with a demonstrated need for the information to conduct official business for the AAFS with the exception of membership records, Ethics Committee records, and records deemed to be attorney-client privileged communications. The AAFS Executive Director will rule on any disputes between the requester and the Documentation Manager. Release to others requires Board of Director's approval. When no longer needed in the active files, records will be reviewed by the Documentation Manager using the guidance in this *Manual* to determine whether they will be retained as historical documents in the AAFS archives. The Documentation Manager also will retain information that appears to have historical significance, even if there is no specific guidance regarding that information. If there is a question concerning whether information not specifically addressed in this *Manual* should be retained, the Executive Director will make the final decision.

##### 5.3.2.1. **Committee Minutes**

Minutes of Executive Committee Meetings, Board of Directors Meetings, and all other AAFS committees with the exception of the Ethics Committee may be released to any member of the AAFS who demonstrates a need for the information to conduct official AAFS business. Release of information from these files to AAFS members for purposes other than that noted above and to persons other than AAFS members for any purpose will be approved in advance by the Board of Directors. See paragraph 5.1.2. for rules governing release of information in Ethics Committee historical records.

##### 5.3.2.2. **Section Minutes**

Minutes of the AAFS and section business meetings and other AAFS or section records not specifically addressed below may be made available to any member of the AAFS who demonstrates a need for the information to conduct official business for the AAFS.

##### 5.3.2.3. **Annual Reports**

Annual reports of the AAFS Executive Director, the Treasurer, the Forensic Sciences Foundation Chair, and Annual AAFS audit reports: Procedures set forth in 5.3.2.2. above are applicable.

**5.3.2.4. Financial Records**

AAFS financial records, section budgets, and financial statements: Procedures set forth in 5.3.2.2. above are applicable.

**5.3.2.5. Membership Application and Promotion Files**

Information in membership application and promotion files is considered confidential and is NOT released to anyone except as provided for in Section 5.4. of this *Manual*.

**5.3.2.5.1. Accepted Discipline List**

Lists of currently accepted disciplines may be provided to anyone who requests them. Historical lists may be provided to any AAFS member with a demonstrated need in the conduct of official AAFS business. Historical lists may also be provided to others only if approved by the Board of Directors.

**5.3.2.6. Histories**

AAFS and section histories (including periodic updates): Any member of the AAFS may review information in these files. Copies of documents in the files may be provided to members upon request.

Copies of documents in the files may be released to persons or organizations outside the AAFS only if the release is approved by the responsible historian, AAFS, or section.

**5.3.2.7. Bylaws**

Record copies of the Board of Directors *Policy and Procedure Manual*, bylaws of the AAFS and the Forensic Sciences Foundation, as well as revisions and proposed revisions may not be removed from the archives; however, copies of documents in these records may be released as provided for in paragraph 5.3.2.

**5.3.2.8. Audio Recordings**

Audio recordings made at AAFS meetings (i.e., Executive Committee, Board of Directors, or the annual business meeting of the AAFS): These recordings will not be removed from the archives. Copies of the recordings may be released as provided for in paragraph 5.3.2.

**5.3.2.9. Other**

Release of information in any record that is in the archives but not specifically identified in paragraphs 5.3.2.1.–5.3.2.8. must be approved by the Executive Director in consultation with the appropriate AAFS officer or section representatives if necessary.

**5.3.3. MEMBERSHIP DIRECTORY**

The membership list (directory) is the property of the American Academy of Forensic Sciences. The list of names in the directory is not to be released to any person (other than an AAFS member) or organization(s) without the approval of the Executive Director who is responsible that a good faith effort is made to ensure that the requester has a legitimate need for the directory.

AAFS members may request their names be removed from lists or mailing labels provided to individuals or groups outside the AAFS. The request must be in writing addressed to the Membership Coordinator. It is the policy of AAFS to provide lists to approved mailers.

**5.3.4. MASS EMAIL (EMAIL BLAST)**

The AAFS maintains an email system capable of performing mass email functions. The system is reserved for conducting AAFS business only and for communicating with AAFS members. Section officers may request an email blast to their section members by sending the request with the exact text or attachment to the AAFS office. Outside requests will be considered on a case-by-case basis. All requests must be approved by the Executive Director.

Mass email blasts are not to be used for the advertising of commercial events, products, or services. The AAFS membership email list is not available for purchase.

**5.3.5. JOURNAL OF FORENSIC SCIENCES**

The AAFS will provide each full-dues paying member with an annual digital subscription (6 issues) to the *Journal* (the cost is included in the annual membership dues). AAFS members, or others, may obtain additional digital subscriptions to the *Journal* through the publisher for a fee determined by the publisher. The AAFS will maintain archives of all issues for public use.

**5.3.6. EXPERT WITNESS DATABASE**

AAFS will respond favorably to requests for expert witness referrals. AAFS members must request that their name be included in the Expert Witness Database. The request must be in writing and addressed to the Executive Director.

## **5.4. ACCESS TO MEMBERSHIP RECORDS**

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### **5.4.1. ACCESS TO RECORDS BY APPLICANTS, MEMBERS, AND THIRD PARTIES**

#### **5.4.1.1. Release of Information to Applicants and Members**

Files maintained by the AAFS or any of its sections concerning an applicant for membership or a member may not be disclosed to or be open for inspection or examination by the applicant, either before or after the application has been acted upon by the Board of Directors, except for the application for membership or promotion and supporting documentation submitted personally to the AAFS by the applicant.

#### **5.4.1.2. Release of Information to Third Parties**

The only information released to third parties is whether a member is in good standing with the Academy at the time of the request, membership status, and section affiliation.

#### **5.4.1.3. Access to Records through Legal Process**

It is policy of the American Academy of Forensic Sciences that when membership records are subpoenaed, the member will be notified of the request, unless there are compelling circumstances not to inform the member. Should this occur, the Executive Director will consult AAFS counsel. Each subpoena request will be considered on a case-by-case basis.

## **5.5. FEES FOR PROVIDING INFORMATION FROM AAFS RECORDS**

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### **5.5.1. INFORMATION PROVIDED GRATIS**

Information from AAFS records that is provided to AAFS members who demonstrate a need for the information to conduct AAFS business will be provided gratis.

### **5.5.2. INFORMATION PROVIDED FOR A FEE**

A fee may be charged for information provided from AAFS records, in accordance with the policies herein, when the requester is not able to demonstrate the information is needed to conduct AAFS business. If the Executive Director determines that it is in the best interest of the AAFS, the fee may be waived. If the Executive Director determines that a fee is in order, and no specific charge has been set by the AAFS for providing the requested information, a nominal fee based on the cost of providing the copies will be charged.

## 6. COMMITTEE ACTIVITIES

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As outlined in the Management of the Academy chart (1.2.1.), it is the responsibility of the committee chair to advise the Board of Directors of any concerns or desired actions. In accordance with what is set forth in Article II., Section 1, d. of the AAFS Bylaws, committees may not make any public statements (or outreach) that may appear to represent the AAFS. Committees must use official AAFS methods of communication with its membership – Academy *Newsfeed*, staff-generated email blasts, surveys, and staff-maintained social media.

### 6.1. AWARDS COMMITTEE

#### 6.1.1. COMPOSITION

The Awards Committee shall be composed of six (6) members, three (3) of whom will be immediate Past Presidents of the AAFS who are willing to serve and three (3) of whom will be previous recipients of an Academy-wide Award (Distinguished Fellow, Gradwohl Medallion, or Lucas Medal) appointed by the President. The maximum term of the previous award recipient members shall be for two (2) three-year terms; the most recent Past President shall serve as chair of the committee.

#### 6.1.2. THE GRADWOHL MEDALLION

The criteria for the Gradwohl Medallion were set forth in 1974:

##### A. AWARD NAME

The award shall be known as the Gradwohl Medallion, and the recipient shall be cited as a “Fellow of Distinction” or as the “Gradwohl Laureate.”

##### B. CRITERIA

1. The recipient must have been a Fellow of the AAFS and may be either an active, retired, or deceased member. No more than one (1) award shall be made in any given year, *and*
2. The award shall be made only to persons having attained exceptional distinction in terms of:
  - a. Creative activity such as research in the physical sciences or literary accomplishments that distinctly advance one (1) or more of the forensic sciences either in terms of a single achievement or from cumulative achievements over a period of time, *and*
  - b. Outstanding service to the AAFS over a long period of time, the service resulting in generally recognized and beneficial improvements in the AAFS, *and*
  - c. Outstanding attainment in a public position and service in activities in which the forensic sciences are concerned (e.g., a high-level judicial position, a public safety director, a national bureau directorship).
3. Frequency of Bestowing the Gradwohl Medallion—The award need not be given every year and it is anticipated that, based on present circumstances, it would be unlikely that an individual of the caliber desired would be encountered more often than once in every three (3) to five (5) years. More frequent awards made to lesser persons would tend to lessen the meaning and significance of the honor.

C. DESCRIPTION OF THE MEDALLION

The award shall consist of a small 14k gold medal displaying the likeness of R.B.H. Gradwohl, founder of the American Academy of Forensic Sciences.

D. NOMINATION PROCEDURE

Nominations for the recipient of the Gradwohl Medallion may be submitted to the Awards Committee by any AAFS member or by committee members themselves. All nominations shall be in writing and may be submitted electronically to the chair of the Awards Committee. All nominations must include a letter detailing the candidate's accomplishments and the reasons the candidate is deserving of the Medallion, together with a current copy of the candidate's curriculum vitae, and any relevant supporting documentation. The committee shall review all nominees, if any, and shall recommend in writing one (1) nominee to the Executive Committee for its consideration during its interim meeting. The Executive Committee shall approve or disapprove of the committee's recommendation and shall report its decision to the Board of Directors. Request for consideration of a candidate may be made by the membership if a supporting petition signed by 50 Fellows is presented to the Executive Committee. The deadline for submitting recommendations for nominations to be considered by the Awards Committee is June 1.

E. SELECTION OF CANDIDATE

Members of the Awards Committee shall select the recipient of the medallion from among the singular or cumulative nominees proposed annually by each section. If the intended recipient of the medal predeceases its award, the distinction of Gradwohl Laureate may be bestowed, but not the medallion.

F. APPROVAL OF CANDIDATE

No more than one (1) individual shall be nominated for the Gradwohl Medallion in any year. If a candidate is selected, his/her name shall be submitted to the Executive Committee for consideration during its mid-year meeting or by mail by August 1 to the full Executive Committee if no mid-year meeting is held.

G. APPROVAL OF RECIPIENT

The Executive Committee shall notify the Executive Director in writing of the approved candidate. The Executive Director shall prepare the proper engraving to include the recipient's name, city and state, the next annual meeting, and the date.

H. DISAPPROVAL

Executive Committee disapproval shall result in no award being made at the next annual meeting.

I. PRESENTATION

Presentation of the Gradwohl Medallion shall occur during the AAFS Annual Business Meeting of the Members in February.

### 6.1.3. THE DISTINGUISHED FELLOW AWARD

A. AWARD NAME

The award shall be known as the Distinguished Fellow Award, and the recipient shall be cited as an AAFS Distinguished Fellow.

B. CRITERIA

- The recipient must be a living AAFS Fellow in good standing and may be active or retired at the time of the nomination, *and*

- The recipient must have given meritorious service to the AAFS, the forensic sciences, and to other professional peer group organizations, *and*
- The recipient must have contributed significantly to the forensic sciences in administration and management, learned publications, consultation, education, and research. Contributions may be a single distinctive achievement or cumulative achievements over a period of time, *and*
- The recipient must have accomplished outstanding achievements in public health, welfare, and safety, *and*
- The Awards Committee is allowed discretionary evaluation using the all- inclusive criteria as they pertain to an individual nomination and based upon objective accomplishments, knowledge of professional activities, and peer review.

C. NOMINATING PROCEDURE

Any member of the AAFS or a member of the Awards Committee may submit nominations to the Awards Committee. All nominations must include a letter detailing the candidate's accomplishments and the reasons the candidate is deserving of the Award, together with a current copy of the candidate's curriculum vitae, and any relevant supporting documentation. All nominations shall be in writing and may be submitted electronically to the Chair of the Awards Committee.

The deadline for submitting recommendations for nominations to be considered by the Awards Committee is June 1. The Awards Committee members shall recommend the recipient(s) of the award to the Executive Committee prior to its interim meeting. The Executive Committee approves or disapproves of the Awards Committee recommendation(s).

D. PRESENTATION

Presentation of the Distinguished Fellow Award shall occur during the AAFS Annual Business Meeting of the Members in February.

#### 6.1.4. THE DOUGLAS M. LUCAS MEDAL

A. AWARD NAME

The Academy shall have an award entitled the Douglas M. Lucas Medal that will be presented triennially at the International Association of Forensic Sciences (IAFS) meetings. The award may be presented to an individual, not necessarily an Academy member, to commemorate his/her significant professional contributions to forensic science/forensic medicine.

B. CRITERIA

The nominee should be a person who has distinguished himself/herself in the forensic sciences (not necessarily an AAFS member) and who has:

- A record of meritorious service to the forensic science community and to professional peer group organizations, *or*
- Made significant contributions to forensic science research and has learned publications, been active in the educational fields, and has demonstrated outstanding leadership and management capability, nationally or internationally, *or*
- Made outstanding contributions in the national or international aspects of public health, welfare, and safety as these relate to the forensic sciences.

**C. NOMINATING PROCEDURE**

Any member of the AAFS or a member of the Awards Committee may submit nominations to the Awards Committee. All nominations must include a letter detailing the candidate's accomplishments and the reasons the candidate is deserving of the Medal, together with a current copy of the candidate's curriculum vitae, and any relevant supporting documentation. All nominations shall be in writing and may be submitted electronically to the Chair of the Awards Committee.

The deadline for submitting recommendations for nominations to be considered by the Board of Directors is six (6) months prior to the IAFS Triennial Meeting.

The Board of Directors approves or disapproves of the Awards Committee recommendation(s).

**D. THE AWARD**

The Lucas Medal shall consist of a 14k medal, struck at the direction of the Academy, which reflects the stature of this honor. The award shall, in addition, provide reimbursement for one (1) complimentary IAFS meeting registration, economy airfare, \$75/day per diem, and single rate hotel lodging for the duration of the IAFS meeting. AAFS staff shall be responsible for coordinating meeting registration, travel, and hotel arrangements. Any additional expenses are the recipient's responsibility.

**E. LUCAS LECTURE**

The awardee is expected to make a presentation, the topic to be at the discretion of the recipient, to be known as the Lucas Lecture. The award recipient is encouraged to submit a written paper of the lecture for consideration by the Editor-in-Chief of the *Journal of Forensic Sciences*.

**6.1.5. THE AMBASSADOR OF FORENSIC SCIENCE AWARD****A. AWARD NAME**

The award shall be known as the Ambassador of Forensic Science Award (AFSA), and the recipient shall be cited as an AAFS Ambassador of Forensic Science.

**B. CRITERIA**

1. The recipient may be an individual or a group.
2. AAFS members are not eligible to receive the award.
3. The recipient shall have advanced the recognition of the power of forensic science in the pursuit of justice through public service, journalistic, or humanitarian efforts.
4. The individual or group may be nominated for their efforts in the course of their employment if the work advances the recognition of the power of forensic science in the pursuit of justice.

**C. NOMINATING PROCEDURE**

1. Any member of the AAFS may submit recommendations for nominations to the Awards Committee. All recommendations for nominations shall be in writing and may be submitted electronically to the Chair of the Awards Committee.
2. The deadline for submitting recommendations for nominations to be considered by the Awards Committee is August 1. The Awards Committee shall submit a list of approved nominees to the Board of Directors by September 1. The Board of Directors shall select a recipient from the list of approved nominees by October 1.

**D. PRESENTATION**

The award will cover the expenses for the recipient's attendance at the AAFS annual meeting at which the award is presented. Expenses will include a basic meeting registration, up to \$1,500 for airfare, lodging while in attendance at the annual meeting not to exceed three nights, and a \$75 per diem for up to three days.

If the recipient is a group, AAFS will cover the attendance expenses for one representative designated by the group.

A commemorative plaque or other suitable item will be presented to the AFSA recipient at the AAFS Annual Business Meeting.

## **6.2. BYLAWS COMMITTEE**

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The Bylaws Committee is convened whenever the leadership of the AAFS so deems. The President appoints the chair annually. The President, in consultation with the chair, appoints the committee members. The terms of the Bylaws Committee shall be one (1) year with a maximum of five (5) years of service. An interim report is provided to the Executive Committee, and an annual report is provided to the Board of Directors.

Any amendments to the AAFS Bylaws are submitted to the membership at least 30 days prior to the AAFS Annual Business Meeting of the Members for its vote in February. (AAFS Executive Committee, July 29, 2011)

### **6.3. CONTINUING EDUCATION COMMITTEE**

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#### **6.3.1. COMPOSITION**

The Continuing Education Committee is comprised of the Chair, Annual Meeting Program Committee Section Chairs and Co-Chairs, and a Liaison for each discipline for which AAFS may seek professional credit approval. The Chair is appointed annually by the AAFS President in consultation with the AAFS staff. The Liaisons are appointed annually by the Chair in consultation with the AAFS staff.

#### **6.3.2. PURPOSE**

In cooperation with the Program Committee, the Continuing Education Committee is charged with the responsibility of identifying topics proposed for presentation at the annual meeting eligible for continuing education credit as defined by the continuing education accrediting organizations.

#### **6.3.3. MEETINGS**

The meetings of this committee shall be held at the call of the chair of the committee and recommendations regarding policies shall be made to the Board of Directors at the annual meeting of the AAFS.

#### **6.3.4. FINANCIAL**

Reference 3.1.8.

#### **6.3.5. RECORDS**

All records will be maintained at the AAFS headquarters for a period of time as required by the accrediting organizations. Such records will include minutes of the committee meetings, applications to accrediting organizations, and information supporting the continuing education functions.

## **6.4. DIVERSITY OUTREACH COMMITTEE**

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### **6.4.1. ACTIVITIES**

The Diversity Outreach Committee (DOC) shall promote diversity in the Academy and the forensic science community by nurturing a culture that is welcoming and supportive, and by engaging diverse ideas for the provision of culturally competent education, research, and expertise in the legal system.

### **6.4.2. COMPOSITION**

The chair shall be a Fellow of the AAFS, appointed by the Board of Directors for a term of one (1) year, for a maximum of five (5) consecutive terms.

The chair shall recommend to the Board up to nineteen (19) additional AAFS members or affiliates to serve on the committee. Recommendations must include representation from as many sections and membership status categories as possible, with no more than three committee members representing any section. Upon receiving recommendations for committee members from the DOC Chair, the Board of Directors will then appoint up to nineteen (19) committee members to serve a one-year term with a limit of three (3) consecutive terms.

The chair may form any necessary subcommittees to accomplish the activities of the committee. The chair may appoint AAFS members and affiliates to serve as the chairs and members of subcommittees for a one-year term with a limit of three (3) consecutive terms. The chair shall inform the AAFS Board of Directors biannually of the membership of the committee, the membership of any subcommittees formed, and the activities of the committee and subcommittees.

### **6.4.3. MEETINGS**

The committee shall meet during the AAFS annual meeting and throughout the year as necessary by electronic/telephonic meetings as determined by the chair.

## **6.5. ETHICS COMMITTEE RULES AND PROCEDURES**

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### **6.5.1. COMPOSITION**

The composition of the Ethics Committee is set forth in Article V., Section 1, a. of the AAFS Bylaws.

### **6.5.2. INVESTIGATION INITIATING ACTION**

The Ethics Committee may initiate investigative action upon (1) the submission by a member or affiliate of a written complaint alleging violation(s) of the Code of Ethics and Conduct by another member or affiliate to the Academy Executive Director; or (2) information received from a non-AAFS member alleging a violation of the Code of Ethics and Conduct by a member or affiliate by the Academy Executive Director; or (3) motion of any Ethics Committee member based on evidence from any source of an alleged violation of the Code of Ethics and Conduct by a member or affiliate.

Any complaint or allegation of a violation of the Code of Ethics and Conduct must be made within two (2) years after the occurrence of the violation, or after the complainant knows or should have known of the alleged violation.

No investigative action shall be taken if the alleged violation of the Code of Ethics and Conduct occurred more than five (5) years prior to the complaint or motion.

### **6.5.3. GENERAL PROVISIONS**

#### **6.5.3.1. Confidentiality/Disclosure of Information**

After an allegation of unethical conduct on the part of a member or affiliate is received by the Ethics Committee, the matter shall be treated as confidential and all correspondence between members of the committee, the Respondent, and the complainant(s) shall refer to the case by Ethics Committee file number only. The Executive Director of the Academy shall be advised when an Ethics Committee case file is opened. This notification will be documented.

Matters of ethics before the Ethics Committee and the Board of Directors are to remain confidential until a final decision of the Board has been issued pursuant to Section 6.5.7. Except as may be required by law, no person who has received information as part of the formal Code of Ethics and Conduct administration process shall reveal such information to anyone.

#### **6.5.3.2. Jurisdiction**

Should a member or affiliate of the Academy against whom an allegation has been made cease to be a member or affiliate for any reason after an allegation has been received and before the case has been finalized, the committee shall retain jurisdiction of the case for fifteen (15) years, and may reopen the case if the Respondent becomes a Member of the Academy during that period.

If the member or affiliate resigns prior to any decision of the Ethics Committee finding a violation of the Code of Ethics and Conduct pursuant to Section 6.5.6.7., the committee

shall close its file, and direct the Executive Director of the Academy to notate the former member's or affiliate's membership file to reflect that the membership or affiliation ended while an ethics matter was pending.

**6.5.3.3. Conflicts of Interest**

In accordance with Section 1.4.7., Ethics Committee members, when conducting their committee responsibilities, shall avoid conflicts of interest or the reasonable appearance of a conflict of interest.

If a conflict or potential conflict arises, the committee member(s) shall recuse themselves from participating in any case affected by the conflict or the reasonable appearance of a conflict.

If the recusal of the committee members will create a situation where necessary action cannot be taken because an insufficient number of eligible committee members remain, the Board of Directors shall be notified and appropriate action shall be taken by the Board to resolve the situation as described in Section 6.5.6.6.

**6.5.3.4. Expenses**

Reasonable expenses incurred in connection with any investigation or hearing by members of the Ethics Committee, the Fellow(s) appointed to investigate and/or present the case, and any consultants appointed to advise the committee shall be paid by the Academy in accordance with Academy policy. The Respondent and any witnesses requested to attend by the committee may also be reimbursed for reasonable personal travel and lodging expenses. If the hearing is conducted during the Academy annual meeting, participants shall be reimbursed for expenses only above those normally incurred for attendance at the meeting.

**6.5.3.5. Records**

The files of the Ethics Committee on open cases shall be maintained in an encrypted secure central electronic file repository by the Academy office with access granted to the Ethics Committee, the Board of Directors, the Academy Information Technology (IT) Administrator, and the Academy Executive Director, as necessary. Access to these files shall be tracked and recorded.

When a case is finalized, the Chair of the Ethics Committee shall seal the committee records concerning the case. Access to these sealed files shall be available only to the Chair of the Ethics Committee; a person authorized in writing by the Chair or by the Board of Directors; and the Academy IT Administrator. Access to these files shall be tracked and recorded. If the Board issued a public sanction, the case record shall be maintained for fifteen (15) years from the date of closure; in all other cases, the records may be destroyed after five (5) years.

Ethics Committee members will have access to the secure file repository to fulfill their responsibilities. Any Ethics Committee members or Board members receiving ethics case files or case file materials, in any format, shall maintain the files and materials securely while the case remains open and shall promptly destroy or delete all pertinent files and materials after a case is closed.

**6.5.3.6. Reports**

The Ethics Committee shall present a brief report to the Academy membership at the Annual Meeting.

When there has been a finding by the Board of Directors of a violation of the Code of Ethics and Conduct in a case and a non-confidential sanction has been imposed, the written statement of the Board, including the name of the Respondent, shall be posted on the *Academy Newsfeed*.

The Ethics Committee shall review its rules and procedures annually and make any recommendations concerning amendments to the Board of Directors.

**6.5.3.7. Acceptance of the Code of Ethics**

When renewing, reaffirming or reinstating their membership, members and affiliates are required to self-report to the Academy Executive Director any personal felony conviction(s), or conviction(s) of misdemeanors involving moral turpitude, domestic violence, or abuse/harassment of protected classes.

**6.5.3.8. Authorized Delivery**

All notices or documents provided to the Respondent should be delivered via electronic mail (read receipt requested) at the email address(es) on record with the Academy. If receipt of the emailed notices/documents is not confirmed within 10 business days, the notices/documents should be sent by U.S. Postal Service (USPS) with tracking and proof of delivery or by commercial delivery service with tracking and proof of delivery, to the physical address on record with the Academy, unless other methods are requested by the Respondent and approved by the committee.

It is the responsibility of all members and affiliates to keep their electronic and physical mailing addresses current with the Academy.

**6.5.3.9. Deadlines**

Upon request of the Respondent, for good cause shown, the Ethics Committee or Board of Directors may extend any deadline for a response due to it from the Respondent for a period not to exceed thirty (30) business days.

With the consent of the Respondent, or if necessary to provide complete consideration of the issues, the Ethics Committee or Board of Directors may extend any deadline for action by the Ethics Committee or Board of Directors for a period not to exceed thirty (30) business days.

**6.5.4. INVESTIGATIONS****6.5.4.1. Preliminary Determinations**

The Academy Executive Director shall promptly transmit all written complaints alleging a violation of the Code of Ethics and Conduct to the Chair of the Ethics Committee. Complaints or initial filings shall be addressed to the Academy's principal place of business and directed to the Academy's Executive Director. Acceptable methods of filing complaints, correspondence(s), documents, images, or other media, are electronic mail, the USPS, commercial delivery services, facsimile transmission, and

private courier. Tangible objects may be submitted via USPS, commercial delivery services, or private courier.

The Ethics Committee shall determine within thirty (30) business days from date of receipt of the complaint, or the date any additional information deemed necessary to reach a determination is received, whether the alleged violation of the Code of Ethics and Conduct made pursuant to Section 6.5.2. falls within its jurisdiction and whether there is probable cause to believe that the allegation is well founded.

If the Ethics Committee, in its preliminary determination, finds that it does not have jurisdiction or that there is a lack of probable cause to believe that the allegation is well founded, it shall close the case as a final disposition as per 6.5.3.5 herein.

Within ten (10) business days of a preliminary determination to close the case, the Ethics Committee shall issue a report to the Board of Directors, setting forth the basic facts but omitting the name of the Respondent, and stating the reasons for its decision. Notice of the allegation, and its disposition, shall be given to the Respondent. Notice of the disposition shall also be given to the complainant(s).

**6.5.4.2. Notice of Preliminary Investigation**

If the Ethics Committee finds that it has jurisdiction and that there is probable cause to believe that a violation of the Code of Ethics and Conduct has occurred, within thirty (30) business days from the date of this finding, it shall provide notice to the Respondent of the allegation, a copy of the written complaint or other source of the factual basis for the allegation, and any other information necessary to fairly inform the Respondent of the factual basis for the allegation.

The Respondent shall have thirty (30) business days from delivery of the notice to respond by providing any information for consideration by the Ethics Committee. Failure to respond, in some manner, to this notice, within the time period, will be deemed to be an admission of the veracity of the allegation. Upon written request of the Respondent and for good cause, the Chair of the Ethics Committee may extend the deadline for the response for a period not to exceed thirty (30) business days.

**6.5.4.3. Preliminary Investigation**

Within sixty (60) business days from the receipt of any response to the complaint from the Respondent or the time for filing such information has passed, without Respondent filing a written response, the Ethics Committee shall decide if there is sufficient evidence of a violation(s) of the Code of Ethics and Conduct to warrant formal proceedings.

If the Ethics Committee decides to dismiss the allegation without further proceedings, it shall notify the Respondent and the complainant(s) of its decision and shall, within ten (10) business days, issue a report to the Board of Directors setting forth the basic facts and stating the reason(s) for its decision, but omitting the name of the Respondent.

If the Ethics Committee decides there is sufficient evidence of a violation to formally proceed, it shall notify the Respondent and complainant(s) of its decision and offer the Respondent the following options:

1. Request a formal hearing as described in Section 6.5.6. HEARINGS;
2. Waive a formal hearing and proceed on the basis of information submitted;
3. Admit the violation(s) without a formal hearing;
4. Resign from the Academy (Respondent's membership annotated to reflect the circumstances of the resignation). If a Respondent chooses to resign after notification of a Preliminary Investigation, but before completion of the full review, attendance and presentation of AAFS annual meetings shall be banned for a period of five (5) years.

#### **6.5.5. CONSULTATION WITH SUBJECT MATTER EXPERTS**

If the Ethics Committee determines in its discretion that additional subject matter expertise is needed to satisfy its obligations to determine probable cause for a proceeding, or to determine any fact in issue, the Committee may consult with any subject matter expert(s) at any time during the investigation. Any subject matter expert must have familiarity with the specific type of case.

The Ethics Committee shall provide written notice of the assisting subject matter expert(s) to the Respondent. The Respondent has twenty-one (21) business days after issuance of the notice to object in writing to the consulting expert's appointment. Respondent's failure to file written objections to the subject matter expert(s) appointment waives any and all objections to the appointment of and consultation with the subject matter expert(s).

#### **6.5.6. HEARINGS**

##### **6.5.6.1. Appointment of Investigator and Presenter**

If the Respondent requests a formal hearing concerning an alleged ethical violation, the Ethics eCommittee may appoint an Academy Fellow or Fellows to investigate the allegation and to present the evidence to the committee. The Academy office shall maintain a list of qualified Fellows willing to serve as investigators/presenters for selection by the Ethics Committee.

##### **6.5.6.2. Scheduling**

If the Ethics Committee proceeds to formally hear the case, it shall give the Respondent a reasonable opportunity to attend and be heard.

Formal hearings shall be held at a time, location, and/or method (physical, virtual) determined by the Chair of the committee. If timely disposition of a case permits, the hearing shall be held at the time and site of the annual meeting of the Academy.

##### **6.5.6.3. Notice**

The Respondent shall be notified of the date of a hearing not less than thirty (30) business days prior to the hearing date.

Absence from the hearing by the Respondent, or their representative, shall not preclude the hearing from proceeding.

##### **6.5.6.4. Closed Hearing**

Ethics hearings shall not be open to non-authorized members or affiliates of the Academy or to the public. The only persons who may be admitted to the hearing in addition to the members of the Ethics Committee are the Academy Fellow(s) appointed

to investigate and/or present the case, any subject matter consultant assisting the committee, the Academy attorney, the certified court reporter, the Respondent, counsel for the Respondent, non-testifying consultants for the Respondent, and persons called by the committee to give testimony.

Witnesses shall be present only during the time they are presenting their testimony unless the chair gives leave for them to be present at other times.

**6.5.6.5. Hearing Procedures**

Every formal hearing of the Ethics Committee shall be recorded by a certified court reporter at Academy expense. If the Ethics Committee finds a violation of the Code of Ethics and Conduct, a transcript of the hearing shall be provided to the Board of Directors with the report of the committee.

Witnesses giving testimony shall do so upon oath administered by the court reporter.

Upon a finding by the Ethics Committee of a violation of the Code of Ethics and Conduct, the Respondent will be provided with a copy of the transcript of the hearing with a copy of the committee's report. If the Respondent desires a transcript of the proceeding in absence of a finding of a violation of the Code of Ethics and Conduct, the Respondent is responsible for ordering the transcript directly from the court reporter at the expense of the Respondent. If deemed necessary by the committee, the complainant may be requested to appear before the panel.

**6.5.6.6. Composition of Panel**

The hearing panel shall consist of not fewer than five (5) members of the Ethics Committee. If more than two (2) members of the Ethics Committee are unable to participate in a matter due to recusal, the Board of Directors shall appoint additional Fellows to fill the vacant positions on the hearing panel. These appointments are limited to the case before the hearing panel and expire upon the final resolution of the case.

If all members of the hearing panel agree that no conflicts of interest exist, the eChair of the section to which the Respondent belongs may be asked to serve as an advisor to the hearing panel. If the section eChair is disqualified by a conflict of interest and all members of the hearing panel agree that no conflicts of interest exist for the section secretary, the section secretary may be asked to serve as an advisor to the hearing panel.

**6.5.6.7. Decisions**

Within sixty (60) business days following the hearing, the committee shall prepare a report of its decision listing the allegation(s), findings on each allegation, and any evidence considered in reaching any findings. If the committee finds a violation of the Code of Ethics and Conduct, the report shall include the reasons for its decision with references to the evidence supporting such finding. If the committee finds no violation of the Code of Ethics and Conduct, it shall issue a report giving its reasons, and dismiss the case. In either event, the committee shall transmit a copy of its report to the Board of Directors within ten (10) business days of its completion.

The complainant(s) shall be notified of the findings of the committee concerning allegations raised by the complainant(s). The complainant(s) shall not be provided with a copy of the Ethics Committee report to the Board.

Until requested by the Board of Directors, the Ethics Committee shall not make a recommendation on any sanction to be imposed for any violation of the Code of Ethics and Conduct found by the committee.

#### **6.5.7. BOARD PROCEDURES**

If the Ethics Committee finds a violation of the Code of Ethics and Conduct by the Respondent, the Committee shall notify the Academy Secretary who shall notify the Respondent within thirty (30) business days beginning the day after receipt of the Ethics Committee report by certified mail or other tracked method of delivery. The Board shall provide the Respondent the opportunity to submit a response to the Ethics Committee Report within thirty (30) business days of the Respondent's receipt of the report.

The Board of Directors shall then review the Ethics Committee Report, any associated materials, and the Response of the Respondent, if any was provided. Within sixty (60) business days after the receipt of the Response from the Respondent or the time for filing such response has expired, the Board shall affirm or reverse the findings of the Ethics Committee or business remand the case to the committee for further action.

If the Board of Directors remands the matter to the Ethics Committee, the Respondent shall be notified of the remand, the basis for the remand, and the anticipated date of resolution of the pending matters.

Any finding of a violation of the Code of Ethics must be supported by a vote of three-fourths of the members of the Board of Directors present and voting.

If the Board of Directors affirms any finding of a violation of the Code of Ethics and Conduct, the Board shall notify the Respondent and the Ethics Committee and request recommendations on the sanction to be applied. The Ethics Committee and the Respondent shall have thirty (30) business days to submit any materials relevant to the sanction determination.

Within thirty (30) business days of the receipt of responses from the Ethics Committee and the Respondent, or the time from filing such responses has passed, the Board of Directors shall issue a decision concerning any sanction to be imposed upon a Respondent. Upon a vote of three-fourths of the members of the Board of Directors present and voting, the Respondent may be sanctioned.

#### **6.5.8. SANCTIONS**

In determining the appropriate sanction, including the length of any suspension, for a violation of the Code of Ethics and Conduct, the Board shall consider the factors listed in Article II., Section 3,d. of the AAFS Bylaws and any other factors relevant to the circumstances of the offense and the background of the accused.

A confidential "Letter of Reprimand" will not be disclosed to the AAFS membership unless the member elects to proceed with an appeal to the membership. The Board of Directors

and the Ethics Committee may consider Letters of Reprimand in any subsequent investigations concerning allegations of a violation of the Code of Ethics and Conduct by the member or affiliate.

A non-confidential "Letter of Censure" will be provided to the AAFS membership. If the Board of Directors issues a confidential Letter of Reprimand, a copy of the letter shall be provided to the sanctioned member or affiliate, the Ethics Committee, and the Academy Secretary.

If the Board of Directors imposes any other sanction, the Board of Directors shall then prepare a written statement of the reasons for its actions, including the nature and conditions of the sanction. The Board's written statement shall be filed with the Academy Secretary and provided to the membership through the *Academy Newsfeed*. A copy of the Board's written statement shall be provided to the sanctioned member or affiliate.

#### **6.5.9. APPEAL TO THE MEMBERSHIP**

A member or affiliate who has been found in violation of the Code of Ethics and Conduct has the right to appeal the actions of the Board of Directors to the membership of the Academy. To initiate an appeal, the member or affiliate must file a brief written notice of the appeal, together with a written statement not to exceed twenty (20) pages, with the Academy Executive Director not less than sixty (60) calendar days prior to the next Annual Business Meeting of the Academy.

Not less than thirty (30) calendar days prior to the Annual Business Meeting of the Academy, the Academy Secretary shall provide to each voting member of the Academy a copy of the appellant's notice of appeal and supporting statement, and a copy of the Board of Directors' statement.

At the Annual Business Meeting, the Respondent or counsel for the Respondent and the Board of Directors' designee shall be allowed to make an oral presentation to the members. The presentation order and the time allotted for the presentations shall be set by the Academy President, but shall not exceed fifteen (15) minutes per presentation.

A vote of three-fourths of the members present and voting at the Academy's Annual Business Meeting shall be required to overrule the actions of the Board of Directors.

#### **6.5.10. EFFECTS OF SANCTIONS**

##### **6.5.10.1. Ineligibility to Hold Office**

Any member or affiliate who has been issued a confidential "Letter of Reprimand" is not eligible to serve on the Ethics Committee.

Any member or affiliate who has been issued a Letter of Censure or suspended for an ethics violation shall not be allowed to hold office or serve on any committee in the AAFS or any of its sections.

**6.5.10.2. Reinstatement of Suspended Members or Affiliates**

Members or affiliates who have been suspended will be automatically reinstated to membership at the conclusion of the term of suspension. A suspended member or affiliate shall not be required to pay dues during the period of suspension. Upon reinstatement, the required dues payment which shall be the annual dues less the pro-rated amount for the period of suspension. Reinstated members or affiliates may not claim membership during the period of suspension.

**6.5.10.3. Reinstatement of Some Expelled Members or Affiliates**

Members or affiliates who have been expelled from the Academy for violations of a law that does not otherwise violate the Code of Ethics and Conduct may apply to the Board of Directors for reinstatement if the conviction is reversed, overturned, or otherwise vacated. The Board of Directors may forward the request for reinstatement to the Ethics Committee for further review and recommendation. If reinstated, the member or affiliate must clearly delineate the gap in membership on any curriculum vitae or other reference documents.

## **6.6. FINANCE COMMITTEE**

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The Treasurer shall serve as Chair of the Finance Committee. Members shall be the five (5) most recent past treasurers who are willing to serve, and the Forensic Sciences Foundation Treasurer shall serve as ex officio.

The charge of the committee is to review the monthly financial statements, to continuously evaluate the financial health of the AAFS, to approve and update the AAFS investment objectives and goals as needed, to identify areas within the financial structure of the AAFS that may require a change in management practices, and to communicate with the Executive Director and President regarding issues of concern and to investigate issues, as requested. An interim report is provided to the Executive Committee, and the Treasurer provides an annual report to the Board of Directors. (Executive Committee, July 29, 2011)

## **6.7. FORENSIC SCIENCE EDUCATION PROGRAMS ACCREDITATION COMMISSION (FEPAC)**

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This Commission shall develop and maintain standards for and administer accreditation of undergraduate and graduate forensic science programs.

1. The Commission shall be comprised of ten (10) Members, Retired Members, Fellows, or Retired Fellows, five (5) from the academic community and five (5) from the practice community, for three-year terms. One additional Commissioner who is not a member of the Academy shall be appointed for a three-year term. With the exception of the non-member Commissioner, Commissioners may not serve more than two consecutive full terms. All Commissioners may vote.
2. The Commission shall appoint its Commissioners. Refer to the *FEPAC Policies & Procedures Manual* for continuity. The FEPAC shall annually elect its own chair from among its members.

## **6.8. HUMANITARIAN AND HUMAN RIGHTS RESOURCE CENTER**

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### **6.8.1. ACTIVITIES**

The Humanitarian and Human Rights Resource Center (HHRRC) shall promote the application of contemporary forensic science and forensic medicine principles to global humanitarian and/or human rights projects requiring special forensic assistance. The role of the HHRRC is to support AAFS members engaged in human rights and/or humanitarian forensic applications and to encourage AAFS members to increase their involvement in such matters.

The HHRRC may be funded through allocations from AAFS, grants, or donations. All funds received by the HHRRC shall be used to support requests for assistance. The HHRRC shall receive, evaluate, and prioritize requests for assistance submitted through a standardized proposal format.

### **6.8.2. PROPOSALS FOR SUPPORT**

Proposals for HHRRC support should be made or sponsored by AAFS members, or by non-members who seek the involvement of AAFS specialists/experts. Proposals may originate from organizations such as medicolegal institutes, forensic services within police units, humanitarian organizations, or universities involved in teaching forensic science/forensic medicine.

Proposals for support can include, but are not limited to, support for training, research applied to humanitarian and/or human rights projects, training materials and equipment, advisory services, as well as the exchange of expertise, including that provided by AAFS members. Proposals led and generated from within the country to which the proposal relates are especially welcome.

Support for travel and per diem expenses, where required, will not exceed the amounts recognized by the U.S. government for the cities involved. No requests for salary will be considered, reflecting the humanitarian and voluntary spirit of the HHRRC. No requests for individual fellowships to study abroad will be considered, nor will funds be used to cover the costs of routine DNA analysis. In general, proposals will not be funded for more than \$20,000 U.S.

All proposals shall be reviewed by the HHRRC Chair and international advisory council. Proposals approved by the HHRRC will be prioritized for funding.

Approved proposals may be supported with resources in the form of funds and/or equipment.

#### **6.8.2.1. Proposals Involving International Advisory Council Members**

Proposals for HHRRC support that list an International Advisory Council (IAC) member as Principal Investigator, Co-Principal Investigator, or Contact Person will not be considered.

Proposals that involve an IAC member in any capacity other than Principal Investigator, Co-Principal Investigator, or Contact Person may be considered for HHRRC support.

IAC members involved with a proposal should not participate in the consideration of the proposal, including the discussion or voting on the proposal, but may respond to questions about the proposal. If the IAC is meeting in person, the involved IAC member should leave the room during discussion and voting on the proposal.

Apart from responding to specific questions, all other communication about the proposal should be through the listed Contact Person on the proposal, not the involved IAC member.

### **6.8.3. COMPOSITION**

The HHRRC Chair shall be a fellow of the AAFS and appointed by the AAFS Board of Directors for a term of five (5) years and may serve a maximum of two (2) consecutive terms.

The HHRRC Committee shall consist of the chair, the international advisory council, and subcommittee chairs.

The chair shall appoint at least five (5), but no more than ten (10), additional AAFS members or non-AAFS members to serve on the HHRRC Committee in the role of the international advisory council for a one-year term with no limit on the number of consecutive terms that may be served.

The chair may appoint AAFS members or non-AAFS members to serve on the HHRRC Committee.

The chair may form any necessary subcommittees to accomplish the activities of the HHRRC. The chair may appoint AAFS members to serve as the chairs of the subcommittees and members of the subcommittees for a one-year term with no limit on the number of consecutive terms that may be served.

The chair shall inform the AAFS Board of Directors annually of the membership of the HHRRC and the membership of any subcommittees formed.

### **6.8.4. MEETINGS**

The HHRRC shall meet during the AAFS annual meeting and throughout the year as necessary by electronic/telephonic meetings as determined by the chair.

### **6.8.5. CLYDE SNOW AWARD**

#### **6.8.5.1. Purpose**

To recognize outstanding individual career accomplishments or organization achievements in the area of human rights and/or humanitarian forensic applications.

#### **6.8.5.2. Criteria**

Selection criteria will focus on the sustained body of work in humanitarian forensic science accumulated over the course of a professional career or an organization's existence. The Award is not specifically for any single contribution in the forensic sciences, but is intended to recognize a sustained effort in the global application of forensic science to human rights investigations and humanitarian action.

#### **6.8.5.3. Nominating Procedure**

Candidates may be nominated by a member of the Academy or others of the international

forensic science community. All nominations must be submitted by May 31 and shall be directed to the chair of the HHRRC with a current copy of the nominee's curriculum vitae or the organization's founding documents and any relevant supporting documentation.

**6.8.5.4. Selection Process**

The chair of the HHRRC will serve as the chair of the Clyde Snow Award Committee and shall designate up to five (5) additional HHRRC committee members to review the candidates and propose a nominee to the entire HHRRC committee for its consideration. If the HHRRC committee approves the nominee by a majority vote, the recommendation will be forwarded to the AAFS Board of Directors no later than July 1 for action.

**6.8.5.5. Award Presentation**

The Clyde Snow Award will be presented by the chair of the HHRRC at the annual business meeting of the AAFS. The award shall consist of an appropriate commemorative item.

## **6.9. INTERNATIONAL AFFAIRS COMMITTEE**

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### **6.9.1. COMPOSITION**

The committee is comprised of a chair and twelve (12) other AAFS members appointed by the chair in consultation with the AAFS President. The chair is appointed by the AAFS President on an annual basis. The term limits of the International Affairs Committee shall be defined as a one-year term subject to reappointment for a maximum of six (6) terms. (AAFS Executive Committee, July 29, 2011)

### **6.9.2. PURPOSE**

Topics of an international nature for consideration of the committee are suggested by the AAFS President to the chair, or by any committee member. These topics include but are not limited to proposals of the establishment and renewal of an association relationship between AAFS and another professional organization located outside the United States, as well as monitoring the self-designation of countries and serving as arbiter of disputes related to country names. (AAFS Board of Directors, February 19, 2018)

### **6.9.3. MEETINGS**

The committee meets during the AAFS annual meeting and throughout the year as necessary by email/conference call as determined by the chair. Recommendations of the committee are made to the Board of Directors.

**6.10. LONG TERM PLANNING COMMITTEE (LTPC)**

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This committee shall act as an advisor to the Board of Directors on matters associated with long term planning and on strategic planning decisions that may be assigned to it.

1. The Long Term Planning Committee shall be composed as follows:
  - a. Nine (9) Fellows or Retired Fellows, three (3) of which are appointed by the Board of Directors and six (6) of whom are appointed by the President. One committee member shall be appointed by the Board of Directors and two committee members by the President annually.
  - b. The length of each term shall be three (3) years.
  - c. Each member may serve for no more than three (3) consecutive terms.
2. The Long Term Planning Committee shall annually elect its own chair from among its members.

## **6.11. MEMBERSHIP COMMITTEE**

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### **6.11.1. COMPOSITION**

The composition of the Membership Committee is set forth in Article V., Section 1, b. of the AAFS Bylaws.

The Membership Committee shall consist of the current chair and secretary of each section of the Academy. The chair of the committee shall be the Secretary of the Academy.

The committee shall act as advisors to the Board of Directors of the AAFS on issues of membership policies.

### **6.11.2. MEETINGS**

The meetings of this committee shall be held at the call of the chair of the committee and recommendations regarding membership policies shall be made to the Board of Directors at the annual meeting of the AAFS.

## 6.12. NOMINATING COMMITTEE

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### 6.12.1. COMPOSITION

The Nominating Committee is composed of all immediate past chairs of each of the AAFS sections and the current outgoing president and the two (2) most recent past presidents willing to serve. The current outgoing president shall serve as chair of the Nominating Committee. The chair shall vote only to break a tie.

### 6.12.2. MEETINGS

The Nominating Committee initially will meet on the Friday after the elections are held at the annual meeting. Subsequent meetings, if required, will be set by the members of the committee and all members will be notified in advance.

### 6.12.3. NOMINATION PROCEDURES

#### 6.12.3.1. Key Dates

1. February—The committee shall meet during the annual meeting. Its objectives are to review the nominating process, to establish its nomination criteria, to decide upon the number of candidates for each office, and to discuss potential candidates.
2. Mid-April—The committee shall have identified all potential candidates for each office along with a current CV for each candidate.
3. May 1—A full listing of all proposed nominees shall be forwarded to the committee members.
4. June 1—Ballots shall be returned to the AAFS office.
5. June 15—The Nominating Committee report shall be provided to the AAFS Secretary.
6. August 1—The Nominating Committee report shall be provided to the AAFS membership.
7. September 1—Nominations by petition shall be delivered to the Nominating Committee.
8. November 1—A second report, including biographies of nominees, shall be provided to the AAFS membership.

#### 6.12.3.2. Criteria for Nominations

##### General

The nomination report should provide for a strong management team, experienced in the operation of the AAFS, with representation from as many sections as possible. Consideration shall be given to the section rotation of the office of president.

##### Specific

- (1) Management experience in AAFS-wide affairs,
- (2) Long-term participation in AAFS functions,
- (3) A record of timely, effective, and efficient accomplishment of AAFS responsibilities,
- (4) Demonstrated leadership skills,
- (5) A willingness to serve, *and*
- (6) Management experience in other professional societies.

**6.12.3.3. Nomination by Committee**

Members of the Nominating Committee shall make recommendations for nominations for the elected AAFS office positions.

**6.12.3.4. Nominations by Petition**

In accordance with the AAFS Bylaws Article V., Section 1, c. 4. (b), nominations for any elected office of the AAFS may be made by petitions delivered to the Nominating Committee in care of the AAFS office no later than September 1. Nomination petitions should state the name of the nominee, the office sought, a certificate stating that the candidate is a Fellow in good standing, and the signatures and printed names of 50 Fellows or Members eligible to vote at Academy elections.

**6.12.3.5. Nominations from the Floor**

The AAFS Bylaws, Article V., Section 1, c. 6. allows for nominations from the floor during the annual business meeting.

**6.12.4. ELECTION PROCEDURES****6.12.4.1. Fair “Electioneering” Guidelines**

Every effort must be made to assure that electioneering is fair, equitable, and honorable. Any violation of an accepted election policy, procedure, or code may be considered unethical conduct. Dishonest candidate representation or denigration of another candidate may be considered a violation of the Academy’s Code of Ethics and Conduct. The following guidelines shall be followed:

- A. All candidates shall have equal access to Academy publications in matters dealing with candidacy and electoral processes.
- B. If election activities occur outside the Academy meetings, the activity must be totally funded by the candidate or his or her supporters. Any election publicity in publications other than Academy publications must be totally funded by the candidate or his or her supporters.
- C. Fundraising committees and seeking corporate sponsorship is prohibited.
- D. Candidates are prohibited from using resources other than personal funds and those personally generated from individual contributions of \$100 or less. Each candidate shall keep accurate records of all personal funds applied to the election process and contributions accepted from individuals during the electoral process. Such records of expenditures and contributions shall be subject to review by the Academy. If any campaign funds are not used during the election process, every reasonable effort shall be made to return unused funds to the donor. If this is not reasonably possible, the funds shall be donated to any appropriate organization (i.e., the Forensic Sciences Foundation). The donation of unused funds shall not be made in the name of the candidate in whose support they were donated.
- E. Candidates shall not intentionally make any unfavorable or untruthful comments about their opponents.
- F. Since the Academy publishes a report on the candidates, including biographies and photos, and distributes it to the Academy membership, “mass mailings” are prohibited. However, if a candidate wishes to send personal letters to members regarding his or her candidacy, “platform,” relevant issues, and qualifications, such shall be personally signed and sent by the candidate. Rubber stamp and electronic

reproduction of the candidate's signature is prohibited on such mailings. Telephone calls and informal contacts are not restricted. Candidates shall not use any local, state, or federal government, law enforcement agency, or university letterhead paper for their candidacy communications.

**6.12.4.2. Schedule of Events**

The deadline for the biographies and photos of the nominees to be sent to the membership is November 1. The election of the nominees will be held in accordance with the AAFS Bylaws at the annual business meeting of the members.

**6.12.4.3. Contested Elections**

In the case of a contested election, whether by nomination by petition or nomination from the floor during the Annual Business Meeting of the Members, the President shall allow two (2) individuals to speak for a maximum of three (3) minutes each on behalf of each nominee. Each nominee in a contested election may speak on his or her own behalf for a maximum of five (5) minutes. This process will be followed by a written ballot of the eligible voting membership (Members, Fellows, Retired Members, Retired Fellows). The ballots will be collected and counted by tellers designated in advance by the president. Following the count, the president will officially announce the outcome of the election during the annual business meeting of the members.

## **6.13. PAST PRESIDENTS COUNCIL (PPC)**

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### **6.13.1. ACTIVITIES**

The AAFS Past Presidents Council provides a formal mechanism within the Academy whereby the voices, opinions, and concerns of Past Academy Presidents can be heard on matters of import to the Academy. The role of the Past Presidents Council is to advise the president on issues of significance to the Academy, including but not limited to: award nominations and matters of Academy history, policy, advocacy, and future legacy.

The Past Presidents Council also provides an opportunity for continuity of leadership vision, to ensure that projects and initiatives started during a president's tenure are seen through to their appropriate conclusion where possible.

As part of their activities each year, the PPC will bestow one of the Academy's most prestigious awards, the AAFS Past Presidents Council Award for Outstanding Early Career Achievement in Forensic Science.

### **6.13.2. COMPOSITION**

The Council shall include all past presidents who wish to be involved. The immediate past president serves as chair of the PPC and as a liaison between the PPC and the AAFS President and Board of Directors.

### **6.13.3. MEETINGS**

The AAFS Past Presidents Council meets annually in conjunction with the Past Presidents Luncheon at the AAFS Meeting and electronically thereafter as needed.

### **6.13.4. PAST PRESIDENTS COUNCIL AWARD FOR OUTSTANDING EARLY CAREER ACHIEVEMENT IN FORENSIC SCIENCE**

#### **A. PURPOSE**

To recognize outstanding contributions to forensic science research, education, and/or practice during the recipient's early professional career.

#### **B. CRITERIA**

1. The recipient shall be an Associate Member, Member, or Fellow of the AAFS.
2. The recipient shall have been eligible for the status of Associate Member of the Academy no more than ten (10) years prior to their nomination.
3. The recipient shall have demonstrated both leadership and outstanding achievement through contributions that have served to advance forensic science and its application to the legal system in a manner that promotes professionalism, integrity, competency, education, research, practice, and collaboration.

#### **C. NOMINATING PROCEDURE**

Candidates must be nominated by a Fellow of the Academy. All nominations must be submitted to the AAFS Administrative Office no later than April 15 with a letter of nomination detailing the candidate's accomplishments and the reasons she/he is deserving of this Academy-wide recognition, together with a current copy of the

nominee's curriculum vita, and any relevant supporting documentation (e.g., a seminal publication, an innovative course syllabus or textbook, a significant contribution to the AAFS program such as organizing a workshop or interdisciplinary panel).

D. SELECTION PROCESS

Each section's officers will review all candidates nominated from their section, and will then select the one (1) most qualified candidate to represent their section. The section chair will then forward that candidate's nomination package to the Past Presidents Council Chair for consideration no later than June 1. The chair of the Past Presidents Council will serve as chair of the PPC Award Committee and shall designate up to five (5) additional past Academy presidents to review the applications and propose a nominee for the Executive Committee's consideration at its mid-year meeting. In the event of a tie, the nominee will be chosen by the chair of the PPC.

E. AWARD PRESENTATION

The award will be presented by the chair of the Past Presidents Council at the annual business meeting of the AAFS.

F. THE AWARD

The award shall consist of a check for \$1,000 and an appropriate commemorative plaque to be prepared by the Academy staff. In addition, the expense of the recipient's attendance at the annual meeting where the award is presented shall be paid by the Academy, including registration, coach airfare, lodging while in attendance at the annual meeting not to exceed five (5) nights, and up to \$75 per diem.

## 6.14. POLICY AND PROCEDURE COMMITTEE

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This committee shall be responsible for maintaining the Board of Directors *Policy and Procedure Manual* and shall serve as advisors to the Board of Directors on such policy and procedure matters as may be assigned to it. Policy decisions made by the Board of Directors and the Executive Committee during meetings are to be included in the Board of Directors *Policy and Procedure Manual*. With the exception of the *FEPAC Policies & Procedure Manual* (RE: Section 6.11., paragraph 4), the committee is also responsible for coordinating changes to other policy and procedure manuals that must be approved by the Board.

1. The Policy and Procedure Committee shall be composed as follows:
  - a. Five (5) Fellow or Retired Fellows appointed by the Board of Directors. One committee member shall be appointed by the Board of Directors annually. The Board will also appoint additional individuals as required to fill unexpected vacancies.
  - b. Each member may serve for no more than one (1) five-year term.
  - c. The Executive Director of the Academy serves as an ex officio member of the committee and ensures that all proposed changes to policy and procedure manuals under control of the Board of Directors are reviewed by the committee, before the manuals are updated. This includes changes made during Board meetings.
  - d. The AAFS staff supports the committee by updating policy and procedure manuals under the control of the Board of Directors and publishing them, so that the changes can be approved by the Board and manuals distributed during the AAFS annual meeting in February.
  - e. The Policy and Procedure Committee shall annually elect its own chair from among its members.
2. Committee Process:
  - a. In April of each year, the committee will send out a notice to all section officers calling for them to submit proposed changes to the sections in the Board of Directors *Policy and Procedure Manual* that pertain to their respective sections. The notice should include a reminder that all proposed changes must be sent to the Executive Director of the Academy, so as to arrive no later than October 15.
  - b. The committee will also send notices, similar to those sent to the section officers, to the editor-in-chief of the *Journal of Forensic Sciences*, and the chair of the Forensic Sciences Foundation, calling for them to submit proposed changes to the manuals under which their committees operate. These individuals will also be reminded that their proposed changes should be sent to the Executive Director of the Academy so as to arrive no later than October 15.
  - c. The committee chair will prepare an interim report on committee activity for the Board of Directors Executive Committee each year when it convenes in the summer.
  - d. The committee chair will prepare an annual report on committee activity for the Board of Directors each year when it convenes in February.

## **6.15. PROGRAM COMMITTEE**

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### **6.15.1. COMPOSITION**

All Program Committee Chairs must have the status of Associate Member or higher. Student Affiliates and Trainee Affiliates are not eligible to serve. This does not apply to the position of co-chair. The committee consists of the following positions:

1. Chair (appointed by the President-Elect)
2. Co-Chair (optional, appointed by the President-Elect)
3. Plenary Session Chair (optional, appointed by the President-Elect)
4. Workshops Chair (appointed by the President-Elect)
5. Breakfast Seminars Chair (appointed by the President-Elect)
6. Poster Sessions Chair (appointed by the President-Elect)
7. Last Word Society Chair (appointed by the President-Elect)
8. Student Academy Chair (appointed by the President-Elect)
9. Interdisciplinary Symposium on the Use of Forensic Sciences Chair (appointed by the President-Elect)
10. Local Arrangements Chair (appointed by the President-Elect)
11. Luncheon Sessions Chair (appointed by the President-Elect)
12. Bring Your Own Slides Chair (appointed by the President-Elect)
13. Section Program Chairs (elected or appointed by their sections)

### **6.15.2. PROGRAM CHAIR JOB DESCRIPTION**

The Program Chair is responsible for the entire technical program. This individual works very closely with the AAFS staff and must coordinate all actions and decisions with the staff. The duties are primarily that of a coordinator and troubleshooter.

The actual preparation of the program is accomplished by the various committee members and the AAFS staff.

### **6.15.3. DUTIES OF THE PROGRAM CHAIR**

The following is a list of the duties expected of the Program Chair:

1. Meet with the incoming section program chairs prior to the end of the annual meeting.
2. Correspond with the entire committee by mid-March advising them of the abstract deadline.
3. Maintain contact with the plenary and workshop committee members to ensure that the program is underway.
4. Have a firm program by mid-May to early June.
5. Review abstracts in order to identify possible breakfast seminar and luncheon session topics.
6. Correspond with committee members before August to encourage them to set the program and to return it to the AAFS staff. Have a program well defined and finalized by mid-September/early October including all breakfast seminars, luncheon sessions, workshops, and scientific sessions.
7. Establish needs for assistance at the meetings by coordinating personnel needs with local arrangements committee. This should be finalized by December.
8. Coordinate with AAFS staff continually.

9. During the meeting, ensure that the program is running as smoothly and as professionally as possible.
10. Monitor the annual meeting program performance continually.

As with any other function in the AAFS, the vast majority of the work falls on the AAFS staff. The Program Chair is there to troubleshoot problems and to make decisions when problems arise or when choices have to be made. The Program Chair should at all times be in contact with the AAFS President and staff to ensure that all the parties are aware of plans and progress with the program.

#### **6.15.4. LOCAL ARRANGEMENTS COMMITTEE AND CHAIR**

The duties of the Local Arrangements Committee and Chair are as follows:

1. To assist the AAFS Executive Director and staff with on-site arrangements.
2. To assist the Program Committee with specific programming requirements (e.g., local arrangements and requirements for workshops, seminars).
3. To assist the meeting planner by developing interesting adjunct activities for AAFS members and invited guests.
4. To contact local officials and civic organizations for support activities or program participation.
5. To contact local business or industrial organizations for possible program support.
6. To assist the meeting planner, if necessary, with tours or tour groups.

## 6.16. PUBLICATIONS

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### 6.16.1. EDITORIAL BOARD

The members of the Editorial Board are set forth in Article V., Section 1 e. of the AAFS Bylaws:

This body is responsible for the official publication of the AAFS, the *Journal of Forensic Sciences*. The Editorial Board shall be composed of members of the AAFS who have been recommended by the *Journal* Editor-in-Chief and approved by the Board of Directors.

Their tenure is for a period of five (5) years and may be renewed for additional five (5) -year periods by the Board of Directors.

The *Journal* Editor-in-Chief shall be appointed by the Board of Directors and shall serve at the pleasure of the Board. The Editor-in-Chief shall serve as Chair of the Editorial Board.

The Editorial Board will maintain and operate in accordance with a *Policy and Procedure Manual* approved by the Board of Directors.

### 6.16.2. JOURNAL OF FORENSIC SCIENCES

The *Journal of Forensic Sciences* is the official bi-monthly publication of the AAFS. It is devoted to the publication of original investigations, observations, scholarly inquiries, and reviews in the various branches of the forensic sciences.

### 6.16.3. ACADEMY NEWSFEED

The *Academy Newsfeed* is the official newsletter of the AAFS. It is published by the AAFS staff and is available on the AAFS website.

The views and opinions expressed in the articles contained in the *Academy Newsfeed* are those of the identified authors and do not necessarily reflect the official policy or position of the Academy. (Board of Directors, February 23, 2013)

Every reference to *Academy News*, *Academy newsletter*, or *newsletter* in this *Manual* shall be understood to include the *Academy Newsfeed*.

Any action required to be accomplished through publication or distribution may be satisfied by distribution through the *Academy Newsfeed* or publication on the AAFS website.

### 6.16.4. FORENSIC SCIENCE IN FOCUS BOOK SERIES COMMITTEE

#### 6.16.4.1. Purpose

The Forensic Science in Focus Book Series Committee is charged with the responsibility of publishing books that highlight the Academy, its members, its activities, and are otherwise in the interest of the Academy. The committee shall promote the global membership of the Academy and its interests in new research, scholarship, and publication in the forensic sciences.

**6.16.4.2. Composition**

The Forensic Science in Focus Book Series Committee is composed of a chair and five (5) members, all of whom are to be Academy Fellows from different sections of the Academy.

**A. Chair**

The Chair shall serve for a term of three (3) years and may be re-appointed twice with a maximum of nine (9) years of service. The AAFS President shall appoint or re-appoint the Chair as needed. The Chair shall act as the book series editor. However, a retired Chair may continue to serve on book projects that he/she started.

**B. Members serve three-year staggered terms and are appointed by the Chair as needed and may be re-appointed twice with a maximum of nine (9) years of service.****6.16.4.3. Publisher**

The chair shall negotiate contractual terms with the publisher on an annual basis. The AAFS Executive Director shall review, approve, and sign written agreements and all documentation needed on behalf of the Academy. The Officers and the Board of Directors shall be informed of the agreed terms.

**6.16.4.4. Branding**

Published books shall be a co-brand of the Academy and the publisher. The Academy logo shall appear on the cover of the book.

**6.16.4.5. Ownership, Rights, and Interests**

All ownership, rights, and interests not vested in the publisher shall be vested in the Academy.

**6.16.4.6. Conflicts of Interest**

The chair and members of the Book Committee shall have no financial interest in the publisher or its subsidiaries. Authors shall have no direct financial or other interest associated with the authored book, other than book sales.

**6.16.4.7. Profit Sharing**

All revenues/royalties are received by the Academy for published books. However, the author(s) of each book shall determine the unit within or associated with the Academy that the revenues/royalties are assigned.

**6.16.4.8. Dispute Resolution**

The chair and the AAFS Executive Director shall resolve all disputes relating to the authors, book editors, and the publisher.

## **6.17. YOUNG FORENSIC SCIENTISTS FORUM**

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### **6.17.1. COMPOSITION**

The Young Forensic Scientists Forum Committee (YFSF) shall be composed of a chair and five (5) members, appointed by the Board of Directors. Committee members must have the status of Student Affiliate, Trainee Affiliate, or Associate Member and must have attended at least one (1) AAFS annual meeting and at least one (1) YFSF Special Session. The Chair term shall be two (2) years, with a maximum of two (2) terms. The committee member terms shall be two (2) years, with a maximum of three (3) terms. The Chair shall be appointed from the committee members and must have served for at least two (2) years as a committee member to be eligible. The Chair shall provide nomination suggestions to the Board of Directors in the annual progress report.

The YFSF Chair shall automatically hold the designation of “Program Committee, YFSF Chair.”

### **6.17.2. PURPOSE**

The YFSF is dedicated to the education, enrichment, and development of emerging forensic scientists and future leaders in the field. The YFSF provides an avenue for the new forensic scientists to interact with and become a part of the established forensic science community. The YFSF shall develop outreach opportunities and content regarding mentorship, career development, and the benefits of Academy membership.

### **6.17.3. ACTIVITIES**

#### **6.17.3.1. Academic Session**

The YFSF shall coordinate an academic session for the AAFS annual meeting. The academic session shall consist of presentations by various members of the forensic science community consistent with the theme of the meeting. The session will be scheduled in consultation with the AAFS Program Committee Chairs and the President.

#### **6.17.3.2. Other Sessions**

The YFSF shall coordinate any other activities or sessions for the annual meeting as requested by the AAFS President.

### **6.17.4. AWARD CRITERIA**

The YFSF Founder’s Award shall be awarded by the YFSF to a member of the AAFS or a member of the AAFS staff who has exhibited a dedication to the education, enrichment, and development of emerging forensic scientists, and who has shown a considerable amount of dedication to the assistance of emerging forensic scientists and the future leaders of the field. The YFSF Founder’s Award will be presented at the AAFS annual meeting.

**6.17.5. DUTIES AND RESPONSIBILITIES OF THE CHAIR:**

1. Canvas for prospective committee members between meetings in order to provide the AAFS BOD committee nominations prior to the annual meeting.
2. Provide orientation for the YFSF and submission deadlines on an annual basis.
3. Determine which committee members will serve as Special Session co-chairs and which committee members will serve as poster and BYOS approval co-chairs.
4. Maintain contact with Special Session co-chairs to ensure that the program is underway and that all deadlines are met.
5. Review speakers in order to ensure representation from as many sections as possible and a broad variety of topics.
6. Have a program well defined and finalized by mid-July.
7. Coordinate with AAFS staff continually to adapt for any additional activities.

## 7. SECTION ACTIVITIES

### 7.1. SECTION OFFICERS' MANUAL

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#### 7.1.1. INTRODUCTION

The material contained in this section of the *Manual* is the product of the observed actions of several cadres of AAFS Section Officers. As outlined in the Management of the Academy chart (1.2.2.), it is the responsibility of the section chair to advise the section's Board representative of any section concerns or desired actions. In accordance with citation 1.4.4.2.B., sections may not make any public statements (or outreach) that may appear to represent the AAFS. Sections must use official AAFS methods of communication with its membership – Academy *Newsfeed*, staff-generated email blasts, surveys, and staff-maintained social media. No particular leadership techniques or organizational philosophies are reflected here. Rather, this contains information as to what needs to be done by section officers. The primary sources for the information contained in the chapters that follow include: the AAFS Bylaws, policy statements established, from time to time, by the Executive Committee; common practices by section officers; annual meeting *Program Planner's Guide*; and *Membership Committee Procedure Manual*. How these responsibilities are carried out is a matter of individual preference and collective agreement by section officers.

There are no hard and fast rules for the execution of assigned responsibilities. In some instances, section officers have established finite roles as to each section officer's duties. In other cases, the officers have operated as a committee (i.e., whoever was available accomplished the task in question).

#### 7.1.2. REFERENCES

- I. AAFS Bylaws, Article VI., Sections of the Academy  
This is the basic authority for the creation of section business. Germane to section officers, the key points of the article are:
  - A. The chair and secretary must hold the rank of Fellow. If a "Member" will become a "Fellow" at that year's AAFS annual business meeting, the "Member" may run for section office.
  - B. The term of office for the section officer is one (1) year beginning at the conclusion of the AAFS annual meeting at which elected.
  - C. Officers may be re-elected to their respective offices unless specified to the contrary in their section rules.
  - D. Section officers are announced at the annual business meeting.
  - E. Section committees may be formed. *Section-level committees shall not duplicate Academy-wide committees or efforts, but shall be created for the purpose of conducting section business and advancing section efforts regarding membership and the annual meeting.*
  - F. All section members may register and attend the annual section business meeting but only Members and Fellows may vote. (Members shall not vote on matters concerning their own promotion.) The Fellow and Member ribbons were designed for easy identification in voting situations.

- G. Nominations for section officers may be made from the floor. (A Nominating Committee may also be used.)
  - H. Each section is allocated, for its own use, up to 10% of the anticipated annual dues from members of that section. Section financing is the subject of Chapter 4 in this *Manual*.
  - I. New sections may be created by petition of the Board consisting of at least thirty (30) AAFS members who are willing to become members of that section. Of the 30 members, at least five (5) must be Fellows who are willing to serve as section officers.
- II. AAFS Bylaws, Article V., Committees
- A. MEMBERSHIP COMMITTEE. The chair and the secretary of each section are members of the Membership Committee. The chair of the committee is the Vice President of the AAFS appointed by the President. The committee recommends to the Executive Committee individuals for initial membership in the AAFS and for subsequent promotion as well as other matters assigned by the Executive Committee. For details concerning membership, refer to the *Membership Committee Procedure Manual*.
  - B. NOMINATING COMMITTEE. Each immediate past section chair is a member of the AAFS Nominating Committee. Also members are three (3) Fellows elected by the Board of Directors, one (1) of whom shall serve as chair. The names of Nominating Committee nominees must be received by the AAFS (Secretary, President, staff) by June 15. The report of the committee shall be provided to the membership by August 1. Nominations for any elected office of the AAFS may be made by petitions delivered to the Nominating Committee by September 1. A second report of the Nominating Committee listing all nominees for election to each office shall be provided to the membership by November 1. Nominations may be made from the floor at the annual business meeting.
  - C. PROGRAM COMMITTEE. The AAFS Program Committee is composed of the section program chairs. The AAFS President-Elect appoints a chair and assistants to supervise the portions of the program that include plenary session, joint sessions, workshops, seminars, and local arrangements. The AAFS Program Committee commences its work during the last days of the annual meeting. At that time, the theme is announced for the next meeting and the *Program Planner's Guide* is distributed and discussed. The names of the section program chairs are announced at the AAFS annual business meeting, as well as the section officers.

### 7.1.3. SCHEDULE OF ACTIVITIES/DATES/DEADLINES

- I. ANNUAL MEETING – IMPORTANT DATES
  - A. Section officers, by virtue of their responsibilities as members of a variety of committees, are busy people at the annual meeting. This portion of the *Manual* is intended to aid in scheduling activities.
  - B. Scheduled Meetings
    - Tuesday: Outgoing Program Committee Meeting to be attended by current program committee members.
    - Tuesday: Membership Committee Luncheon to be attended by current section chair and secretary.

- Tuesday: Welcoming Reception to be attended by current section chair, secretary, and program committee members.
- Wednesday: Continuing Education Committee to be attended by current committee members (section chair and secretary and section program chairs).
- Wednesday: Plenary Session to be attended by current section chair and secretary and program committee members.
- Wednesday: Annual Section Business Meeting to be attended by current section chair and secretary and program committee members.
- Wednesday: AAFS Annual Business Meeting to be attended by current section chair and secretary and program committee members, as well as the newly elected section chair and secretary and program committee members.
- Thursday: Academy-Wide Reception to be attended by current section chair and secretary and program committee members.
- Friday: AAFS Section Officers Meeting to be attended by newly elected section chair and secretary.
- Friday: AAFS Program Committee Meeting to be attended by newly elected program committee members.

C. Other Functions

Separate invitations can be anticipated for various functions that may not be scheduled every year (i.e., the President's Reception, section receptions, etc.).

#### 7.1.4. SECTION AWARDS

##### General

The authority for all matters relating to section awards rests with each section. This includes decisions related to award selection criteria, design, purchase, and presentation.

##### Deadlines

If sections desire to have staff assistance in the design and purchase of their awards, the specific requirements must be given to the staff by September 1. The names of all recipients must also be made available to the staff by September 15 for inclusion in various annual meeting publications.

##### Award Presentation

The sections may present awards during the annual section business meetings. The AAFS requests that immediately thereafter, the award recipients attend the AAFS annual business meeting with their plaques (thus, the entire AAFS can honor the section award winners).

##### Photographic Coverage

Will be provided by the AAFS.

##### 7.1.4.1. Anthropology Section

Seven (7) awards exist within the Anthropology Section: (1) the T. Dale Stewart Award, (2) the J. Lawrence Angel Forensic Anthropology Student Paper Award, (3) the Ellis R. Kerley Research Award (in association with The Ellis R. Kerley Forensic Sciences Foundation, hereafter Kerley Foundation), (4) the Outstanding Mentorship Award, (5) the Diversity and Inclusion Travel Award, (6) the Diversity and Inclusion Pilot Study Grant, and (7) the Anthropology Section Service Award.

- I. The T. Dale Stewart Award recognizes outstanding, career-long contributions to the field of forensic anthropology. Stewart (1901-1997) spent his career at the Smithsonian Institution and is widely acknowledged as a founder of contemporary forensic anthropology. Among his many other accomplishments, he performed casework for the Federal Bureau of Investigation, improved scientific approaches to forensic anthropology, developed methods for estimating biological profile, and published foundational works. The Stewart Award honors its namesake and embodies the highest accolade that the Anthropology Section bestows.
  - A. Process:
    1. The Stewart Award Committee is appointed by the section chair and composed of three (3) former recipients of the award and one (1) Student Affiliate or Trainee Affiliate. Generally, the committee consists of the last two (2) Stewart Award recipients, but exceptions can be made if necessary.
    2. Section officers announce the request for nominations and specify a deadline of January 1 for receipt of nominations.
    3. This committee may select one (1) of the nominees to receive the award. The award may be presented annually.
    4. Nominations are made by email to the section chair before the announced deadline. Following that date, the nominations will be forwarded to the Stewart Award Committee for consideration.
    5. The Committee's decision is final.
  - B. Nominee Eligibility:
    1. The nominee must be a current, former, or retired Anthropology Section member, and the award may be given posthumously. Note that the award is bestowed to an individual, not a project or consortium.
    2. The nominee may not have received the award previously.
  - C. Nomination Requirements:
    1. The nominator must be a current member of the Anthropology Section of the AAFS.
    2. Nominator may not be a current member of the Stewart Award Selection Committee or a current Anthropology Section officer.
    3. Nominations consist of a brief narrative (~500 words) that highlights the nominee's outstanding lifetime contributions to forensic anthropology.
    4. "Lifetime contributions" are broadly defined. They may include relevant research, grants, publications, casework, and service to the Anthropology Section and AAFS, the discipline, colleagues, and their communities, as well as other meritorious accomplishments.
    5. Nominations should include a recent copy of the nominee's curriculum vitae.
  - D. Results and Award:
    1. The results of the Committee's deliberations and selection will be announced in the Anthropology Section Business Meeting.
    2. The following year, the recipient receives a plaque at the annual Anthropology Section Business Meeting and acknowledgment at the Academy Business Meeting.

- II. The J. Lawrence Angel Forensic Anthropology Student Paper Award is awarded each year to the Anthropology Section student or students who present the best paper at the annual meeting. The award consists of an official certificate and a monetary prize set by the section chair and is presented to the lead author. Selection is made by a committee whose chair is appointed by the Anthropology Section Chair. The committee consists of a minimum of two (2) Anthropology Section members (at any level) in addition to the Award Committee Chair.
- A. Eligibility:
1. Only students who are matriculated in an anthropology program at the time of the paper submission are eligible for the competition. In case of multiple authors, all authors must satisfy this requirement.
  2. Students (including all co-authors of a paper) must hold membership in the Anthropology Section of the American Academy of Forensic Sciences at the time the scientific presentation is given. Students who do not hold membership at the time of abstract submission must submit an application for membership concurrently with their abstract submission.
  3. The author(s) of the presentation must be a student(s) as defined above. Papers or posters co-authored by faculty or other non-students are not eligible under any circumstance.
- B. Requirements:
1. Abstracts are to be submitted on the official American Academy of Forensic Sciences form by the official deadline. Abstracts will be accepted or rejected for presentation by the Anthropology Section Program Chair.
  2. The student(s) must notify the section program chair at the time the abstract is submitted that the presentation will be entered in the J. Lawrence Angel Student Award competition. The program chair will notify the committee chair who in turn will determine eligibility of the author(s).
  3. For both podium and poster presentations, one electronic copy of a complete manuscript must be sent to the J. Lawrence Angel Student Award Committee Chair via email or postmarked no later than January 15. A complete manuscript consists of text, figures or illustrations, and bibliography.
  4. The committee does not accept submissions of dissertations, theses, or other larger works beyond abbreviated versions that represent a reasonable facsimile of a conference paper manuscript.
  5. The author, or at least one of the authors in a co-authored presentation, must present the paper or poster at the American Academy of Forensic Sciences scientific meeting.
- C. Judging Criteria:
1. The quality and content of the manuscript and the presentation;
  2. The general organization and format including a clear statement of hypothesis;
  3. Clarity of presentation (use of visuals, ease of information extraction, diction, completion within allotted time, etc.);
  4. Correct application and explanations of appropriate statistical methods;
  5. The application/relevance of the research to forensic anthropological practice; and

6. The ability of the presenting author(s) to answer questions about the research (both podium and poster presenters are expected to remain available to the committee members to answer any questions).
  7. Special consideration will be awarded for original and creative research that furthers the goals of forensic anthropology.
  8. Please note that the committee's decision regarding the winning presentation is final and that there is no appeal process.
- D. Results of Competition:
1. The results of the competition will be announced on the *Academy Newsfeed* following the annual meeting. Each participant will receive a notification of the results from the committee chair.
  2. The winner(s) will be officially recognized at the following year's Anthropology Section business meeting at which time the winner(s) will receive an official framed certificate and a monetary award. The winner(s) also will be recognized again at the Academy's annual business meeting following the Anthropology Section's business meeting.
- III. The purpose of The Ellis R. Kerley (ERK) Research Award is to recognize excellence in the continuing effort to research and develop methods in Forensic Anthropology. The award consists of a plaque from the Anthropology Section and a cash award (\$250) from the Kerley Foundation. Selection is made by the Foundation Board members and the section chair, who is considered a rotating member.
- A. Eligibility:
1. Application for this award is initiated by normal abstract submission to the AAFS including the normal deadlines and processes. Candidates must be AAFS Trainee Affiliates, Associate Members, Members, or Fellows of the Anthropology Section.
  2. In case of abstracts with multiple authors, the first (lead) author must satisfy the membership status requirement.
- B. Requirements:
1. Abstracts are to be submitted using the official American Academy of Forensic Sciences form by the official deadline. During the submission process, the submitting author(s) must indicate that the paper or poster is to be considered for the ERK Research Award.
  2. Abstracts accepted for presentation by the Anthropology Section Program Chair will be forwarded electronically to the Ellis R. Kerley Foundation Secretary, along with information regarding current membership status, who in turn will confirm the eligibility of the first (lead) author. Documents should be sent no later than January 15.
  3. The award is attributed to the first author, regardless of who presents the research at the American Academy of Forensic Sciences Annual Scientific Meeting.
- C. Judging Criteria:
1. The quality and content of the abstract;
  2. The originality, creativity, and innovation of the research design;
  3. Significance to the field and/or potential impact on the practices of forensic anthropology, with preference to new methods and developments in the field of forensic anthropology; *and*

4. The Foundation's decision regarding the winning abstract is final and there is no appeal process.
- D. Results of the Competition:
1. The results of the competition will be announced at the Anthropology Section/Kerley Foundation Reception during the AAFS Annual Scientific Meeting at which time the winner will receive a monetary award.
  2. The winner will be recognized again at the following year's Anthropology Section/Kerley Foundation Reception meeting at which time they will receive an official plaque. The winner also will be recognized at the Anthropology Section's business meeting.
- IV. The Outstanding Mentorship Award recognizes and promotes mentorship in the AAFS Anthropology Section. The award is designed to honor mentors who exemplify extraordinary selflessness as they support and contribute to the career development and advancement of students, colleagues, and the discipline of forensic anthropology. This award recognizes an individual who has excelled at mentoring others in achieving their educational and career objectives through moral, social, and intellectual support. We encourage nominees to consider mentors at all levels of their career (early, mid, to late). We define each of these criteria in more detail below:
- **Intellectual support:** Helps the mentee develop ideas constructively (e.g., by brainstorming, offering a sounding board, suggesting a diverse perspective, providing written feedback) – investing one's intellectual capital in the service of mentees.
  - **Social Support:** Helps the mentee develop a professional network that will allow them to be successful (e.g., introducing them to others, writing reference letters, suggesting them as co-authors/reviewers/editors) – investing one's social capital in the service of mentees.
  - **Moral Support:** Genuinely cares about the well-being and development of the mentee (e.g., encouragement through difficult times, helps maintain self-efficacy, provides perspective or specific career/work strategies) – investing one's mental energy in the service of mentees.
- The awardee receives a plaque and recognition at the Annual Section and Academy Business Meetings. The committee consists of a chair and a minimum of two additional members identified by the Award Committee Chair. The Award Committee Chair is appointed by the Anthropology Section Chair. The Awards Committee Chair will select one (1) member who is a Student Affiliate of the Anthropology Section, and one (1) member who is a Member/Fellow of the Anthropology Section. The award may be presented every year, but this is not required.
- A. Eligibility:
1. Nominee is a Member/Fellow or Retired Member/Fellow of the AAFS Anthropology Section with a formal or informal mentorship role over students, trainees, and/or junior colleagues. This award can also be given posthumously.
  2. Nominee is not a previous recipient of this award.
- B. Requirements:
1. A written narrative of ~500 words explaining why the nominee is an outstanding mentor deserving of the award.

2. A list of three (3) individuals supporting the nomination and their contact information. Preference will be given to nominations with at least one signatory who is a current student and/or a Student Affiliate of the Anthropology Section.
  3. The individual submitting the nomination maintains membership (Student, Trainee Affiliate, Member, or Retired Member status) in the Anthropology Section of the American Academy of Forensic Sciences. Nominations are due by October 1 of each year and should be emailed to the Anthropology Section Chair.
- C. Judging Criteria:
1. Quality and content of the 500-word nomination
  2. Perceived impact of the nominee on the future of the field of forensic anthropology
  3. Please note that the committee's decision regarding the winning presentation is final and that there is no appeal process.
- D. Results of the Competition:
1. The awardee will be announced during the annual Anthropology Section Business Meeting.
  2. The awardee will be announced in the *AAFS Newsfeed* following the Annual Scientific Meeting.
  3. During the Anthropology Section Business Meeting the following year, the awardee will receive an official plaque. Also, the awardee will be recognized at the Academy's General Business Meeting.
- V. The Diversity and Inclusion Travel Award is awarded to increase the number of scholars traditionally underrepresented in the forensic sciences attending the annual meeting of the American Academy of Forensic Sciences (AAFS). The award focuses on Student Members of the AAFS who are obtaining undergraduate or graduate degrees in biological anthropology, forensic anthropology, forensic archaeology, human rights, and allied fields. The award will provide a minimum of \$500 in funding to one individual from a historically under- represented group to enhance education, professionalism, and inclusion through attendance at the AAFS annual meeting. The awardee is chosen by a committee of at least three (3) members at any membership level appointed by the Anthropology Section Chair. One member of the committee is the previous year's winner (if that person is available to join the committee).
- A. Eligibility:
1. At the time of application, individuals must be Student Affiliates, or Student Affiliate applicants who are recommended for approval, of the Anthropology Section of the AAFS, enrolled in an undergraduate or graduate program focused on the study of forensic anthropology, biological anthropology, human skeletal biology, forensic archaeology, human rights, or allied fields. Additionally, applicants must be members of a historically underrepresented group in forensic and biological anthropology, including (but not limited to) those of African, Latinx, Asian, Native American, Native Alaskan, Hawaiian, and Pacific Islander ancestry; LGBTQ+ individuals; persons with mental and/or physical disabilities; and first generation college students, particularly from underserved backgrounds.

- B. Application:
    - 1. The applicant must submit a personal statement (maximum two pages, single spaced, 12-point font), explaining how they became interested in forensic anthropology or a related sub-discipline, how the award will enhance their educational and/or professional goals, and how the applicant or their research addresses and/or broadens diversity and inclusion in biological and forensic anthropology. The applicant should also briefly address how they fit the eligibility requirements. A current CV must also be submitted. The application documents in PDF form are due to the Anthropology Section Chair by October 1. Personal statements will be assessed by the committee members, and the awardee will be notified in December and announced at the following Anthropology Section Business meeting.
  - C. Judging Criteria:
    - 1. Statements will be evaluated based on quality of the statement and past experience and/or evidence for future success in the field.
- VI. The Diversity and Inclusion Pilot Study Grant is awarded to aid student progress toward degree and to assist in securing large grants for research completion. The award focuses on student affiliates of the AAFS who are pursuing an undergraduate or graduate degree in biological anthropology or related field. The award will provide a minimum of \$500 in funding to at least one individual from a historically underrepresented group. The reviewing committee chair will be appointed by the Anthropology Section Chair. The reviewing committee chair will identify two additional members of the AAFS (at any membership level) to assist in the review.
- A. Eligibility:
    - 1. At the time of application, individuals must be a Student Affiliate, or Student Affiliate applicant who are recommended for approval, of the Anthropology Section of the AAFS, enrolled in an undergraduate or graduate program focused on the study of forensic anthropology, biological anthropology, human skeletal biology, forensic archaeology, human rights, or allied fields. Additionally, applicants must be members of a historically underrepresented group in forensic and biological anthropology.
  - B. Application:
    - 1. The applicant must submit a cover letter that outlines their current educational program, where they are in their studies, and how this grant will advance their research and educational/career goals. This cover letter must also briefly address how the individual fits the eligibility requirements. The cover letter should not be longer than 500 words.
    - 2. The applicant must also submit a two-page research statement and budget indicating how the funds will be used.
  - C. Judging Criteria:
    - 1. The applicant will be judged based on the quality of the research project and its ability to advance forensic anthropological knowledge or to improve the discipline more broadly.
- VII. The Anthropology Section Service Awards are given in recognition of the past chairs, secretaries, program chairs, and individuals who give outstanding service to the section. These awards consist of a plaque to the section chair and secretary and

certificate to the program chair and co-chair, each to be awarded in the year following completion of service. A certificate may be provided to any section member in recognition for outstanding contribution. The committee consists of the current section chair and secretary.

A. Eligibility:

1. All living previous section officers and program chairs are eligible to receive this award. Past officers and program chairs are eligible even if membership in the Academy has lapsed, as long as current contact information is available for the awardee.

B. Selection Process:

1. It is the duty of the Section Service Recognition Committee to select the number of recipients each year, in order to eventually bring such recognition current with departures from service while being in concert with the availability of funds in the section budget.

**7.1.4.2. Criminalistics Section**

The Criminalistics Section shall have two (2) awards: (1) the Paul L. Kirk Award and (2) the Mary E. Cowan Outstanding Service Award. Meritorious Service Certificates are also awarded.

I. The Paul L. Kirk Award

- A. This award shall be bestowed upon a person, living or dead, who has accomplished one or both of the following:
  1. Developed a method that greatly improves the capacity or accuracy of criminalistics or forensic science.
  2. Performed a special service that results in marked improvement in the quality, recognition, or acceptance of criminalistics or forensic science.
- B. The nominee for this award must have been a member of the Criminalistics Section at the time of the achievement.

II. The Mary E. Cowan Outstanding Service Award

- A. This award will be bestowed upon a person who has accomplished or performed a special service or a history of service to the Criminalistics Section, the Academy, or forensic science.
- B. The nominee must be a member of the Criminalistics Section at the time of the special service.

III. Meritorious Service Certificate

- A. At the discretion of the section chair, this certificate may be presented at the annual meeting to individuals who have dedicated themselves unselfishly to the section.

**7.1.4.3. Digital & Multimedia Sciences Section**

The Digital & Multimedia Sciences Section shall have four (4) awards: (1) the Outstanding Research Award, (2) the Outstanding Case Study Award, (3) the Carrie Morgan Whitcomb Outstanding Service Award, and (4) the Outstanding Student Research Award. Each award may be bestowed each year, but that is not required.

I. Outstanding Research Award

- A. The Outstanding Research Award is designed to recognize and encourage significant research contributions to the field of digital and multimedia forensic sciences. The selected research must meet all of the following criteria:

1. The research significantly contributes to the current body of knowledge in digital and multimedia forensic science, and/or the research pioneers or develops new techniques or procedures that have wide- spread acceptance in the digital and multimedia forensic science profession and judicial courts of law.
  2. The research reflects high standards of methodological rigor.
  3. The research must be presented at an Academy meeting, be documented in the meeting *Proceedings*, and both the abstract and the presentation must be exemplary.
- B. This award is limited to one (1) per year.
- C. This award shall be open to any Fellow, Member, Associate Member, Trainee Affiliate, or Student Affiliate of the Digital & Multimedia Sciences Section who meets the criteria. Length of membership is not considered, nor is service to the AAFS, or to the Digital & Multimedia Sciences Section.
- D. Recognition associated with this award will consist of an appropriate plaque, presented at the AAFS annual meeting. The plaque will be awarded to the lead author, or may be deferred to a co-author in the event the lead author is unable to attend the meeting.
- E. For multi-author scientific papers, the award is bestowed upon all authors, although only one (1) plaque will be produced and presented.
- F. The award decision will be made by the Digital & Multimedia Sciences Section Awards Committee. The committee will solicit volunteer award recommendations from applicable session moderators.
- II. Outstanding Case Study Award
- A. The Outstanding Case Study Award is designed to promote the sharing of knowledge and professional experience regarding the application of digital and multimedia forensic sciences to real-world cases. The careful study and presentation of how digital and multimedia forensic science techniques, processes, and knowledge were applied and contributed to a successful investigation is invaluable to fellow forensic scientists. As such, this award recognizes significant contributions toward that end. In order to maximize the potential for knowledge sharing, hypothetical case studies may be considered in this award category. Hypothetical case studies include real- world cases in which the details have been anonymized in order to protect sensitive case details and those that are purely hypothetical, designed to explore possibilities that have not been observed or reported in actual cases. Authors must specify if the case study includes hypothetical data.
- B. The selected case study must meet all of the following criteria:
1. The case study is highly relevant and interesting to the Digital & Multimedia Sciences Section members.
  2. The case study serves to educate digital and multimedia forensic investigators (or examiners, or analysts) on state-of- the-art techniques, processes, and knowledge in the field of digital multimedia forensic science.
  3. The case study presented on paper and during the presentation reflects an in-depth, nuanced examination of the case.
  4. The case study must be presented at an Academy meeting, be documented in the meeting *Proceedings*, and both the abstract and the presentation must be exemplary.

- C. This award is limited to one (1) per year.
  - D. This award shall be open to any Fellow, Member, Associate Member, Trainee Affiliate, or Student Affiliate of the Digital & Multimedia Sciences Section who meets the criteria. Length of membership is not considered, nor is service to the AAFS, or to the Digital & Multimedia Sciences Section.
  - E. Recognition associated with this award will consist of an appropriate plaque, presented at the AAFS annual meeting. The plaque will be awarded to the lead author, or may be deferred to a co-author in the event the lead author is unable to attend the meeting.
  - F. For multi-author case studies, the award is bestowed upon all authors, although only one (1) plaque will be produced and presented.
  - G. The award decision will be made by the Digital & Multimedia Sciences Section Awards Committee. The committee will solicit volunteer award recommendations from applicable session moderators.
- III. Carrie Morgan Whitcomb Outstanding Service Award
- A. This award shall be bestowed upon a person who has accomplished or performed a superior service or has demonstrated a history of commendable service to the Digital & Multimedia Sciences Section, the Academy, or forensic science.
  - B. This award shall be open to any Fellow, Member, Associate Member, Trainee Affiliate, or Student Affiliate who meets the criteria. The nominee for this award must have been a member of the Digital & Multimedia Sciences Section at the time of the achievement.
  - C. This award is limited to one (1) recipient per year.
  - D. Individuals are eligible to receive this award more than once.
  - E. Any Associate Member, Member, or Fellow of this section may nominate an individual for the Carrie Morgan Whitcomb Outstanding Service Award. The nomination should consist of no more than two (2) typed (size 12 font) pages that cover:
    - 1. History of scholarly work (e.g., presentations at AAFS meeting, publications in the *Journal of Forensic Sciences*, and other presentations and publications).
    - 2. Service to this section and AAFS (e.g., elected position, service on a committee, business meeting participation, etc.).
  - F. Recognition associated with this award will consist of an appropriate plaque, presented at the AAFS annual meeting.
  - G. The award decision will be made by the Digital & Multimedia Sciences Section Awards Committee and Officers. The committee will solicit nominations and recommendations from the Digital & Multimedia Sciences Section at large.
  - H. The Section will provide complimentary registration for the lead author to attend the AAFS annual meeting at which the award will be given.
- IV. The Outstanding Student Research Award
- A. The Outstanding Student Research Award is designed to recognize and encourage research contributions to the field of digital and multimedia forensic sciences by collegiate students (either undergraduate or graduate students). The selected research must meet all of the following criteria:
    - 1. The research contributes to the current body of knowledge in digital and multimedia forensic science, and/or the research pioneers or develops

new techniques or procedures that have wide-spread acceptance in the digital and multimedia forensic science profession and judicial courts of law.

The research reflects high standards of methodological rigor.

2. The research must be presented at a Digital & Multimedia Sciences Section program at an Academy meeting, either as a presentation or poster, be documented in the meeting *Proceedings*, and both the abstract and the presentation must be exemplary.

B. Eligibility:

1. Only students who are matriculated in a digital or multimedia forensic sciences program, or allied field, at the time of the paper submission are eligible for the competition.
2. Students (including all co-authors of a paper) must hold membership in the Digital & Multimedia Sciences Section of the American Academy of Forensic Sciences at the time the scientific presentation is given. Students who do not hold membership at the time of abstract submission must submit an application for membership concurrently with their abstract submission.
3. The author(s) of the presentation must be a student(s) as defined above. Papers or posters co-authored by faculty or other non-students are not eligible under any circumstances.

C. This award is limited to one (1) per year.

D. Recognition associated with this award will consist of an appropriate plaque, presented at the AAFS annual meeting following the annual meeting during which the presentation or poster was delivered. The plaque will be awarded to the lead student researcher.

E. For multi-student author scientific papers, the award is bestowed upon all student authors, although only one (1) plaque will be produced and presented.

F. The award decision will be made by the Digital & Multimedia Sciences Section Awards Committee. The committee will solicit volunteer award recommendations from applicable session moderators.

#### 7.1.4.4. Engineering & Applied Sciences Section

Two (2) awards exist within the Engineering & Applied Sciences Section:

(1) the Andrew H. Payne, Jr., Special Achievement Award and (2) the Founders Award. The Founders Award was first given in 1989. The Special Achievement Award was first given in 1990.

In 1991, the Special Achievement Award was renamed the Andrew H. Payne, Jr., Special Achievement Award in honor of Andrew H. Payne, Jr., an outstanding forensic engineering scientist and member of the section. Normally a total of only two (2) awards per year (including both Founders Awards and Andrew H. Payne, Jr., Special Achievement Awards together) may be given by the Awards Committee, but in special circumstances a total of three (3) awards may be made in one year.

I. Andrew H. Payne, Jr., Special Achievement Award

This award shall be open to any Fellow, Member, Associate Member, Trainee Affiliate, or Student Affiliate who meets the criteria. Length of membership is not

considered, nor is service to the AAFS or to the Engineering & Applied Sciences Section. Recipient must have advanced forensic engineering science in any of the following ways:

- A. By pioneering or developing new techniques or procedures that have widespread acceptance in the forensic engineering profession and in the courts;
- B. By outstanding performance in high-profile cases, the candidate has won overwhelming respect from his/her peers as well as recognition outside the profession and in the courts; *and*
- C. By showing outstanding leadership through which the forensic engineering profession has benefited in a specifically defined way.

## II. The Founders Award

The recipient:

- A. Must be a Fellow of the AAFS; *and*
- B. Must have a record of regular attendance at AAFS Annual Meetings; *and*
- C. Must have generously shared his/her experience and expertise by presentation of papers, seminars, workshops before the AAFS or any of its sections, or by having published in the *Journal of Forensic Sciences*, either an article or letter (the intent is to ensure that the candidate has been an active participant, but the Awards Committee has latitude in determining whether the participation has been adequate); *and*
- D. Must have held an official position in the Engineering & Applied Sciences Section (i.e., Chair, Secretary, Program Chair, or Membership Committee Chair), or have served in an official capacity with the AAFS for at least two (2) years, or must have served as chair of any of the committees of the Engineering & Applied Sciences Section for at least four (4) years, or have served as a member of at least one (1) committee for ten (10) years.

NOTE: Where a candidate has accomplished much in one field and technically not quite enough in another, the Awards Committee may consider items C. or D. as a whole. If, in the opinion of the Awards Committee, the candidate has been sufficiently active in the AAFS that recognition is deserved, then the committee is authorized to make the award. The recipient must have the respect of his/her peers in the Engineering & Applied Sciences Section.

### 7.1.4.5. General Section

The General Section shall have four (4) awards: (1) the John R. Hunt Award, (2) the Paul W. Kehres Meritorious Service Award, (3) the Robert “Bob” Thibault Award, and (4) the Robert C. Gaffney Achievement Award.

- I. The John R. Hunt Award is intended to recognize sustained superior contributions to the General Section, the American Academy of Forensic Sciences, and the forensic science community.
- II. The Paul W. Kehres Meritorious Service Award is intended to recognize a General Section Trainee Affiliate, Student Affiliate, Associate Member, Member, or Fellow for exceptional service to the General Section.
- III. The Robert “Bob” Thibault Award exemplifies the qualities of its namesake as being selfless, committed, dedicated, service-oriented, and a leader.

- IV. The Robert C. Gaffney Achievement Award is given to promote continual professional growth in the forensic sciences and technologies and to encourage new forensic science professionals in their occupational specialties.

Recognition for awards is identified in Section 7.5.5.

**7.1.4.6. Jurisprudence Section**

The Jurisprudence Section shall have a section award referred to as the Harold A. Feder Jurisprudence Section Award. The following criteria for the Harold A. Feder Jurisprudence Section Award will be used in conferring this award:

- A. The award recipient must be a Fellow in the Jurisprudence Section; and
- B. The recipient must have made significant achievements in time, service, and dedication to the American Academy of Forensic Sciences, and to the Jurisprudence Section.
- C. The award is discretionary and does not have to be made on an annual basis.

**7.1.4.7. Odontology Section**

The Odontology Section shall have two (2) awards: (1) the Reidar F. Sognnaes Award of Excellence in Forensic Odontology and (2) The Lester Luntz Odontology Award.

- I. The Reidar F. Sognnaes Award of Excellence in Forensic Odontology recognizes achievement of an individual in the field of forensic odontology. Recipient must be a member of the Odontology Section, must have made a significant contribution to the field of forensic odontology, and is selected by the Awards Committee of the Odontology Section. The award specifically relates to excellence in forensic odontology and not what the individual does outside of the field of forensic odontology. The award is selected by the Awards Committee of the Odontology Section.
- II. The Lester Luntz Odontology Award is based on excellence as it relates to forensic odontology along with involvement in, and contributions to, the American Academy of Forensic Sciences Odontology Section. The award is selected by the Awards Committee of the Odontology Section.

**7.1.4.8. Pathology/Biology Section**

The Pathology/Biology Section shall have four (4) awards: (1) the Milton Helpern Award, (2) the Award for Achievement in the Forensic Life Sciences, (3) the Best Resident Paper Award, and (4) the Forensic Biologist Trainee Paper Award

- I. The Pathology/Biology Section Award shall be named The Milton Helpern Award. (1983 section Business Meeting). The recipient must be a section Member or Fellow, living or deceased, and is selected by the section's Awards Committee. Additional criteria (2000):
  - A. Candidates have demonstrated lifetime achievement and dedication to the the mission of forensic pathology with a focus in the areas of leadership, service, and teaching.
  - B. Candidates have maintained an active role in AAFS as demonstrated by presentations and/or committee membership.
  - C. Candidates shall be a forensic pathologist (MD, DO or international equivalent) member of the Pathology/Biology section and have attained the status of Fellow (or Retired Fellow) in the AAFS.

- D. Candidate selection will be based on a vote of the Pathology/Biology Section Awards Committee.
  - E. In selecting the award winner, the committee may seek advice from all section members regarding candidates for this award, or appoint a sub- committee comprised of section members to select the candidate, or the committee may select the award recipient independently.
- II. Award for Achievement in the Forensic Life Sciences
- A. Candidates shall have demonstrated high achievement and exemplify excellence in the practice, advancement, and teaching of forensic applications of the life sciences (biology generally or in any area of biology specialization such as botany, entomology, zoology, etc.).
  - B. This award is to hold equal status with the Milton Helpern Award.
  - C. Candidates shall be a non-pathologist (PhD) member of the Pathology/ Biology Section and have attained the status of Fellow (or Retired Fellow) in the AAFS.
  - D. In selecting the award winner, the committee shall seek advice from all section members regarding candidates for this award, or appoint a sub- committee comprised of section members to select the candidate, or the committee may select the award recipient independently.
  - E. Candidate selection will be based on a vote of the Pathology/Biology Section Awards Committee.
- III. Best Resident Paper Award Eligibility Requirements
- A. Candidate: A resident or fellow in an accredited residency training program in the specialty of pathology or the subspecialty of forensic pathology during the time the subject matter of the paper was under investigation. One (1) paper per resident/fellow will be considered per year.
  - B. Subject Matter: Original forensic pathology research or original forensic pathology theory or technique can be presented. This analysis should not only include an interesting case study and review of the literature, but should be original scientific research with the development of a hypothesis that is tested, resulting in a conclusion, or a survey of cases with conclusions that tangibly change the practice of forensic pathology or have public health implications. The research should adhere to HIPPA and IRB guidelines if applicable.
  - C. Manuscript: A complete manuscript in the format of the *Journal of Forensic Sciences* is required to be submitted for the competition. If the manuscript is not submitted, then the candidate's presentation is ineligible for the award. Format information can be found on the AAFS website, Resources, then *Journal of Forensic Sciences* tab. Click on the menu item "Instructions for Authors." After the presentation at the AAFS annual meeting, it is the author's responsibility to submit the paper to the *Journal of Forensic Sciences* for publication.
  - D. Presentation: The candidate must present the research at the annual meeting of the American Academy of Forensic Sciences. The presentation may be either an oral presentation or a poster presentation.
  - E. Award: The current prize is \$500 cash award, a memorial certificate, and a year's dues payment to the AAFS if the resident/fellow is a member. Often, the winner is also asked to moderate the Best Resident Paper competition at the next year's

AAFS annual meeting. The judges may also elect an honorable mention award recipient who will receive a memorial certificate. If presentations do not meet criteria, then no winner will be named.

- F. Judging: The presentations and manuscripts shall be reviewed by members of the Best Resident Paper Committee of the Pathology/Biology Section of the AAFS according to the criteria listed above for the quality of its scientific content.

#### IV. Forensic Biologist Trainee Paper Award

- A. Candidate: A student in the specialty of the biological sciences during the time the subject matter of the paper was under investigation. One (1) paper per applicant will be considered per year. The applicant or their mentor should be a member of the Pathology/Biology Section.
- B. Subject Matter: Original biological research pertaining to the forensic sciences can be presented. This analysis should not only include an interesting case study and review of the literature, but should be original scientific research with the development of a hypothesis that is tested, resulting in a conclusion, or a survey of cases with conclusions that tangibly change the practice of application of the science in question to forensic matters or have public health implications. The research should adhere to HIPPA and IRB guidelines if applicable.
- C. Manuscript: A complete manuscript in the format of the *Journal of Forensic Sciences* is required to be submitted for the competition. If the manuscript is not submitted, then the candidate's presentation is ineligible for the award. Format information can be found on the AAFS website, Resources, then *Journal of Forensic Sciences* tab. Click on the menu item "Instructions for Authors." After the presentation at the AAFS annual meeting, it is the author's responsibility to submit the paper to the *Journal of Forensic Sciences* for publication.
- D. Presentation: The candidate must present the research at the annual meeting of the American Academy of Forensic Sciences in the Pathology/ Biology Section. The presentation may be either an oral presentation or a poster presentation.
- E. Award: The current prize is \$500 cash award, a memorial certificate, and a year's dues payment to the AAFS. Often, the winner is also asked to moderate the Forensic Biologist Trainee Paper competition at the next year's AAFS annual meeting. The judges may also elect an honorable mention award recipient who will receive a memorial certificate. If presentations do not meet criteria, then no winner will be named.
- F. Judging: The presentations and manuscripts shall be reviewed by members of the Forensic Biologist Trainee Paper Committee of the Pathology/Biology Section of the AAFS according to the criteria listed above for the quality of its scientific content.

NOTE: The Awards Committee may create, name, and bestow other awards as needed.

**7.1.4.9. Psychiatry & Behavioral Science Section**

The Psychiatry & Behavioral Science Section shall have three (3) awards: (1) the Maier I. Tuchler Award, (2) the Richard Rosner, MD, Award For the Best Paper by a Fellow in Forensic Psychiatry or Forensic Psychology, and, at times, (3) a Special Appreciation Award.

- I. The criteria for the Maier I. Tuchler Award are:
  - A. Must have served six (6) years as an elected or appointed section officer (this requirement may be waived in cases of exceptional merit); *and*
  - B. For a psychiatrist: must be certified by the American Board of Forensic Psychiatry or be certified as having Added Qualifications in Forensic Psychiatry by the American Board of Psychiatry and Neurology. For a psychologist: must be certified by the American Board of Forensic Psychology or be certified in forensic psychology by the American Board of Professional Practice in Psychology; *and*
  - C. Outstanding service to the section; *and*
  - D. Outstanding contributions to the field.
- II. The Awards Committee will be responsible for evaluating research reports submitted in the annual competition for the Richard Rosner, MD, Award For the Best Paper by a Fellow in Forensic Psychiatry or Forensic Psychology. In addition to the principle Best Paper Award, Honorable Mention Awards may be granted to worthy submissions.
- III. A Special Appreciation Award may be granted, from time to time, to a person who is not a member of the section, recognizing that person's outstanding contributions to the section and/or the field of Psychiatry & Behavioral Science. That person may be a member of another AAFS section or someone who is not an AAFS member.

**7.1.4.10. Questioned Documents Section**

The Questioned Documents Section shall have two (2) awards: (1) the Ordway Hilton Award and (2) the Maureen Casey Owens Award for Best Paper or Poster.

- I. Ordway Hilton Award
  - A. Purpose:

This award is intended to recognize sustained superior contributions to the Questioned Documents Section, the American Academy of Forensic Sciences, and the forensic science community. The award is named in honor of Ordway Hilton, a longtime member of the Questioned Documents Section of the American Academy of Forensic Sciences.
  - B. Criteria:
    1. AAFS Standing: The recipient of this award must be a Member, a Fellow, a Retired Member, or a Retired Fellow of the Questioned Documents Section for a minimum of three (3) consecutive years when this award is bestowed; *and*
    2. Meeting Attendance: Nominee shall have attended a minimum of one- half of the Questioned Documents Section Annual Business Meetings in the six (6) years preceding the nomination; *and*
    3. Section/AAFS Program Contributions: Nominee shall have presented a scientific paper, poster, participated as a presenter in a joint or plenary

session, or presented a breakfast seminar, a luncheon session, or work- shop at an annual meeting of the AAFS within five (5) years of being nominated; *and*

4. Publications: Nominee shall have published at least once in the *Journal of Forensic Sciences*. Publication can be, but is not limited to, any of the following: article, letter, technical note, or case history report, *and*
5. Section Positions: Nominee shall have served in an elected position within the section, in an official AAFS capacity for at least one year, as a committee chair for the Questioned Documents Section for at least one (1) year, or as a member of a committee(s) for at least three (3) years.

NOTE: In the absence of one of the section or AAFS activities (criteria 3, 4, or 5), nominees may be considered if they have made a significant contribution to the forensic science community that is not reflected by a specific section or AAFS effort.

C. Guidelines:

1. The purpose of and criteria for this award are listed in paragraph I. above.
2. The committee has the responsibility and authority to select a nominee for this award. However, the committee is not required to select a recipient each and every year.
3. No nominations for this award will be accepted from the floor at the section business meeting.
4. Although criteria and administrative guidelines have been defined for the committee to follow, the committee has the latitude to select recipients who they deem worthy, even if all criteria are not met.
5. The committee is empowered to initiate nominations for this award, as are all Questioned Documents Section members. Nominations must be submitted to the committee chair no later than August 1 of the year preceding the annual meeting. A call for nominations will be published on the *Academy Newsfeed*. It is the responsibility of the committee chair to draft the call for nominations and forward it to the section secretary to include on the *Academy Newsfeed*.
6. The committee will deliberate and choose the section award recipient. The deliberations of the committee shall be confidential. The committee chair shall notify the section chair of the award recipient by October 1. The section chair shall notify the recipient of the award at that time. The section chair shall also notify the AAFS office at this same time in order that a suitable plaque may be prepared for presentation at the annual meeting.
7. The committee shall make a written report to the section chair outlining the activities and accomplishments of the recipient. This report shall serve as the basis of the award ceremony and will become a part of the section archives.

II. Maureen Casey Owens Award for Best Poster or Paper

A. Purpose:

This award is in recognition of the contributions made by Maureen Casey Owens to the field of Forensic Document Examination. Ms. Casey Owens served in several capacities in the Questioned Documents Section of the AAFS. She also

served on the AAFS Executive Committee, and was the 1984-85 President. Ms. Casey Owens is the only person to have served concurrently as President of AAFS and the American Society of Questioned Document Examiners, Inc. (ASQDE).

B. Criteria:

1. The candidate must be a member (Fellow, Member, Associate Member, Trainee Affiliate, or Student Affiliate) of the Questioned Documents Section of AAFS.
2. The abstract must be submitted on the official AAFS form by the official deadline. Acceptance of the abstract will be determined by the Questioned Documents Section Program Chair.
3. The submitting author must notify the Questioned Documents Section Program Chair that they would like their presentation considered for the award. This can be accomplished by selecting entry into the competition on the AAFS Call for Paper Form or the online submission system.
4. The paper must be presented in the Questioned Documents Section Program.
5. In the event of multiple authorship, only a single author will be eligible for the award. Usually, this will be the lead or presenting author, or an author agreed upon by the author group.
6. A panel, appointed by the section chair and section secretary, will decide the award based on a numerical scoring system. Members of the panel shall be, at minimum, AAFS QD Section members, and shall have no conflicts of interest in any of the papers or posters being presented.
7. It is anticipated that the award will be presented annually. However, if no papers or posters meet the established minimum points threshold decided upon by the awards panel, no award will be given.
8. The award will be comprised of a plaque and a waiver of meeting registration (not including workshops and special sessions) for the following year's meeting. The winner of the award shall be notified by e-mail, and an announcement will be made in the AAFS *Newsfeed* online.

**7.1.4.11. Toxicology Section Awards and Scholarships Policies & Procedures**

- I. Purpose: To establish and administer a process for the review and consideration of Toxicology Section Award nominations and Scholarship applications.
- II. Membership: The Awards and Scholarship Committee shall consist of nine (9) members, with each member serving a three-year term beginning after the section business meeting. The terms are staggered in three (3) groups of three (3) members to provide continuity. In any given year, there will be three (3) members completing the last year of a three-year term, three (3) members serving the second year of a three-year term, and three (3) members starting to serve a three-year term. Three (3) members will be replaced on the Awards and Scholarship Committee annually. Two (2) members shall be appointed by the section chair, and one (1) member is nominated by the Section Nominating Committee and appointed after a successful vote of the section membership at the section business meeting.
- III. Function/Procedures: The Awards and Scholarship Committee will adhere to the original guidelines set forth by the Awards Development Committee as approved by the Toxicology Section Membership in 1981 modified to allow awards to be

presented at the annual AAFS meeting immediately following the committee's decision.

- A. Nominations and all accompanying information should be sent to the committee chair by August 1 preceding the annual AAFS meeting.
- B. Each member of the committee shall receive written notification of all nominees and be provided with electronic copies of nomination information. This notification shall be made by the committee chair no later than August 15 preceding the annual AAFS meeting.
- C. Every member of the committee shall submit a written vote. Oral votes shall not be tallied.
- D. All votes shall be received by the committee chair no later than September 1 preceding the annual AAFS meeting.
- E. Selection of Award recipients shall be made by majority five (5) vote of the committee.
- F. The committee shall determine no more than one (1) recipient each year in any awards category (Gettler, Harger, Abernethy, Best Poster, or Sunshine). The June K. Jones Scholarship is not limited to one (1) recipient.
- G. All committee meeting discussions and any written minutes provided to absentee members are confidential.
- H. The committee chair shall make written notification of the respective selection(s) to the section chair and the Awards and Scholarship Committee members as soon as possible after receipt of the votes so the deadlines for inclusion of the award announcements can be met. It is the responsibility of the Awards and Scholarship Committee Chair to arrange for an individual to present awards at the business meetings.
- I. The announcement and awards ceremony takes place at the annual business meeting of the section or other appropriate time during the annual meeting.
- J. All awardees shall be recognized for their achievements with a commemorative plaque and their names will be added to the appropriate plaque maintained by the section.

#### IV. General AAFS Guidelines for Section Awards

- A. General: The authority for all matters relating to section awards rests with each section. This includes decisions related to award selection criteria, design, purchase, and presentation.
- B. Deadlines preceding the annual AAFS meeting: If sections desire to have staff assistance in the design and purchase of their awards, the specific requirements must be given to the staff by September 1. The names of all recipients must also be made available to the staff by September 15 for inclusion in various annual meeting publications.
- C. Award Presentation: The sections may present awards during the annual section business meetings. The AAFS requests that immediately thereafter, the award recipient attend the annual business meeting with his/her plaque (thus, the entire AAFS can honor the section award winners). Photographic coverage will be provided by the AAFS.

#### V. Toxicology Section Awards

The following Toxicology Section Awards may be given each year; however, it is not

mandatory that each award be given every year. Award recipients must be AAFS Members or Fellows in good standing. There is no membership requirement for scholarship recipients.

Nomination for any of the awards must be made in writing to the section Awards and Scholarship Committee Chair by a Member or Fellow of the Toxicology Section. The nomination submission must include all necessary documentation of the nominee's qualifications and appropriate accomplishments including, but not limited to:

1. Nomination Letter: letter must specify which award the individual is being nominated for and should outline why the nominee meets the criteria for the award.
2. Nominee's current Curriculum Vitae.
3. A minimum of one support letter from an AAFS Member or Fellow of the Toxicology Section

All documentation must be resubmitted each time an individual is nominated for the award.

Nominations are solicited by the section chair in the *Academy Newsfeed* and by the Awards and Scholarship Committee Chair via broadcast email.

Nominations made orally will not be accepted. Members of the Awards and Scholarship Committee may not make nominations.

General Points to Consider:

1. Awards do not have to be given each year. The committee chair may request re-nomination of an individual to allow for more appropriate age, timing, or membership status in AAFS.
2. The awards not only acknowledge the most deserving in the profession but also encourage people to maintain their membership status.
3. The individual who is selected should fit the spirit of the award. A review of past recipients will help determine whether the candidate is well matched to the specific award to which he or she has been nominated.
4. The Awards and Scholarship Committee may exercise some discretion in sorting nominees into more appropriate categories and time frames for award giving. This may be necessary to ensure fairness to qualified individuals and adhere to the spirit and career timing appropriate for each award.
5. Former Academy-level officers of the Toxicology Section can provide important insight to the Awards and Scholarship Committee. Their involvement in the solicitation of nominations and consideration of specific issues relating to the award selection process is encouraged.

Timeline Summary Preceding the Annual AAFS Meeting:

1. August 1—Nominations and all accompanying information should be sent to the Awards and Scholarship Committee Chair.
2. August 15—Committee chair shall provide each member of the committee with names and supporting documentation for each nominee.
3. September 1—All votes shall be received by the committee chair.

4. September 15—The names of all award and scholarship recipients must be made available to the Academy office.

Other Specific Duties of the Chair:

1. Remind section chair to publish award recipients on the *Academy Newsfeed* (typically published prior to the meeting).
  2. Remind section chair to solicit nominations for upcoming awards at an appropriate time on the *Academy Newsfeed*.
  3. Contact an Academy representative to arrange for a broadcast email to be sent to Toxicology Section Members prior to the nomination deadline. This reminder is typically sent out at the end of June or beginning of July to meet the August deadline.
  4. Gather nomination materials and circulate to the committee; issue ballots and oversee the voting process according to the specified timeline.
  5. Arrange for a teleconference for discussion of the nominees if necessary. This can be arranged by an Academy representative.
  6. Notify the committee, award recipients, section chair, and the Academy office of the results. It is the responsibility of the committee chair to notify the AAFS of the award recipients before the deadline.
  7. Confirm that the award recipients will be at the meeting and will be introduced by the person who provided the nomination (or a designee).
  8. Remind award recipients that they need to attend both the Toxicology Section and Academy business meetings.
- A. The Alexander O. Gettler Award—Analytical Achievement in Forensic Toxicology: This award is bestowed for analytical achievement in forensic toxicology. This may include development of a new, novel or “landmark” method that has been published and used by the profession extensively, and/or a constellation of numerous methods as noted by multiple publications or presentations. Although tenure should not be a specific requirement for one to be considered, it should be taken into consideration. The award is intended for more senior members who have significant contributions to the field of forensic toxicology over several decades.
- B. The Rolla N. Harger Award—Outstanding Contributions in Forensic Toxicology: This award is given for outstanding contributions in forensic toxicology. This may include an educational advancement of the profession, in addition to analytical achievement. This award is intended for more senior members who have made significant contributions and advanced the profession over several decades.
- C. The Ray Abernethy Award—Outstanding Forensic Toxicology Practitioner: This award is bestowed upon an outstanding forensic toxicology practitioner. This award is specifically intended to acknowledge persons who have made significant contributions to forensic toxicology “at the bench.” The award is intended for more senior members who have made significant contributions and advanced the profession.
- D. The Irving Sunshine Award—Outstanding Research by a Young Investigator: This award is given for outstanding research by a young investigator in forensic toxicology. This award should acknowledge contributions made to the

profession in the early stages of the recipient's career, or within the first seven (7) years of completing their highest educational degree. The recipient also shall receive a stipend in accordance with Awards and Scholarship Committee recommendations.

1. Requirement:

- a. The individual is a Member or Associate Member at the time of the nomination.

- E. The June K. Jones Scholarship—This scholarship is given in support of the research of students pursuing advanced degrees. Up to two (2) scholarships of \$1,000 each may be awarded each year.

Nomination for the scholarship must be made in writing to the section Awards and Scholarship Committee Chair by a Member or Fellow of the Toxicology Section.

Nominations made orally will not be accepted. Members of the Awards and Scholarship Committee may not make nominations.

1. Eligibility:

- a. The experimental work must pertain directly to problems in forensic or analytical toxicology.
- b. Non-members of the AAFS and foreign students are eligible, providing the applicant is a student attending a university recognized in the United States and that the mentor is a Member or Fellow of the Toxicology Section.

2. In addition to all documentation stated in Section V, the nomination must include:

- a. An outline of the research proposal, including the purpose of the work, experimental protocols, literature citations, and financial needs.
- b. A biographical outline of the student including academic and any other achievements relevant to the field of forensic toxicology.
- c. A letter of endorsement from the student's mentor, who must be an AAFS Member or Fellow.

- F. Best Poster Award—The goal of this award is to encourage students and less-experienced toxicologists to become members of the American Academy of Forensic Sciences and to participate in the AAFS annual meeting.

1. Eligibility for Award:

- a. Membership (at any level) in the Toxicology Section of the AAFS is required. If the presenting author is not a member at the time of abstract submission, a membership application must be submitted along with the abstract.
- b. The presenting author must be a student or have worked in the field of forensic toxicology for no more than five (5) years at the time of submission.
- c. The abstract must be submitted on the official AAFS form by the official deadline. Acceptance of the abstract will be determined by the Toxicology Section Program Chair.
- d. The presenting author must notify the Toxicology Section Program Chair that they would like their presentation considered for the

award. The program chair will provide the Awards and Scholarship Committee Chair with the list of applicants for the award and the committee chair will determine applicant eligibility for the award.

- e. The presenting author must present the poster at the AAFS meeting.
  - f. Research projects funded by the award sponsor(s) and current full-time employees of the award sponsor(s) are not eligible for this award.
2. Judging Criteria
- a. The judges will be the three (3) members of the Awards and Scholarship Committee in their third and final year of service. If these committee members are not present at the meeting, the committee chair will assign judges starting with committee members present at the meeting who have served the most time on the Awards and Scholarship Committee. A judge who comes from the same institution as any of the submitting authors will be excluded from the panel of judges.
  - b. A judging form will be distributed to the judges for each contestant by the chair of the Awards and Scholarship Committee.
  - c. The judges must clearly identify themselves to the contestants during the judging process.
  - d. Criteria for judging the award will include (Scale of 1-5 for each category):
    - 1. Overall quality and content of the poster presentation. Organization and format, including a clear statement of hypothesis.
    - 2. Appearance of the poster (use of tables, graphs, etc. for a clear presentation).
    - 3. Ability of presenting author to answer questions about the research.
    - 4. Relevance to the field of forensic toxicology.
  - e. The winner will be the author with the most points awarded from all three (3) judges combined. In the event of a tie, the judges will confer and make a final decision between the tied authors.
3. Award Recipient:
- The winning author will be announced in the Toxicology Open Forum at the AAFS annual meeting in which the poster was presented. The winner will receive a certificate of recognition from the Toxicology Section along with a \$1,000 award. There will be a maximum of one (1) award per year. If there are no applications or if the judges determine that none of the contestants are worthy of the award, no award will be given that year.

## 7.2. SECTION FINANCIAL MATTERS

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### 7.2.1. SECTION FUNDS

#### Computation of Section Funds

The AAFS Bylaws Article VII., Section 4 stipulates that "... each section shall have available from the treasury of the Academy up to ten percent of the annual dues paid to the Academy by members of the section for carrying out section business. The allocation of funds shall be based on dues assessed and collected for the fiscal year of the Academy immediately preceding the meeting." The fiscal year of the AAFS is from July 1 to June 30. The formula used to determine the maximum funds to be made available is:

$$\# \text{ of dues-paying members} \times \text{dues} \times 10\%$$

The following categories of members do not pay dues or the full dues, and, thus, are excluded from the count: Retired Members, Retired Fellows, and Student Affiliates. Since the calculations are made in April when the new budget is prepared, an estimated attrition rate is subtracted from the total number of dues-paying members to account for those on record but who will not pay dues—retiring, deceased, expelled, resigned.

### 7.2.2. SECTION BUDGETS

#### I. USE OF FUNDS

- A. It is recommended that section funds be expended for the good of the whole section.
- B. Examples of use include:
  - 1. Administration of the section (phone, printing)
  - 2. Awards
  - 3. Newsletters/mailings
  - 4. Section function at annual meeting
  - 5. Continuing education activities
  - 6. Guest speaker expenses
  - 7. Annual meeting extraordinary program expenses

#### II. ACCOUNTING OF FUNDS

- A. Financial Statements—Each month, beginning with the September statement, the staff will distribute a computerized accounting of funds expended to the section chair and to the section's fellow-at-large on the Board of Directors. The September statement is usually distributed in the third week of October.
- B. Overspending by Sections—Sections are encouraged to carefully budget their expenses to ensure adequate funds with which to administer the section. The AAFS is not responsible for overruns. Overspending will be deducted from the next fiscal year's budget or from the section's special section fund that has been established from remaining funds of previous years' budgets.
- C. Special Section Funds—Extra funds that the section collects will be placed in an interest-bearing account for the section. Expenditures from this account must be approved by the voting members attending the section's annual business meeting. (Executive Committee, August 1992)

### 7.3. SECTION BUSINESS MEETINGS AND OFFICER RESPONSIBILITIES

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#### 7.3.1. GENERAL AND SPECIFIC INFORMATION

##### I. GENERAL

Section Annual Business Meetings—A mandatory function of the annual meeting is the conduct of the section business meeting. This meeting is traditionally scheduled in the afternoon prior to the AAFS annual business meeting of the membership. The exact starting time depends on the agenda, but the meeting must terminate no later than 3:45 p.m.

##### II. SPECIFIC

There are a few required activities associated with the section business meeting, which are discussed below:

- A. Agenda—Section officers are responsible for developing an agenda for the meeting. Specifically, provision must be made for:
  - 1. Election of section chair and secretary;
  - 2. Election of section fellow-at-large (Board of Directors representative), if applicable;
  - 3. Selection of a section program chair for the next annual meeting;
  - 4. Changes in membership or promotion requirements;
  - 5. Committee reports, if any;
  - 6. Presentation of or selection of section award honorees, if applicable; and
  - 7. Other reports
- B. Reports to staff—Immediately following the section business meeting the following reports must be returned to staff: new section officer names, program chair name, Board of Directors representative (if elected to a new term).
- C. Significant Actions—Actions taken that are to be reported at the AAFS annual business meeting. Forms will be distributed to section officers prior to the section business meeting on which the above information can be recorded. A copy of the minutes of each section business meeting must be sent to the AAFS office by April 1. Additionally, a brief report of significant actions taken, officers elected, etc., should be announced in March on the *Academy Newsfeed*.
- D. Any procedural or policy revisions, additions, or deletions should be reported to the AAFS Policy and Procedure Manual Committee by March 15 following the annual meeting where the action was taken.

#### 7.3.2. SECTION CHAIR RESPONSIBILITIES

- 1. Conducts section business affairs.
- 2. Presides over section meetings.
- 3. Appoints section committees and oversees function(s).
- 4. Advises the section's Board representative of the section's problems and desires.
- 5. Acts as a member of the Ethics Committee, if a section member is accused of an ethical violation.
- 6. Acts as a communication and information source for section.
- 7. Is responsible for section information for the *Academy Newsfeed*.
- 8. Reviews and acts upon membership applications.
- 9. Prepares the section budget.

**7.3.3. SECTION SECRETARY RESPONSIBILITIES**

1. Presides in absence of the chair.
2. Assures section records are current and maintained in the AAFS office.
3. Prepares and reviews section minutes.
4. Reviews and acts upon membership applications.

#### **7.4. SECTION MEMBERSHIP CRITERIA**

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(See Chapter 2 for Section Membership and Promotion Criteria)

## 7.5. SECTION POLICIES AND PROCEDURES

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### 7.5.1. ANTHROPOLOGY SECTION POLICIES AND PROCEDURES

#### I. SECTION HISTORY

The first three (3) anthropologists in the American Academy of Forensic Sciences (William M. Bass, Ellis R. Kerley, and Clyde C. Snow) encouraged others to join.

Their efforts succeeded in reaching the minimum number (10) required for a separate section and the Physical Anthropology Section was established in 1973. The section has continued to grow every year.

Discussions began in 2011 to change the section name to Anthropology in recognition of the increasingly interdisciplinary focus within the field to forensic science. The name was changed in 2013 by section vote, followed by the official Academy-wide vote in 2014.

#### II. DIVERSITY AND INCLUSION STATEMENT

The Anthropology Section of the American Academy of Forensic Sciences embraces the benefits, assets, and contributions of diversity among the members of our discipline who hold varied ideas, beliefs, and experiences. The Anthropology section is committed to fostering and maintaining an inclusive community that accepts, respects, and values diversity to include: ethnicity/ancestry/social race, national origins, gender and gender identity, sexual orientation, socioeconomic status, age, religion, political views, and disability. The Anthropology Section honors both the commonalities and differences of all members of our community and will help to facilitate productive dialogue and inclusivity so that all members can thrive in a safe and open environment. The Anthropology Section believes that diversity and inclusion provide an improved environment through shared values of all members, which benefits our section as well as the greater forensic science community. As such, the Anthropology Section has no tolerance for discrimination of any kind.

#### III. SECTION OFFICERS

The Anthropology Section will elect a section chair and section secretary each year and a section representative to the AAFS Board every three (3) years, or as necessary to fill a vacancy (see Nominating Committee, 7.5.1. VII. B.). Section officers may be re-elected to serve more than one (1) term. Any Anthropology Section Fellow, or Member who will become a Fellow at the end of the annual meeting in the year of nomination, may be nominated for office. The term of office for section chair and secretary is from the conclusion of the AAFS annual meeting to the conclusion of the following AAFS annual meeting. The Nominating Committee will put forth recommendations for officer positions. All officers are elected by the voting membership present at the annual section business meeting after open nominations from the floor or by electronic vote in response to a mid-term vacancy.

#### IV. SECTION CHAIR RESPONSIBILITIES:

- A. Conduct section business affairs.
- B. Preside over section meetings.
- C. Appoint section committees, including the T. Dale Stewart Award Committee, J. Lawrence Angel Award Committee Chair, History Committee Chair, Section Service Awards Committee, Mentorship Award Committee Chair, Diversity and

Inclusion Pilot Study rant Committee Chair, and oversee functions of the committees and forums.

- D. Act as a Section Representative in the capacity of a rotating Board member for the Ellis R. Kerley Foundation with the purpose of voting on the recipient of the Ellis R. Kerley Research Award. Appoint the section representative for the Student Academy Program for the next annual meeting.
- E. Advise the section's Board of Directors Representative of the section's concerns.
- F. Review and act upon membership applications.
- G. Serve on the Anthropology Section Service Awards Committee.
- H. Provide support to the student liaison through inclusion in section business and open communication.

#### V. SECTION SECRETARY RESPONSIBILITIES

- A. Preside in the absence of the section chair.
- B. Assure section records are current and maintained at the AAFS office.
- C. Prepare and review section minutes.
- D. Review and act upon membership applications.
- E. Provide section information for the *Academy Newsfeed*.
- F. Serve on the Anthropology Section Service Awards Committee.
- G. Provide support to the student liaison through inclusion in section business and open communication.

#### VI. ANTHROPOLOGY SECTION REPRESENTATIVE TO THE BOARD OF DIRECTORS RESPONSIBILITIES

- A. Responsibilities are defined in Section 1.3.2.

#### VII. ANTHROPOLOGY SECTION STUDENT LIAISON

Applications for the student liaison will be selected by Nominating committee and the serving student liaison. The successful candidate must be a graduate student and a Student Affiliate of the AAFS Anthropology Section at the time of application and through the duration of their appointment. At the time of nomination, they may have an application on file to become a Student Affiliate. The term is two years, starting at the end of the annual scientific meeting in which their appointment is announced to the end of the meeting two years later. The first year is the primary year in which the student liaison meets with section leadership. The second year, the student liaison serves as a mentor to the new student liaison.

- A. Role and Responsibilities: The role of the student liaison is to: 1) share with section leadership and members their issues of interest and concern to the student members, 2) serve on the steering committee of the student forum, 3) share their ideas with section leadership to increase student participation, 4) communicate with students and the student forum what is happening at the level of section leadership and beyond, and 5) have the opportunity to share their findings with the section at the annual business meeting.

- B. Application Process: Submit the following to the section chair by January 15
  - A CV
  - A cover letter providing details concerning your status in your degree program (e.g., years in program and requirements completed such as ABD)
  - A short essay of 500 words or fewer indicating what you value as a student member of the AAFS and how you would promote students in the section.
- C. Evaluation and Decisions: Applications will be reviewed by the Nominating Committee of the Anthropology section and the current student liaison, providing no conflicts of interest exist. Applicants will be judged based on leadership potential and their ability to articulate ideas and goals outlined in their short essay. Applicants will be informed of the committee's decision by the section chair by February 15 and will be recognized at the Anthropology section business meeting.

#### VIII. ANTHROPOLOGY STANDING COMMITTEES

Standing committees may be established or abolished by majority vote of membership. The section chair may create or abolish any ad hoc committee.

Each ad hoc committee chair will provide a yearly committee report to the section chair and History Committee by April 1. The following is a list of Anthropology Section Standing Committees:

##### A. PROGRAM COMMITTEE

The program chair and program co-chair are appointed by the Nominating Committee. The term of program chair is from the conclusion of the AAFS annual meeting to the conclusion of the following AAFS annual meeting. The program chair may be reappointed to serve more than one (1) term.

##### 1. RESPONSIBILITIES

1. Receive, review, and approve or reject submissions for presentations authored/co-authored by Anthropology Section members, including abstracts, symposium, workshops, and meal seminars, or other relevant scientific presentations. This duty includes, but is not limited to, the following tasks:
  - a. Appropriate editing of submissions.
  - b. Organizing the schedule of presentations.
  - c. Assisting the Academy to produce the scientific program.
  - d. Assigning continuing education units to applicable presentations.
2. Managing inquiries/correspondence regarding submissions, acceptances, and rejections particularly after the program notifications are complete.
3. Establish a rubric, offered as a public document on the section page of the Academy website, covering the submission acceptance process. Publication of the rubric must occur no later than May 1, but preferably should be published within a month of appointment as program chair. The rubric shall be designed at the discretion of the program chair, and shall include reference to any overall theme set by the Academy President. Changes to the rubric over time should be minor, in order to maintain a general idea of what is necessary for successful submission each year.
4. Establish, as needed, an ad hoc committee to assist with submission reviews.
5. Request the list of accepted abstracts submitted for the J. Lawrence Angel (JLA) Award and submit the list to the JLA Award Committee Chair.

6. Request the list of accepted abstracts submitted for the Ellis R. Kerley Research Award and submit the list to the Kerley Research Award Committee Chair.
7. Assist the section chair with identifying authors/presenters/judges for special circumstances or Academy business, such as the Emerging Forensic Scientist Award.

**B. NOMINATING COMMITTEE**

The Nominating Committee shall consist of the past four (4) psection chairs, the current section chair, and the section representative to the Board of Directors. The past and current section chairs will serve as voting members of the Nominating Committee and the section representative will serve in an advisory capacity. The Nominating Committee shall provide the nominations for the section chair and section secretary and appoint the program committee. On a three-year basis, or as needed, the Nominating Committee shall nominate a candidate for section representative to the Board of Directors. In addition to the committee's nominations, nominations will be taken from the floor prior to a vote by the section. The Nominating Committee will inform the section of the Proram Committee Co-Chairs, the nominee for Section Chair and Secretary, and when applicable, the nominee for section representative no later than February 1 each year. The Nominating Committee will also provide oversight to any conflicts that may arise within the section leadership.

**Program Committee Nomination Process**

Nominations for Program Committee are open to Members and Fellows, and nominations for secretary and chair are open to Fellows. Both self- nominations and nominations by other section members are accepted. All nominations for the Program Committee shall include a CV and a brief statement of interest (600 words or less) highlighting the desire to serve in the position and qualifications to fulfill the role (see Program Chair duties 7.5.1). The CV and statement of interest shall be submitted to the section chair by December 15 via email. All nominations will be evaluated and voted on by the Nominating Committee.

**Board of Directors Nomination Process**

Nominations for section representative to the Board of Directors is open to Fellows. Both self-nominations and nominations by other section members are accepted. Nominations shall include a CV, and a brief statement of interest (600 words or less) highlighting the desire to serve and qualifications to fulfill the role (see duties of Board of Directors 1.3.2). The CV and statement of interest shall be submitted to the section chair by December 15 via email.

All nominations will be evaluated and voted on by the Nominating Committee.

**C. MEMBERSHIP COMMITTEE**

The Membership Committee consists of the section chair and secretary. Both the chair and secretary are responsible for reviewing all applications to the section. Membership criteria are found in Section 2.3.1.

**D. T. DALE STEWART AWARD COMMITTEE**

Committee membership and nomination submission guidelines are found in Section 7.1.4. I.

- E. J. LAWRENCE ANGEL AWARD COMMITTEE  
Committee membership, eligibility guidelines, and award judging criteria are found in Section 7.1.4.1. II.
- F. SECTION SERVICE RECOGNITION COMMITTEE  
Committee membership, eligibility guidelines, and award judging criteria are found in Section 7.1.4.1. IV.
- G. HISTORY COMMITTEE  
The History Committee consists of two (2) section members. The committee is required to archive names of Anthropology Section Awardees each year as well as general photographs taken at the annual meeting.
- H. RETENTION, RECRUITMENT, AND ENGAGEMENT COMMITTEE  
The Retention, Recruitment, and Engagement Committee shall consist of at least three (3) section members at any level of membership within the Anthropology Section. At least one member must be a student affiliate. The goal of the committee is to promote recruitment through education and engagement efforts with the community. The committee also promotes professionalization efforts within the section to improve retention.
- IX. The Anthropology Section has several forums to foster a sense of community and to advance and discuss the goals of the section. These are: Student Forum, Early Career Forum, and the Forum on Diversity, Equity, Inclusion, and Social Justice. Any level of member is welcome to join the forums. These forums meet regularly throughout the year and are overseen largely by steering committees.
- X. REVISIONS TO THE *POLICY AND PROCEDURE MANUAL*  
The section chair will initiate changes to the *Policy and Procedure Manual*. Revisions to the *Policy and Procedure Manual* will be forwarded to the AAFS Board of Directors after review, discussion, and vote by the Section. This review and voting process may be conducted at the section's annual business meeting or electronically, provided that the proposed changes are disseminated to the voting members at least thirty (30) days prior to the vote.

## 7.5.2. CRIMINALISTICS SECTION POLICIES AND PROCEDURES

### I. SECTION HISTORY

The Criminalistics Section of the American Academy was established in 1948 as one of the original sections of the Academy. Since that time, it has grown to be the largest section of the AAFS. The members of the Criminalistics Section are extremely active and have a history of extensive participation in not only the Academy but international forensic science activities and associations as well.

In 1991, the Criminalistics Section voted to have a representative on the American Board of Criminalistics (ABC) to facilitate communication between the ABC and the Criminalistics Section. In 1994, the members voted to financially support the development and validation of specialty certification examinations for the ABC. Input into and knowledge of the certification process and its progress is currently considered an important role of the Criminalistics Section.

In 1994, efforts to support the educational development of members began. The purpose is to make funding available for regional associations for training and workshops.

## II. SECTION GOALS

- A. To provide scientific and related presentations at the AAFS annual meeting.
- B. To hold an annual business meeting during the AAFS annual meeting.
- C. To promote education in criminalistics and associated disciplines.
- D. To promote forensic science, the Criminalistics Section, and the AAFS.
- E. For section leaders to work closely with the Board of Directors.
- F. To support the regional forensic associations.
- G. To provide scientific research to the field of forensic science.

## III. MEMBERSHIP AND PROMOTIONS

Requirements for membership and promotion are set forth in Sections 2.3.2. and 2.6.2. of this *Manual*.

## IV. SECTION OFFICERS

Nominees for chair, secretary, and appointees for program chair and co-chair shall have demonstrated leadership capabilities through active participation in the section (e.g., elected officer, committee member, or program participant), or in the activities with or in regional, national, or international forensic science organizations. The section chair and secretary will be elected annually. The section program chair and co-chair will be appointed annually. The term of office is from the conclusion of the AAFS annual meeting to the conclusion of the following AAFS annual meeting.

### A. Section Chair

- 1. The section chair must be a Fellow in good standing of the AAFS in the Criminalistics Section of the Academy.
- 2. The term of office is one (1) year. No person shall hold two (2) terms in succession.
- 3. Nomination and Election
  - 1. Recommendations are made to the current section chair by the Criminalistics Section Nominating Committee.
  - 2. There is a usual progression through offices of the section from program co-chair to program chair to section secretary to section chair; however, this progression is by election or appointment.
  - 3. In the event that the current section secretary is unavailable to be nominated for section chair, the Criminalistics Section Nominating Committee will ordinarily recommend the current section program chair for section chair.
  - 4. Chair must open the floor to other nominations as the progression is only by precedent.
  - 5. Election is by simple majority vote of the members (Fellows, Members, Retired Fellows, and Retired Members) at the Criminalistics Section Annual Business Meeting.
- 4. Responsibilities:
  - 1. Conducts section business affairs.
  - 2. Oversees the function of all section committees; both standing and ad hoc committee actions require the approval of the section chair.
  - 3. Presides over the Criminalistics Section Annual Business Meeting and sets the agenda for this and other section meetings. (Reference Section IX - Sample Agenda)

4. Appoints section standing committee chairs as prescribed in the procedures, forms new committees as necessary, and oversees the function of these committees.
  5. Is authorized to budget sufficient funds for expenses related to section participation with various liaison groups (e.g., ABC).
  6. Receives, reviews, and acts upon membership applications in conjunction with the section secretary.
  7. Advises the section's Board of Directors representative of section issues and desires.
  8. Appoints ad hoc committees as necessary.
  9. Acts as a communication and information source for the Criminalistics Section.
  10. Is responsible for Criminalistics Section information on the *Academy Newsfeed*.
- B. Section Secretary
1. The section secretary must be a Fellow in good standing of the AAFS Criminalistics Section of the Academy.
  2. The term of office is one (1) year. No person shall hold two (2) terms in succession.
  3. Nomination and Election:
    1. Recommendations are made to the current section chair by the Criminalistics Section Nominating Committee.
    2. There is a usual progression through offices of the section from program co-chair to program chair to section secretary to section chair; however, this progression is by election or appointment.
    3. In the event that the current section program chair is unavailable to be nominated for section secretary, the Criminalistics Section Nominating Committee will ordinarily recommend the current section program co-chair to become section secretary.
    4. Chair must open the floor to other nominations as the progression is only by precedent.
    5. Election is by simple majority vote of the members (Fellows, Members, Retired Fellows, and Retired Members) at the Criminalistics Section Annual Business Meeting.
  4. Responsibilities:
    1. Records minutes of the Criminalistics Section Annual Business Meeting.
    2. Prepares and delivers the membership report to the section at the Criminalistics Section Annual Business Meeting.
    3. Receives, reviews, and acts upon membership applications in conjunction with the section chair.
    4. Appoints a Minutes Committee at the annual meeting to review and approve the section business meeting minutes before submission to the Academy by April 1.
    5. Receives written reports of representatives, liaisons, and standing committees before the annual meeting. Gives reports of representatives, liaisons, and committee chairs who are unable to attend.

6. Presides in the absence of the section chair.
  7. Performs duties as determined by the section chair.
- C. Program Chair
1. The program chair must be a Fellow in good standing of the AAFS in the Criminalistics Section of the Academy.
  2. The term of appointment is one (1) year. No person shall hold two (2) terms in succession.
  3. Nomination and Appointment
    1. Recommendation is made to the current section chair by the Criminalistics Section Nominating Committee.
    2. There is a usual progression through the offices of the section from program co-chair to program chair to section secretary to section chair; however, this progression is by election or appointment.
    3. The program chair is appointed by the section chair after considering the recommendations made to the section chair by the Criminalistics Section Nominating Committee.
    4. In the event that the current program co-chair is unavailable to be appointed to section program chair, the Criminalistics Section Nominating Committee will make a recommendation to the section chair based on review of candidates.
  4. Responsibilities:
    1. Coordinates the Criminalistics Section annual meeting program within the section and the Academy as a whole.
    2. Appoints other members to the Criminalistics Section Program Committee.
      - (a) See Section 7.5.2.V.C. for information about the Criminalistics Section Program Committee.
    3. Represents the Criminalistics Section on the Academy Program Committee.
    4. Coordinates with the Local Arrangements Chair for volunteers to assist the section at the annual meeting.
    5. Submits a written report to the section secretary and reports to the section at the annual business meeting.
- D. Program Co-Chair
1. The program co-chair must be a Fellow in good standing of the AAFS in the Criminalistics Section of the Academy.
  2. The term of appointment is one (1) year. No person shall hold two (2) terms in succession.
  3. Nomination and Appointment
    1. Fellows interested in serving as program co-chair shall make their interest known to any Criminalistics Section Nominating Committee member.
    2. Recommendation is made to the current section chair by the Criminalistics Section Nominating Committee.
    3. There is a usual progression through the offices of the section from program co-chair to program chair to section secretary to section chair; however, this progression is by election or appointment.

4. Candidates shall submit an up-to-date resume to the Criminalistics Section Nominating Committee chair no later than October 15. If a candidate fails to provide a resume by October 15, that person shall not be considered for office.
5. The program co-chair is appointed by the section chair after considering the recommendations made to the section chair by the Criminalistics Section Nominating Committee.
4. Responsibilities
  1. Serves on the Criminalistics Section Program Committee at the direction of the program chair.
  2. Assists with the coordination of the Criminalistics Section annual meeting program within the section and the Academy as a whole.

## V. SECTION REPRESENTATIVES AND LIAISONS

### A. Board of Directors Representative

1. The section Board of Directors representative must be a Fellow in good standing of the AAFS in the Criminalistics Section.
2. Candidate for the Criminalistics Section Board of Directors Representative must have held the program chair, secretary, and section chair offices in the Criminalistics Section. In the rare event that the candidate has served in only two (2) of the Criminalistics Section Officer positions due to the need to fill a vacancy, that person may still be considered by the Criminalistics Section Nominating Committee.
3. The term of the office is one (1) three-year term. No person shall hold two (2) terms in succession.
4. Nomination and Election
  1. Recommendation is made by the Criminalistics Section Nominating Committee with elections held at every third-year meeting from 2009.
  2. Chair must open the floor to other nominations.
  3. Election is by simple majority vote of the members (Fellows, Members, Retired Fellows, and Retired Members) at the Criminalistics Section Annual Business Meeting.
5. Responsibilities
  1. Serves as the liaison between the Criminalistics Section and the AAFS.
  2. Submits a written report to the secretary and reports to the section at the annual business meeting.

### B. Student Academy Representative

1. The representative is the Criminalistics speaker at the Student Academy at the annual meeting.
2. There is no set term length or limit.
3. Nomination and Appointment
  1. Must be a Fellow or Member appointed by the section chair based on the recommendation of the Criminalistics Section Nominating Committee or by the AAFS Chair of the Student Academy with the approval of the section chair. The section chair is not bound by the Criminalistics Section Nominating Committee recommendation.

#### 4. Responsibilities

1. Submits a written report to the section secretary and reports to the section at the annual business meeting.
2. Develops, maintains, and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.

#### C. American Board of Criminalistics (ABC) Liaisons

In accordance with the *AAFS Policy and Procedure Manual*, Section 1.5.3.

Guidelines for AAFS Liaison Representatives, the Criminalistics Section assumes sole responsibility for any and all approved costs associated with the section establishing such a representative. The section chair will budget sufficient funds for the annual membership fee and the interim meeting expenses of its representative(s). Expenses to be covered are a maximum of two (2) nights lodging, two (2) days per diem at the current federal government (or applicable) rate, and reasonable incidentals. Airfare will be reimbursed when travel is undertaken for the purpose of attending the ABC meeting only. For ABC meetings coinciding with the AAFS annual meeting, airfare and other transportation expenses will not be reimbursed if the representative is registered for the AAFS meeting events in any way.

Airfare will be reimbursed at an economy class, advanced purchase rate.

#### 1. Board Member

1. Must be an ABC Certificant and at least a Member of the Criminalistics Section.
2. Service is for three (3) years with appointments made at the annual meeting every third year from 2015.
3. Nomination and Appointment
  - (1) Liaison is appointed by the current section chair based on the recommendation of the Criminalistics Section Nominating Committee.
4. Responsibilities
  - a. Represents the Criminalistics Section interests and concerns as a member of the ABC Board of Directors.
  - b. Submits a written report to the section secretary and reports to the section at the annual business meeting.
  - c. Maintains and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.

#### 2. Examination Committee Member

1. Must be an ABC Certificant and at least a Member of the Criminalistics Section.
2. Service is for three (3) years with appointments made at the annual meeting every third year from 2015.
3. Nomination and Appointment
  - a. Liaison is appointed by the current section chair based on the recommendation of the Criminalistics Section Nominating Committee.

4. Responsibilities
  - a. Represents the Criminalistics Section interests and concerns as part of the ABC Examination Committee.
  - b. In the absence of the Board Member representative, presents the written report to the section chair and reports to the section at the annual business meeting.
  - c. Maintains and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.
- D. AAFS Standards Board (ASB) Consensus Body Liaisons
 

The Criminalistics Section has the option of placing liaisons on the ASB Consensus Bodies (CBs) as appropriate.

  1. The liaisons serve to represent the interests of the Criminalistics Section membership on these standards developing groups.
  2. Service is for two (2) years with the option for a second term.
  3. Nomination and Appointment
    1. Liaisons are appointed by the section chair based on the recommendations of the Criminalistics Section Nominating Committee.
    2. Must be a Member, Fellow, Retired Member, or Retired Fellow in good standing and have knowledge in the relevant CB topic area.
  4. Responsibilities
    1. Participate in the monthly CB conference calls. They are to read and respond to all proposed standard documents and the suggested edits.
    2. If possible, attend in-person meetings held in conjunction with the AAFS annual meeting.
    3. Prepare reports and updates for the section chair on a regular basis and request feedback from the section through the section chair.
    4. Notify the section chair when a document is ready for public review so the section chair can opt to place an announcement via the *Academy Newsfeed*.

## VI. SECTION STANDING COMMITTEES

Standing committees may be established at any time by the section chair or by majority vote of the membership present at the annual business meeting. The section chair has discretionary authority to abolish any ad hoc committee established by a section chair, but only the membership may abolish a committee established by the membership

### A. Executive Committee

#### 1. Purpose

Review the relevant portions of the *Policy and Procedure Manual* annually, preparing changes to be presented to the members to be voted upon at the annual business meeting. Whether changes are made or not, a dated copy of the *Policy and Procedure Manual* is sent to the section chair, section secretary, and the AAFS office by April 1 following the section business meeting. This committee is responsible for addressing other issues, which may arise throughout the year.

- (1) Significant revisions to the *Policy and Procedure Manual* will be forwarded to the AAFS Board of Directors after review, discussion, and vote by the section. This review and voting process may be conducted at the section's annual business meeting or electronically, provided that the proposed changes are

disseminated to the voting members at least thirty (30) days prior to the vote.

- (2) Minor revisions to the *Policy and Procedure Manual* will be forwarded to the AAFS Board of Directors without vote by the section.

2. Members

1. Consists of the section chair, section secretary, and other past or current section officers as desired.

3. Functions

1. Establishes committees to increase member involvement and to assist the section officers.
2. Proposes guidelines for long- and short-term planning for the section.
3. Maintains a roster of volunteers for various committees to use.
4. Reviews existing committee functions and procedures and makes recommendations to the section officers.
5. Performs special projects as designated by the section chair.

4. Procedures

1. Develops committee objectives to include deadlines.
2. Periodically updates existing protocols.
3. Maintains protocol files, past projects, reports, correspondence, meeting minutes.
4. Submits a written report to the section secretary and reports to the section at the annual business meeting.

B. Membership Committee

1. Purpose

1. Acts upon membership applications.

2. Members

1. Consists of the section chair and section secretary.

3. Functions

1. Reviews applications for membership and promotion, confirms eligibility for membership and promotion, requests transfers to membership status or to other AAFS sections.

4. Procedures

1. Develops committee objectives to include deadlines.
2. Periodically updates existing protocols.
3. Maintains protocol files, past projects, reports, correspondence, meeting minutes.
4. Presents a budget to the section chair as needed.
5. Submits a written report to the section secretary and reports to the section at the annual business meeting.

C. Program Committee

1. Purpose

1. Select and organize the content of the Criminalistics Scientific Sessions and the Friday Evening Session of the annual meeting.

2. Members

- a. Consists of the section program chair and co-chair who select other members from Fellows or Members in good standing to assist in reviewing abstracts.

- a. Preference will be made for Members seeking promotion to Fellow.
    - b. The term of appointment for the section program chair and co-chair is one (1) year. Other members may be re-appointed at the discretion of the incoming section program chair and co-chair.
  - 3. Functions
    - a. Solicits papers, posters, workshops, and other scientific presentations from the Section, Academy, regional associations, and others. This can be done via the *Academy Newsfeed*.
    - b. Reviews and rates the abstract submissions.
    - c. Selects and schedules the accepted oral and poster presentations.
    - d. Reviews and edits abstracts for publication in the meeting *Proceedings*.
    - e. Makes recommendations to the section chair for audiovisual equipment.
    - f. Selects and advises moderators.
  - 4. Procedures
    - a. Develops committee objectives to include deadlines.
    - b. Periodically updates existing protocols.
    - c. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
    - d. Presents a budget to the section chair as needed.
    - e. Submits a written report to the section secretary and reports to the section at the annual business meeting.
    - f. Develops, maintains, and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.
- D. Reference Committee
- 1. Purpose
    - 1. Encourage exchanges among members at the annual meeting. Attract qualified new members and acquaint them with the functions and programs of the Criminalistics Section and the Academy in general.
  - 2. Members
    - 1. At least four (4) members consisting of Fellows and/or Members from different geographical areas.
    - 2. The committee chair shall be a Fellow and is appointed by the section chair based on the recommendation of the Criminalistics Section Nominating Committee. The section chair is not bound by their recommendation.
    - 3. The committee chair shall appoint the other committee members.
    - 4. Appointment to the committee shall be two (2) years, staggered to provide continuity.
  - 3. Functions
    - 1. Assist with letters of reference for individuals applying for membership.
    - 2. At the annual meeting, organize the mentoring program and the Criminalistics Section Reception.
    - 3. Proposes guidelines for membership and advancement to assure that all applicants are eligible for membership.
-

4. Prepares letters to new members welcoming them to the section and outlining the functions and operations of the section.
    5. Encourages the new members to become involved in the section by providing them with committee purposes and names and addresses of committee chairs.
    6. Develops methods of welcoming new members and getting them involved in the section.
  4. Procedures
    1. Develops committee objectives to include deadlines.
    2. Periodically updates existing protocols.
    3. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
    4. Presents a budget to the section chair as needed.
    5. Submits a written report to the section secretary and reports to the section at the annual business meeting.
    6. Develops, maintains, and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.
- E. Awards Committee
1. Purpose
    1. Conduct the process to recognize exemplary Criminalistics Section members. (Reference paragraph VII.)
  2. Members
    1. Five (5) Fellows who are the last five (5) section chairs. The committee chair shall be the most recent past section chair.
    2. Tenure on the committee shall be five (5) years.
  3. Functions
    1. Solicits nominations from the members, votes, and makes recommendations to the section officers for vote by the section members at the annual meeting. This can be done via the *Academy Newsfeed*.
    2. Announces award nominations prior to voting conducted by the section chair.
    3. Determines and orders the awards from the Academy.
    4. Suggests new awards and prepares criteria for review by the section officers and approval by the section members.
  4. Procedures
    1. Develops committee objectives to include deadlines.
    2. Periodically updates existing protocols.
    3. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
    4. Presents a budget to the section chair as needed.
    5. Submits a written report to the section secretary and reports to the section at the annual business meeting.
    6. Develops, maintains, and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.
-

## F. Nominating Committee

## 1. Purpose

1. Review the credentials of all candidates and recommend to the section chair those qualified for office.

## 2. Members

1. Six (6) members, three (3) of whom shall be the last three (3) section chairs and three (3) Fellows and/or Members.
2. The committee chair shall be the immediate past section chair.
3. The section chair shall appoint a Fellow or Member to fill the spot of the longest serving, non-past section chair committee member leaving the committee. The longest serving past section chair shall be replaced by the new, outgoing section chair. Thus, each member shall serve a three (3) year term.

## 3. Functions

1. Solicits names from the list of section Fellows in good standing to run for the offices of chair, secretary, and section Board of Directors representative. This can be done via the *Academy Newsfeed*.
2. Solicits names from the list of section Fellows in good standing for appointment to program chair, program co-chair, section committee chairs, Student Academy representative, and liaisons vacancies.
3. Solicits names from the list of past section officers to be provided as a nominee to the AAFS Executive Committee.
4. Receives and reviews resumes of interested candidates and keeps track of resume deadline.
  - a. As applicable, the committee chair may request a report of AAFS-related activities of the candidate from the AAFS office.
  - b. The deliberations of the Criminalistics Section Nominating Committee will be kept confidential.
5. Presents the slate of nominees to the section chair no less than two (2) months prior to the annual meeting and to the members at the annual meeting where the section chair conducts the voting:
  - a. For election to chair, secretary, section Board of Directors representatives, and nominee to AAFS Executive Committee.
  - b. For appointment to program chair, program co-chair, and if applicable, section committee chairs, Student Academy representative, ABC liaisons, and ASB CB liaisons.
6. Submits a written report to the section secretary and reports to the section at the annual business meeting.

## 4. Procedures

1. Develops committee objectives to include deadlines.
2. Periodically updates existing protocols.
3. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
4. Presents a budget to the section chair as needed.
5. Submits a written report to the section secretary and reports to the section at the annual business meeting.

6. Develops, maintains, and recommends updates to this section of the *Policy and Procedure Manual* to the Criminalistics Executive Committee.

G. Regional Association Committee

1. Purpose

1. Unite the regional societies by bringing together representatives from each NEAFS, MAAFS, SAFS, MAFS, SWAFS, NWAFS, and CAC, as well as others who are interested (i.e., AFTE, IAI). The goals are communication, exchange of ideas, problem solving, and discouraging duplication of effort.

2. Members

1. One (1) representative from each of the regional societies and interested associations and the Criminalistics Section Board of Directors member.
2. The committee chair shall be a Member or Fellow and is appointed by the section chair, based on the recommendation of the Criminalistics Section Nominating Committee. The section chair is not bound by their recommendation.
3. The committee chair shall request the president of each society to serve or appoint a member to serve.
4. Appointment to the committee shall be for two (2) years, staggered to provide continuity.

3. Functions

1. Coordinates a calendar of societies' meetings and training with other forensic organizations and copies the section officers and the Academy office.
2. Plans the regional societies' meeting at the AAFS annual meeting. The chair of this committee shall chair the meeting at the AAFS.
3. Liaison with the AAFS through the Criminalistics Board of Directors member.
4. Interface and exchange information and ideas.

4. Procedures

1. Develops committee objectives to include deadlines.
2. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
3. Presents a budget to the section chair as needed.
4. Submits a written report to the section secretary and reports to the section at the annual business meeting.
5. Develops, maintains, and recommends updates to this section of the the *Policy and Procedure Manual* to the Criminalistics Executive Committee.

H. AAFS Committees and Task Forces

The AAFS President may appoint AAFS committee and task force chairs and members from the Criminalistics Section. They are expected to keep the section chair informed and to report at the Criminalistics Section Annual Business Meeting.

VII. SECTION AD HOC COMMITTEES

Ad hoc committees may be created by the chair to perform specific projects in a set period of time.

## VIII. SECTION AWARDS

- A. The section has (2) two awards: The Paul L. Kirk Award and The Mary E. Cowan Outstanding Service Award.
- B. The criteria for these awards are set forth in Section 7.1.4.2. of this *Manual*.
- C. Administration of awards:
  - 1. The Paul L. Kirk Award.
    - 1. Nominees for the Paul L. Kirk Award must be accepted by unanimous vote of the Awards Committee.
    - 2. The award is bestowed by unanimous vote of the members of the section.
  - 2. The Mary E. Cowan Outstanding Service Award.
    - 1. Nominees for the Outstanding Service Award must be accepted by a majority of the Awards Committee.
    - 2. The award is bestowed by a majority vote of the members of the section.

## IX. SAMPLE AGENDA FOR THE ANNUAL BUSINESS MEETING

- A. Call to Order
- B. Appointment of Parliamentarian and Sergeant-at-Arms. Charge the Sergeant-at-Arms to count voting members present at the meeting.
- C. Approve the Agenda
- D. Secretary
  - 1. Minutes of the last meeting; previously approved by the minutes committee before filing with the Academy by April 1.
  - 2. Necrology Report—Read the names of those who have passed away and ask for a moment of silence.
  - 3. Membership Report—Secretary (information from AAFS) Acknowledge new members who have been voted upon at the AAFS Annual Meeting.
- E. Program Chair
  - 1. Program Committee Report
- F. Section Representatives and Liaisons
  - 1. AAFS Board of Directors
  - 2. AAFS Student Academy
  - 3. American Board of Criminalistics—Board and Exam Committee
  - 4. AAFS Standards Board Consensus Body
  - 5. AAFS Committees, Task Forces
- G. FEPAC
- H. Other Standing Committees Reports
  - 1. Executive
  - 2. Reference
  - 3. Regional Associations
  - 4. Nominating
  - 5. Awards
- I. Ad Hoc Committees Reports
  - 1. Section
  - 2. AAFS

- J. New Business
  - 1. Vote on use of section funds for next year. (This must be done or no discretionary funds may be expended.)
- K. Passing of Gavel
- L. Adjournment by the chair: "There being no further business, this meeting is adjourned." Needs no vote.

### 7.5.3. **DIGITAL & MULTIMEDIA SCIENCES SECTION POLICIES AND PROCEDURES**

- I. The section will provide scientific and other presentations at the annual meeting on subjects relevant to the section's area of interest.

The section will hold an annual business meeting and luncheon during the AAFS annual meeting.

The section will promote AAFS, and the section leadership will work closely with the Board of Directors.
- II. ACCEPTED AREAS OF INTEREST within the Digital & Multimedia Sciences Section include: Forensic examination of digital and multimedia evidence to include:
  - Digital device examinations
  - Network analysis
  - Examination and comparison of digitized numerals, images, analog and digital audio and video.

NOTE: This includes examinations such as authenticity, photogrammetry, and enhancement. It does not normally include the usage of photography or video images that are used to demonstrate what a photographer or recording device witnessed, and the images are not analyzed by subject matter experts. These can include, but are not limited to, the following: general crime scene or investigative images; surveillance images; autopsy images; documentation of items of evidence in a laboratory; and arrest photographs, such as mug shots. The roles in which the disciplines apply may include:

  - A. Research

The section seeks to identify or recognize new forms of digital and multimedia evidence, to develop and improve tools for collection and analysis of digital and multimedia evidence, and to explore and expand the scientific foundations of digital and multimedia forensics. The section supports publication of research and results in peer-reviewed scholarly publications and peer-reviewed conference proceedings.
  - B. Education and Training

The section promotes education in digital and multimedia forensics in the classroom, in university laboratories, and through publication of educational materials related to digital and multimedia forensics and its practice as a profession.
  - C. Practice of the Profession

The section strives to improve methods for collection, transportation, storage, and analysis of digital and multimedia evidence, and to perfect the professional application of tools used in the practice of the profession.
  - D. Management

The section endeavors to improve management of every aspect of digital and multimedia forensics from management of response teams to management of laboratory analyses and related activities.

## E. Legal Liaison

The Section works to improve direct support to the legal system by practitioners of digital and multimedia forensics, including non-testimonial support in case preparation for litigation, review of opposing experts and their testimony, and expert witness testimony in cases involving digital and multimedia forensics.

## F. Professional Standards

The Section endeavors to enhance the profession of digital and multimedia forensics by promoting ethical and skilled practice and by supporting appropriate credentialing of practitioners of the digital and multimedia forensics profession.

## III. SECTION REPRESENTATIVES

In accordance with AAFS Bylaws, Article VI., Section 2, the Digital & Multimedia Sciences Section will have a section chair, section secretary, and a director. Each of these officers must hold the rank of Fellow.

- A. The section chair and secretary will be elected annually. The section will elect a representative to the Board of Directors every three years or as needed to fill a vacancy.
- B. The term of office is from the conclusion of the annual business meeting of the section to the conclusion of the second following annual business meeting of the section. The section secretary is the chair-elect of the section.
- C. The section secretary will support administrative requirements of the section as directed by the section chair and be responsible for functions outlined in this section.
- D. The section chair will be responsible for the section business meeting and agenda. Committees may be established at any time by the section chair or by majority vote of the membership present at the annual business meeting. The section chair has discretionary authority to abolish any committee established by a section chair, but only the membership may abolish a committee established by the membership. Standing committees of the section will be:
  1. Planning Committee
    - a. Purpose—The purpose of the committee is to review this *Policy and Procedure Manual* annually, preparing changes to be presented to the chair for review and to the members to be voted upon at the annual business meeting. Whether changes are made or not, a dated copy of the *Policy and Procedure Manual* is sent to the section chair, section secretary, and the AAFS office by April following the section business meeting.
    - b. Members—At least four (4) members. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
    - c. Functions
      - (1) Establishes committees to increase member involvement and to assist the section officers.
      - (2) Proposes guidelines for long- and short-term planning for the section.
      - (3) Maintains a roster of volunteers for various committees to use.
      - (4) Reviews existing committee functions and procedures and makes recommendations to the section officers.
      - (5) Performs special projects as designated by the chair.

- (6) In consultation with the section chair, proposes a slate of nominations at each section business meeting for section chair, secretary and Board of Directors representative (when required).
- (7) Performs the functions set forth in the section's succession plan as outlined in section 7.5.3 (III.) (E.).

d. Procedures

- (1) Develops committee protocols to include deadlines.
- (2) Periodically updates existing protocols.
- (3) Maintains protocol files, past projects, reports, correspondence, meeting minutes.
- (4) Presents a budget to the chair as needed.
- (5) Submits a written report to the secretary and reports to the section at the annual business meeting.
- (6) Develops, maintains, and updates *Digital & Multimedia Sciences Section Planning Committee Procedure Manual*.

NOTE: Procedures, protocols, and changes to them are subject to approval of the section chair.

2. Membership Committee

- a. Purpose—The purpose of the committee is to encourage exchanges among members at the annual meeting and to attract qualified new members and acquaint them with the functions and programs of the Digital & Multimedia Sciences Section and the Academy.
- b. Members—At least four (4) members. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
- c. Functions
  - (1) Organizes the Digital & Multimedia Sciences Section Reception at the annual meeting.
  - (2) Proposes guidelines for membership and advancement to assure that all applicants are eligible for membership.
  - (3) Prepares letters to new members welcoming them to the section and outlining the functions and operations of the section.
  - (4) Encourages the new members to become involved in the section by providing them with committee purposes and names and addresses of committee chairs.
  - (5) Develops methods of welcoming new members and gets them involved in the section.
- d. Procedures
  - (1) Develops committee protocols to include deadlines.
  - (2) Periodically updates existing protocols.
  - (3) Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
  - (4) Presents a budget to the chair as needed.
  - (5) Submits a written report to the secretary and reports to the section at the annual business meeting.
  - (6) Develops, maintains, and updates *Digital & Multimedia Sciences Section Membership Committee Procedure Manual*.

NOTE: Procedures, protocols, and changes to them are subject to approval of the section chair.

3. Awards Committee

- a. Purpose—The purpose of the committee is to conduct the process to recognize exemplary Digital & Multimedia Sciences Section members.
- b. Members—At least four (4) members. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
- c. Functions
  - (1) Solicits nominations from the members, votes, and makes recommendations to the section officers.
  - (2) Determines and orders the awards from the Academy.
  - (3) Suggests new awards and prepares criteria for review by the section officers and approval by the section members.
- d. Procedures
  - (1) Develops committee protocols to include deadlines.
  - (2) Periodically updates existing protocols.
  - (3) Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
  - (4) Presents a budget to the chair as needed.
  - (5) Submits a written report to the secretary and reports to the section at the annual business meeting.
  - (6) Develops, maintains, and updates *Digital & Multimedia Sciences Section Awards Committee Procedure Manual*.

NOTE: Procedures, protocols, and changes to them are subject to approval of the section chair.

4. Program Committee

- a. Purpose—The purpose of the program committee is to develop the section's annual scientific program in accordance with guidance provided by the section chair, the Academy Program Committee, and the Academy staff, as well as for overseeing development of other section program activities at the annual meeting of the Academy.
- b. Members—At least four (4) members. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
- c. Functions
  - (1) Review the *Academy Program Planners Guide*, which contains most information and timetables that are important to know.
  - (2) Organize the Digital & Multimedia Sciences Section Program. This mainly involves the review of abstracts, rejecting unsuitable ones, and organizing the remainder into a format that fits within the time frames for the Academy scientific sessions.
  - (3) Organize the Digital & Multimedia Sciences Section Poster Sessions.
  - (4) Organize workshops and/or seminars in conjunction with the AAFS Workshops and Breakfast Seminar Chairs, either independently or in conjunction with other sections or members.

- (5) Designate moderators for the Digital & Multimedia Sciences Section Scientific Program.

- d. Procedures

- (1) Develops committee protocols to include deadlines.
- (2) Periodically updates existing protocols.
- (3) Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
- (4) Presents a budget to the chair as needed.
- (5) Submits a written report to the secretary and reports to the section at the annual business meeting.
- (6) Develops, maintains, and updates *Digital & Multimedia Sciences Section Program Committee Procedure Manual*.

NOTE: Procedures, protocols, and changes to them are subject to approval of the section chair.

- E. Section Succession Plan

- a. BOARD REPRESENTATIVE. Should the section representative on the Academy Board of Directors be unable to continue in that position prior to the completion of the three-year term, the chair shall become the section representative pro tempore on the Board of Directors until an election can take place at a section business meeting. If the section chair is unable or unwilling to assume the responsibilities of the Board representative until a section election can take place, the procedure in the *Policy and Procedure Manual* Section 1.3.1.1 shall be followed to select a replacement candidate for the Board representative position.
- b. SECTION CHAIR. Should the section chair be unable to continue in that position prior to the completion of the term of office, or if the chair becomes the Board representative because of a vacancy, the section secretary shall become the chair pro tempore. If the section secretary is unable or unwilling to assume the responsibilities of the chair until a section election can take place, the secretary will convene a meeting of the section's Planning Committee to nominate a replacement candidate for the position of chair.
- c. SECTION SECRETARY. Should the section secretary be unable to continue in that position prior to the completion of the term of office, or if the secretary becomes the chair because of a vacancy, the section chair or secretary shall convene a meeting of the section's Planning Committee to nominate a replacement candidate for the position of secretary.
- d. For any vacancy in which the Planning Committee has nominated a replacement candidate, the secretary or chair shall convene a section business meeting to receive nominations from the floor. If there is no nomination from the floor, or if quorum cannot be achieved, the nominee selected by the Planning Committee shall fill the vacancy pro tempore until an official election can take place during the section's next annual business meeting.

#### IV. PROCESSING APPLICATIONS FOR MEMBERSHIP AND PROMOTIONS

- A. Section officers will process applications for membership and promotion in accordance with the *AAFS Membership Committee Procedure Manual*. See Section 2.4. of this *Manual*. After the officers complete their evaluations, the officers will

collaborate on their recommendations and make every reasonable effort to resolve any differences that may exist in their evaluations. Upon completion, recommendations are automatically sent to the AAFS Membership Coordinator. See sections 2.2. and 2.3.3. of this *Manual* for membership requirements and sections 2.5. and 2.6.3. for promotion requirements.

1. Membership Applications:

- a. Section officers will first determine whether or not an applicant is working in a discipline accepted by the Digital & Multimedia Sciences Section, being careful to assure the applicant is not from a discipline covered by some other section of the AAFS. If the applicant is from a discipline covered by some other section of the AAFS, the applicant file will be referred through the AAFS Membership Coordinator to the appropriate section. If the applicant is working in a discipline that is not recognized by either the Digital & Multimedia Sciences Section or some other section of the AAFS, the section officers may refer the applicant to the Membership Committee Chair for review.
- b. If it is determined that an applicant is working in a discipline that is acceptable to the Digital & Multimedia Sciences Section, the section officers will evaluate the credentials of the applicant to determine whether or not he/she meets the criteria established by the AAFS and the Digital & Multimedia Sciences Section for membership. See Sections 2.2. and 2.3.3. of this *Manual*. Section officers may accept the applicant for membership at the level requested, accept the applicant in a higher or lower status than requested, or reject the applicant. For any action other than acceptance at the level requested, an explanation will be provided on the applicant review form. (In evaluating whether or not an applicant's credentials are such that he/she should be accepted into the Digital & Multimedia Sciences Section, the section officers should use any guidelines provided by the section Disciplines Committee for a given discipline.

2. Promotion Applications:

- a. Applications for promotion will be evaluated on merit using the requirements for promotion in Sections 2.5. and 2.6.3. of this *Manual*.
- b. As in the case of membership applications, for any action other than acceptance at the level requested, an explanation will be provided on the application review form. (As in the case of applications for membership, after the Board of Directors has taken final action on the application for promotion, the section officers will destroy any working files pertaining to the application.)

- B. In any situation where there is a question regarding an application for membership or promotion, section officers should refer the applicant to the AAFS Membership Coordinator in an effort to resolve the question.
- C. When questions cannot be resolved in time to properly process an application for membership or promotion before the deadline set for such actions by the AAFS Membership Coordinator, the section chair should request the application be held over to the following year for further review.

**7.5.4. ENGINEERING & APPLIED SCIENCES SECTION POLICIES AND PROCEDURES****I. SECTION CHAIR-ELECT****II. SECTION CHAIR**

The chair-elect succeeds to the office of chair.

- A. TERM OF OFFICE is from the conclusion of the AAFS annual meeting to the conclusion of the following AAFS annual meeting.
- B. RESPONSIBILITIES: The chair conducts section business affairs, presides at the business meeting of the section, appoints all section committees and oversees their functions, delegates functions to the section committees, prepares and submits to the AAFS the annual budget for the section, provides for articles on the section on the *Academy Newsfeed*, serves on the Membership Committee of the AAFS, acts as a communication and information source for the section, and reviews and acts on membership and promotion applications.

**III. SECTION SECRETARY**

- A. TERM OF OFFICE is from the conclusion of the AAFS annual meeting to the conclusion of the following AAFS annual meeting.
- B. NOMINATION is made from the floor at the annual business meeting of the section for the office of secretary and chair-elect, and election by plurality of the votes cast at that meeting. The secretary and chair-elect succeed to the office of chair at the conclusion of the following annual business meeting.
- C. RESPONSIBILITIES: Records the minutes of the annual business meeting of the section and reports immediately thereafter the new officers and program chair to the Executive Director, circulates copies of the minutes to the Minutes Approval Committee, reports on the corrected minutes at the next annual business meeting, presides in the absence of the chair, serves on the Membership Committee of the AAFS, and reviews and acts on membership and promotion applications.

**IV. SECTION REPRESENTATIVES**

- A. BOARD OF DIRECTORS of the AAFS: The Engineering & Applied Sciences Section elects from its Fellows a director for a three-year term on the Board of Directors. Subsequent terms begin at three-year intervals thereafter. The director from the Engineering & Applied Sciences Section is elected one year prior to the commencement of the term and is termed "fellow-at-large." The fellow-at-large attends the meeting of the Board of Directors and assists the incumbent director.
- B. STUDENT ACADEMY: The section is represented by one member on the Student Academy faculty. That member, appointed by the chair, provides instruction relative to forensic engineering sciences under the direction of the Student Academy Chair.
- C. ASTM E30 Committee on Forensic Sciences: Though there is no legal tie-in, the section is represented by members selected on an ad hoc basis.
- D. INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES, INC.: This independent corporation was initiated by members of the Engineering & Applied Sciences Section in response to a vote of approval by the section as the agency that recognizes demonstrated competence in forensic engineering science. A member of the section is designated as liaison with the institute.

- E. NATIONAL ACADEMY OF FORENSIC ENGINEERS (NAFE): This academy, a component of the National Society of Professional Engineers, has members who perform the same kind of services as do members of the section. Maintaining a liaison with NAFE provides the mechanism for cooperation and understanding. The liaison member is designated by the chair and serves during the term of the chair.
- F. SOCIETY OF FORENSIC ENGINEERS AND SCIENTISTS: This is another organization with many members who practice in the same area as the members of the section. Maintaining a liaison with them provides for cooperation and communication. The section liaison representative is appointed by the chair and serves during the term of the chair.

#### V. SECTION COMMITTEES

- A. STANDING COMMITTEES of the Engineering & Applied Sciences Section are executive, program, membership, awards, continuing education, history, and directory. In addition, there is an ad hoc committee on private investigator laws, which by virtue of continuing activity has almost become a standing committee. Except for the Executive Committee, all committees are appointed by the section chair and serve during his/her term. Each committee shall submit a report of its activities prior to the Executive Committee. The Executive Committee is comprised of the section chair, section secretary, and the two most recent available past chairs who are not directors. The Executive Committee shall act for the section in the time interval between meetings in all matters including budget.
- B. MEMBERSHIP: The Membership Committee is charged with developing a program to stimulate applications for membership in the section from qualified persons.
- C. PROGRAM: The Program Committee solicits scientific papers for the scientific program at the annual meeting, screens the submitted abstracts and selects those suitable for presentation, and schedules them for presentation. The committee selects and trains the moderators for the sessions of the scientific program. The committee assists the moderators and presenters with visual aids, microphones, lights, etc. The section program chair is a member of the AAFS Program Committee.
- D. AWARDS: The Awards Committee: (1) selects the recipients, if it deems appropriate, of the Andrew H. Payne, Jr., Special Achievement Award, and the Founder's Award given by the section at the annual meeting; (2) prepares the citations and coordinates the procurement of suitable certificates and/or plaques; (3) screens and proposes candidates for AAFS awards, such as the Distinguished Fellow Award; and (4) maintains a historical record of the awards, recipients, and citations.
- E. CONTINUING EDUCATION: The charge of this committee is:
  - 1. To identify the topics and speakers suitable for continuing education functions (e.g., workshops and seminars) for the Engineering & Applied Sciences Section and the AAFS to be sponsored by the Engineering & Applied Sciences Section alone or in cooperation with other sections of the AAFS or of other societies as appropriate.
  - 2. To take measures appropriate to ensure that each selected function is staged in an effective manner with suitable arrangements, facilities, equipment, speakers, and budgetary planning.
  - 3. To provide timely notice to the section officers and the AAFS of planned functions and to provide such information as would aid advance publicity.

4. To develop the appropriate documentation procedures for providing continuing education credits for the attendees at continuing education functions and scientific sessions of the AAFS.
  - F. HISTORY: The History Committee shall maintain a continuing record of the Engineering & Applied Sciences Section. The committee shall: (1) retain minutes of the annual section business meetings; (2) retain attendance rosters of section business meetings, including guests; (3) maintain a file of the AAFS and section directories as produced; (4) maintain a file of the section programs and those of other sections in which Engineering & Applied Sciences Section members take part; (5) prepare an annual summary of section activities; and (6) acquire and maintain a photo file of section officers and the AAFS officers as appropriate.
  - G. DIRECTORY: The directory committee shall maintain and cause to be distributed a directory of the members of the section, including a summary of the areas of practice of each of the members, together with addresses, telephone numbers, fax numbers, and electronic mail addresses.
  - H. AD HOC COMMITTEE ON PRIVATE INVESTIGATOR LAWS: This committee was formed as a result of legislative bills and laws in several states that reserved the right to license private investigators' areas of practice historically performed by forensic engineers and scientists. The charge to the ad hoc committee is:
    1. To identify means of keeping track of legislation being considered or being proposed to any of the state or provincial legislatures that would impinge upon the practice of forensic engineering sciences;
    2. To develop effective means of defeating or amending proposed legislation or regulation that would limit the practice of forensic engineering scientists;
    3. To establish rapport and cooperation with other sections of the AAFS with common interest;
    4. To poll the section membership periodically, asking if any members know of any private investigator (PI) licensing or registration requirements in any of the states in which they practice;
    5. To maintain contact with the National Society of Professional Engineers (NSPE) and make periodic inquiries of the NSPE state legislative network to see if any legislation bearing on this concern is either pending or "on the books" in any state;
    6. To establish contact with the Council on Licensing, Enforcement And Regulation (CLEAR) to find out which states currently license or register private investigators, then for those states that license or register PIs, find out if engineering sciences falls under their purview; and,
    7. To establish and/or continue liaisons with other related organizations and societies and use this concern as a common focus of joint effort.
- VI. ENGINEERING & APPLIED SCIENCES SECTION ANNUAL MEETING REGISTRATION FEE WAIVER GUIDELINES
- A. The purpose of the complimentary Engineering & Applied Sciences Section AAFS meeting registration is to attract non-AAFS members who have difficulty attending the specified meeting and paying the registration fee.
  - B. Typically, this offer is available to attract desired speakers on a particular topic, although other worthy reasons may also manifest themselves.

- C. The same individual cannot receive this support more than once every five years.
- D. The authorization of the section chair or his/her designee is required.
- E. Implementation: The section chair will send the AAFS headquarters staff a request for fee waiver for a particular individual(s) on or before January 1 prior to the annual meeting.
- F. Each section shall be allowed two complimentary meeting registrations for non-member presenters to speak during the section's scientific sessions. (Executive Committee, August 3, 2007)

## VII. SECTION HISTORY

The genesis of the Engineering & Applied Sciences Section started with stirrings from within the General Section, and in 1980, it held its organizing meeting, which culminated in the first meeting of the then Engineering Section in February of 1982 with about 30 members. The section experienced slow but positive growth. By 1995 there were 140 members in various grades. Recognizing the fact that the work performed by members of the section was not exclusively limited to those with engineering degrees or registration, the name of the section was changed from Engineering to Engineering Sciences in 1988. The membership criteria were revised in 1992 to open membership to persons in forensic work who have a degree in engineering or a related discipline.

### 7.5.5.

## FORENSIC NURSING SCIENCE SECTION POLICIES AND PROCEDURES

- I. The section will provide scientific and other presentations at the annual meeting on subjects relevant to the section's area of interest. The section will hold an annual business meeting and luncheon during the AAFS annual meeting. The section will promote AAFS, and the section leadership will work closely with the Board of Directors.

ACCEPTED AREAS OF INTEREST within the Forensic Nursing Science Section include, but are not limited to, the forensic applications of:

- Developing the scientific foundations for the practice of forensic nursing science
- Promoting research and publication in the areas of forensic nursing science
- A forum to discuss scientific issues related to the science of forensic nursing
- Exchange of forensic nursing science knowledge globally
- Clinical forensic investigation and examination of injury, death, trafficking, wrongful convictions, and other liability related issues
- Forensic examination and recovery of medical forensic evidence
- Interpersonal Violence and abuse across the lifespan
- Sexual Assault Nurse Examiner (SANE), Adult, Pediatric, Elders
- Forensic Nurse Death Investigator (FNDI) Clinical and Community Environs

## II. SECTION REPRESENTATIVES

In accordance with AAFS Bylaws, Article VI., Section 2, the Forensic Nursing Science Section will have a section chair, section secretary, and a director. Each of these officers must hold the rank of Fellow.

- A. The section chair and secretary will be elected annually or as necessary to fill a vacancy. The section will elect a representative to the Board of Directors every three years or as needed to fill a vacancy.
- B. The term of office shall begin on Friday of the annual meeting at which the officers are elected.

- C. The section secretary will support administrative requirements of the section as directed by the section chair and be responsible for functions outlined in this section.
- D. The section chair will be responsible for the section business meeting and agenda. Committees may be established at any time by the section chair or by majority vote of the membership present at the annual business meeting. The section chair has discretionary authority to abolish any committee established by a section chair, but only the membership may abolish a committee established by the membership.

Standing committees of the section will be:

- 1. Membership Committee – Established by membership.
- 2. Nominating Committee – Established by Section Chair
- 3. Program Committee – Established by Section Chair
- 4. Awards Committee – Established by membership

### III. PROCESSING APPLICATIONS FOR MEMBERSHIP AND PROMOTIONS

- A. Section officers will process applications for membership and promotion in accordance with the *AAFS Membership Committee Procedure Manual*. See Section 2.4. of this Manual. After the officers complete their evaluations, the officers will collaborate on their recommendations and make every reasonable effort to resolve any differences that may exist in their evaluations. Upon completion, recommendations are automatically sent to the AAFS Membership Coordinator. See sections 2.2. and 2.3.5 of this Manual for membership requirements and sections 2.5. and 2.6.5. for promotion requirements.
  - 1. Membership Applications:
    - a. Section officers will first determine whether or not an applicant is working in a discipline accepted by the Forensic Nursing Sciences Section, being careful to ensure the applicant is not from a discipline covered by some other section of the AAFS. If the applicant is from a discipline covered by some other section of the AAFS, the applicant file will be referred through the AAFS Membership Coordinator to the appropriate section. If the applicant is working in a discipline that is not recognized by either the Forensic Nursing Science Section or some other section of the AAFS, the section officers may refer the applicant to the Membership Committee Chair for review.
    - b. If it is determined that an applicant is working in a discipline that is acceptable to the Forensic Nursing Sciences Section, the section officers will evaluate the credentials of the applicant to determine whether or not he/she meets the criteria established by the AAFS and the Forensic Nursing Sciences Section for membership. See Sections 2.2. and 2.3.5. of this Manual. Section officers may accept the applicant for membership at the level requested, accept the applicant in a higher or lower status than requested, or reject the applicant. For any action other than acceptance at the level requested, an explanation will be provided on the applicant review form. (In evaluating whether or not an applicant's credentials are such that he/she should be accepted into the Forensic Nursing Sciences Section, the section officers should use any guidelines provided by the AAFS Membership Coordinator and/or the Membership Committee Chair.

## 2. Promotion Applications:

- a. Applications for promotion will be evaluated on merit using the requirements for promotion in Sections 2.5. and 2.6.5. of this Manual.
  - b. As in the case of membership applications, for any action other than acceptance at the level requested, an explanation will be provided on the application review form. (As in the case of applications for membership, after the Board of Directors has taken final action on the application for promotion, the section officers will destroy any working files pertaining to the application.)
- B. In any situation where there is a question regarding an application for membership or promotion, section officers should refer the applicant to the AAFS Membership Coordinator in an effort to resolve the question.
- C. When questions cannot be resolved in time to properly process an application for membership or promotion before the deadline set for such actions by the AAFS Membership Coordinator, the section chair should request the application be held over to the following year for further review.

## IV. FORENSIC NURSING SCIENCE SECTION STANDING COMMITTEES

Standing committees may be established or abolished by majority vote of membership present at the annual business meeting. The section chair may create or abolish any ad hoc committee. Each ad hoc committee chair will provide a yearly committee report to the section chair and meeting Historical Committee by April 1. The following is a list of Forensic Nursing Science Section Standing Committees:

Membership Committee: Established by section chair

Nominating Committee: Established by membership

Program Committee: Established by section chair (The AAFS requires a section program chair.)

Awards Committee: Established by membership.

## A. Membership Committee

1. Purpose—The purpose of the committee is to encourage exchanges among members at the annual meeting and to attract qualified new members and acquaint them with the functions and programs of the Forensic Nursing Science Section and the Academy.
2. Members—At least four (4) members. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
3. Functions
  - a. Encourages the new members to become involved in the section by providing them with committee purposes and names and addresses of committee chairs.
  - b. Develops methods of welcoming new members and gets them involved in the section.
  - c. Proposes guidelines for membership and advancement to assure that all applicants are eligible for membership.
  - d. Prepares letters to new members welcoming them to the section and outlining the functions and operations of the section.
  - e. Organizes the Forensic Nursing Science Section Reception at the annual meeting.
4. Procedures
  - a. Develops, maintains, and updates Forensic Nursing Science Section *Membership Committee Procedure Manual*.

- b. Submits a written report to the secretary and reports to the section at the annual business meeting. Periodically updates existing protocols.
- c. Develops committee protocols to include deadlines
- d. Maintains protocol files, past projects, reports, correspondence, and meeting minutes.
- e. Presents a budget to the chair as needed.

NOTE: Procedures, protocols, and changes are subject to approval of the section chair.

- B. The Nominating Committee will consist of a minimum of three (3) Fellows of the Forensic Nursing Science Section, appointed by the section representative to the Academy Board of Directors. Three (3) committee members will serve staggered three- year terms. Each year the director will appoint one (1) of the committee members to serve a one-year term as the committee chair.
  - 1. The Nominating Committee will identify one (1) eligible candidate for each vacant office. In addition to the slate of candidates prepared by the Nominating Committee, Fellows in the section may be placed on the ballot for election to vacant section offices by petition (supported in writing by a minimum of three (3) Members or Fellows of the Forensic Nursing Science Section) or by nomination from the floor during the election process at the annual section business meeting.
    - a. The committee will announce the upcoming section office vacancies and the process for being placed on the ballot to fill the vacancies in July and September via the *Academy Newsfeed*.
    - b. Petitions must be received by the Chair of the Nominating Committee by October 15.
    - c. The deliberations of the Nominating Committee will be kept confidential.
    - d. The committee will request a resume of AAFS participation and activities from each candidate who is nominated by the committee or by petition. Resumes shall not exceed two 8 ½" by 11" pages written in standard font. Resumes received by December 15 shall be distributed to Forensic Nursing Science Section members prior to the annual meeting. If a candidate fails to provide a resume by December 15, that person shall be listed in the mailing as a candidate with the notation that no resume was provided.
    - e. The committee will ensure that all candidates have agreed to serve in the office for which they have been nominated before placing them on the ballot. The committee will publish a list of candidates by office in January via the *Academy Newsfeed*.
  - 2. The Nominating Committee Chair will announce the candidates for section offices at the annual business meeting. He or she shall act as Teller and ensure that there are tellers to assist with the election process.
    - a. Only Members and Fellows of the Forensic Nursing Science Section present at the annual business meeting may vote in the section election. There will be no absentee ballots.
    - b. The chair will ensure there is ample opportunity for nominations from the floor for each office to be filled. If there are nominations from the floor, the Nominating Committee Chair will ascertain whether or not the nominee is eligible for election (i.e., a Forensic Nursing Science Section Fellow in good standing, etc.)
    - c. After nominations are closed, if there is only one (1) candidate for an office, the candidate may be elected by general consent. The chair will ask if there are any

objections to the candidate being elected. If there are none, the chair shall announce the election of the candidate. If there is an objection to the election by general consent, or if there is more than one (1) candidate for an office, the Nominating Committee chair will conduct the election via a written ballot. If there are two (2) candidates, the candidate receiving the majority of the votes is elected. If no candidate receives more than half of the vote, there will be a new election between the two (2) candidates who have received the largest number of the votes.

- C. The Program Committee will consist of a section program chair and co-chair. The program chair and co-chair will serve for a period of two (2) years; as practical, the co-chair will become the chair after their second year. The section program chair and co-chair will be responsible for developing the section's annual scientific program, along with workshops and breakfasts, in accordance with guidance provided by the Academy Program Committee and the Academy staff, as well as for overseeing development of other section program activities at the annual meeting of the Academy.
- D. Awards Committee
  1. The purpose of the Awards Committee is to conduct the process to recognize exemplary Forensic Nursing Science Section members.
  2. Members – At least four (4) members will be appointed for this committee. The committee chair, appointed by the section chair, shall be a Member or Fellow who appoints the other committee members.
  3. Functions
    - a. Solicits nominations for the members, votes and makes recommendations to the section officers.
    - b. Determines and orders the awards.
    - c. Suggests new awards and prepares criteria for review by the section officers and approval by the section members.
  4. Procedures
    - a. Each awardee must be a member of the Forensic Nursing Science Section.
    - b. There will only be one (1) recipient per award annually.
    - c. An individual may only receive a specific individual award once.
    - d. There is no requirement that each award is given each year
    - e. Nominations may be made by any member of the Forensic Nursing Science Section.

### 7.5.6.

#### GENERAL SECTION POLICIES AND PROCEDURES

##### I. ACCEPTED AREAS OF INTEREST:

- Forensic Laboratory Investigation
- Forensic Field Investigation
- Forensic Clinical Work
- Forensic Communications
- Forensic Education
- Forensic Administration
- Forensic Research

See accepted disciplines in 7.5.5.V.c.2.a.ii.

## II. ACCEPTED DISCIPLINES

- A. The General Section Disciplines Committee will, at the request of the section chair, review new disciplines, coordinate with the AAFS Membership Coordinator, and make recommendations as to their acceptability. The section officers may not accept a discipline that has not been reviewed and recommended by the Disciplines Committee. See paragraph V. C.
- B. The section officers will maintain a list of disciplines accepted by the General Section. They will review the list each year and update it as required. The section chair will ensure the AAFS Membership Coordinator has a current list of disciplines accepted by the section.

## III. SECTION OFFICERS

- A. The General Section will elect a section chair and a section secretary each year. The General Section will also elect a representative to the AAFS Board of Directors every three (3) years, or as necessary to fill a vacancy.  
(See Nominations Committee, paragraph V. F. for election process.)
- B. Any individual who is a Fellow of the AAFS in the General Section, or who will become a Fellow in the General Section before the end of the annual meeting at which he/she is proposed for election, may be nominated for office in the General Section.
- C. The Nominating Committee shall consider experience within the section and Academy for individuals nominated for section chair or secretary to ensure that they have the required knowledge to carry out section officer duties.
- D. In accordance with the bylaws of the AAFS, the term of office for each officer shall begin the Friday of the annual meeting at which elected.
- E. The section chair will direct the section business in the best interest of the section in accordance with the AAFS Bylaws and be responsible for the functions outlined in this *Manual*, as well as manage section fiscal matters in the best interest of the section.
- F. The section secretary will support the administrative requirements of the section as directed by the section chair and be responsible for functions outlined in section 7.3.3. of this *Manual*, as well as draft section news articles for the *Academy Newsfeed* and serve as the section historian.
- G. The section representative to the Board of Directors will serve the best interests of the AAFS and the section in accordance with the AAFS Bylaws and Chapter 1 of this *Manual*.
- H. In the event the section chair or section secretary cannot complete their term, the nominating committee will select a qualified member to complete the remainder of the term in accordance with AAFS Bylaws, Article IV, Section 11, paragraph b.

In the event the section's representative on the Board of Directors cannot complete their three-year term, the section's chair shall become the section representative on the Board until an election can take place at the section's business meeting.

If the section chair is unable or unwilling to assume the responsibilities of the Board representative until a section election can take place, the section chair shall convene a meeting of the section's Nominating Committee to nominate a replacement candidate for the position. The nominee selected by the nominating

committee shall become the section representative on the Board until an official election can take place during the section's annual business meeting. At the conclusion of the election, the section chair shall inform the Executive Director and President of the Academy. Upon the completion of the unfulfilled term, the section shall select a representative to serve a new three-year term in accordance with the AAFS Board Rotation Plan (PPM 1.3.1.). The out-going representative is eligible to serve an additional three-year term.

#### IV. APPOINTED SECTION REPRESENTATIVES

- A. To Student Academy: The section representative to the Student Academy will be appointed by the section chair for an indeterminate period. Although the section chair has discretionary authority to appoint a new representative at any time, he/she should seek advice from the chair of the Student Academy and should very carefully consider any advice offered. The section representative to the Student Academy will perform such duties as may be directed by the chair of the Student Academy and report his/her activities to the General Section at the annual business meeting.

#### V. SECTION COMMITTEES

Standing committees may be established at any time by the section chair or by majority vote of the membership present at the annual business meeting. The section chair has discretionary authority to abolish any ad hoc committee established by a section chair, but only the membership may abolish a committee established by the membership. The following is a list of General Section standing committees:

- Awards Committee: Established by membership.
- Historical Committee: Established by section chair.
- Disciplines Committee: Established by membership
- Minutes Review Committee: Established by section chair.
- Program Committee: Established by section chair. (The AAFS requires a section program chair.)
- Nominating Committee: Established by membership.
- Reception Committee: Established by section chair, approved by membership (2014).
- Regional Representative Committee: Established by section chair, approved by membership (2014).

Ad hoc committees may be established or abolished at any time by the section chair. Each committee chair will provide a yearly committee report to the section chair and Historical Committee Chair by April 1.

##### A. The Awards Committee.

1. Membership. The Awards Committee will consist of a chair and a minimum of six (6) others who have been members of the AAFS for at least four (4) years, appointed by the section chair. Only Members or Fellows will be appointed to this committee. The committee chair and members will be appointed for staggered three-year terms. Every effort should be made to include at least one (1) previous Award recipient, at least three (3) persons at the status of Fellow, and one (1) current or past section officer. If a member cannot fill their three-year term, another member will be selected by the chair to fulfill the remainder of the term. Previous committee members may be re-appointed to this committee for a maximum period of six (6) consecutive years (two (2) terms).

2. Responsibilities.
  - a. The committee will be responsible for reviewing nominees for the Section's John R. Hunt Award and Paul W. Kehres Meritorious Service Award. The committee will also be responsible for administering the section's Robert Gaffney Achievement Award. Only one recipient per award will be given annually.
  - b. The General Section Director, Chair, and Secretary will be responsible for administering the Robert "Bob" Thibault Award.
3. Standard Procedures.
  - a. Each awardee must be a member of the General Section.
  - b. There will only be one (1) recipient per award annually.
  - c. An individual may only receive a specific individual award once.
  - d. There is no requirement that each award is given each year.
  - e. Nominations may be made by any member of the General Section.
    - (1) Nominations for the Robert "Bob" Thibault Award can only be made by the section director, chair, or secretary.
    - (2) The Robert Gaffney Achievement Award is self-nominated.
  - f. An Awards Committee member is empowered to initiate nominations.
  - g. Nominators are responsible for obtaining approval and an Academy-specific resume/CV from their nominee.
  - h. No seconding letters will be allowed or accepted.
  - i. The fact of nomination should remain confidential between nominator, nominee, and committee members.
  - j. The chair will receive and hold all nominations to be reasonably confident that all have been received before distributing them as a group to committee members.
  - k. Recognition associated with each award will consist of an appropriate plaque presented at the AAFS annual meeting.
  - l. In the event that a member on this committee has a professional conflict of interest with the nominee, that committee member shall not act on any committee matters during the selection period.
4. Timetable.
  - a. A call for nominations will be published on the *Academy Newsfeed*. It is the responsibility of the committee chair to draft the call for nominations and forward it to the section secretary to include on the *Academy Newsfeed*.
  - b. No later than June 30, the Awards Committee Chair will send a blast email, including the criteria for the award, to the section members to announce a call for nominations.
  - c. Nominations must be submitted in writing to the committee chair by August 15 of the year preceding the annual AAFS meeting.
  - d. The committee will contact the AAFS headquarters and confirm pertinent membership data on the nominees.
  - e. Ideally by August 20, the committee chair will circulate the name, resume/CV, and recommendation letters to committee members.

- f. By September 1, the committee members will rank their choices for each award and return the rankings to the committee chair with appropriate comment or reasons for their position.
  - g. No later than September 10, the committee chair will develop a consensus from the committee responses and return the determination of awards to the committee for final approval, determining the awardees by priority or majority vote.
  - h. The committee chair will advise the section chair and AAFS headquarters of the selections no later than September 15, and ask the staff to have a plaque prepared for presentation at the annual meeting.
  - i. Announcements. Selections for the John R. Hunt Award, the Paul W. Kehres Meritorious Service Award, and the Robert Gaffney Achievement Award will be announced on the *Academy Newsfeed* prior to the annual meeting. The Board of Directors representative, General Section Chair, or General Section Secretary will announce the Robert “Bob” Thibault Award selectee during the section business meeting; recognition associated with this award will consist of an appropriate plaque presented at the AAFS meeting.
5. John R. Hunt Award:
- a. The purpose of this award is listed in Section 7.1.4.5. of this *Manual*.
  - b. Criteria.
    - (1) Must be a Fellow of the General Section for the last consecutive three (3) years when this award is bestowed; *and*
    - (2) Must have attended a minimum of 50% of the section business meetings in the past six (6) years; *and*
    - (3) Must have presented a scientific paper, poster session, participated as a presenter in a joint or plenary session, breakfast or luncheon seminar, or workshop within the past five (5) years; *and*
    - (4) Must have published at least once in the *Journal of Forensic Sciences*, which can be any of the following: article, technical note, or case history report; *and*
    - (5) Should have served in an elected position within the section, in an official AAFS capacity for at least one (1) year, as a committee chair for the General Section for at least one (1) year, or as a member of a committee(s) for at least three (3) years; *or*
    - (6) In the absence of one of the above section or AAFS activities (criteria (2), (3), (4), or (5)), potential candidates shall have made a significant contribution to the forensic science community that may not be reflected by specific section or AAFS effort.
6. Paul W. Kehres Meritorious Service Award:
- a. The purpose of this award is listed in section 7.1.4.5. of this *Manual*.
  - b. Criteria. This service may include but not be limited to:
    - (1) Performance of section responsibilities under extremely adverse conditions, *or*
    - (2) Service to the section far above and beyond that which would normally be expected, and/or communicating and implementing particularly inspirational ideas that particularly benefit the section.

7. Robert “Bob” Thibault Award:
  - a. The purpose of this award is listed in Section 7.1.4.5. of this *Manual*.
  - b. Criteria.
    - (1) The recipient, like Bob Thibault, must have shown great devotion to the General Section, the American Academy of Forensic Sciences, and to forensic science in general by placing the needs of others ahead of personal interest, promotion, and adulation. The success of the forensic science community is dependent upon the “Bob Ts” who find their rewards in the success of others. The recipient has displayed these qualities, bringing honor to him/herself, the General Section, and the American Academy of Forensic Sciences.
    - (2) The Robert “Bob” Thibault Award is to be given annually to recognize an individual in the General Section who has worked behind the scenes for the good of the General Section. The recipient of this award should exemplify the qualities of its namesake—a selfless, committed, service-oriented leader who has continually shown great devotion to the General Section and the American Academy of Forensic Sciences.
    - (3) Nominations are made by the section chair, section secretary, and Board of Directors Representative and submitted to the Board of Directors Representative. The nominees will be vetted by the Board of Directors Representative to ensure they meet the award criteria. A vote will occur from the three (3) officers to select an award winner.
8. Robert Gaffney Achievement Award:
  - a. The purpose of this award is set forth in section 7.1.4.5. of this *Manual*.
  - b. Criteria.
    - (1) Any Trainee Affiliate, Associate Member, or Member of the General Section (excluding Student Affiliates) is eligible for this award, provided he/she has been a registered participant within the AAFS for no more than four (4) years, *and*
    - (2) Member has, with an intent to compete for this award, proffered a paper at the General Section scientific session or poster session during the year in which they are being considered for the award.
  - c. Self-Nomination.
    - (1) Papers in competition must be proffered by August 1 of the year prior to paper presentation.
    - (2) During abstract submission, the member must self-nominate to be considered for this achievement award.
    - (3) The program chair will determine eligibility for the award with assistance from the AAFS Membership Coordinator.
  - d. Scheduling.
    - (1) The program chair will make every effort to group papers in competition into one time slot during the first day of the scientific session of the annual meeting of the AAFS.
    - (2) The program chair will provide the awards committee chair with abstracts of proffered papers in September of each year.

- e. Evaluation.
  - (1) The awards committee will request additional information/draft copies of proffered papers, as it deems appropriate.
  - (2) Abstracts of the candidates' papers will be provided to the awards committee panel of judges.
  - (3) The awards committee will select a panel of judges to be present and judge the papers when presented. The following criteria will be included in an Achievement Award Judges Evaluation Form used to judge papers when presented.
    - (a) Relevance to the forensic science specialty
    - (b) Innovation/scientific merit
    - (c) Analytical approach
    - (d) Quality of presentation
  - (4) The winner will be selected before the end of the AAFS annual meeting.
  - (5) The section chair will announce the winner and formally notify the winner of the selection and the recognition that will be forth- coming.
- f. Recognition.
  - (1) The winner will receive:
    - (a) Complimentary basic registration to the next annual meeting of the AAFS including a ticket to the section annual luncheon.
    - (b) Formal recognition on the *Academy Newsfeed* and at the next annual meeting.
    - (c) A plaque and a stipend of \$250.
    - (d) When there are multiple presenting authors, each winning presenting author shall receive a plaque (up to a maximum of two (2) plaques per paper), the stipend shall be divided equally among the presenting authors, and only one (1) complimentary meeting registration and one (1) complimentary ticket to the section luncheon will be awarded per paper.

NOTE: Total monetary recognition will not exceed \$600.
- B. The Historical Committee will consist of the historian (see section 7.5.5.III.F.), who is the section secretary, and others appointed as needed by the section chair.
  - 1. Historical Reports: The first General Section historical report was published in 1992. It covered the period 1956-1992. The Historical Committee will assure an accurate history of the General Section is maintained on a continuing basis. At a minimum, the committee will publish an update each year. The update will cover a period of one (1) year beginning with the day (Sunday) after end of the annual AAFS meeting through the last day of the next meeting after being approved by the section officers. At a minimum, three copies will be published: one for the AAFS archives, one for the section chair, one for the Historical Committee files. Additional copies may be published at the discretion of the section chair. The historian may be asked by the section chair to publish other reports from time to time. The format of these reports will be determined by the section chair. The format of the annual update will be as follows:

- a. Summary Report: A brief statement of major activities of the standing committees and other section activities of historical significance.
  - b. Updated list of section officers.
  - c. Updated list of disciplines accepted/recognized by the section.
  - d. Updated list of John R. Hunt Award winners.
  - e. Updated list of Paul W. Kehres Meritorious Award winners.
  - f. Updated list of Robert "Bob" Thibault Award winners.
  - g. Updated list of Robert Gaffney Achievement Award winners.
  - h. Updated list of the section membership totals.
  - i. Updated list of General Section Business Luncheon themes.
  - j. Updates on section demographics as periodically announced by the section Disciplines Committee.
2. Historical Records: Archived copies of section records with historical significance will be maintained at the AAFS office. At a minimum, these records will include the following:
  - a. Section history and annual updates.
  - b. Minutes of annual business meetings.
  - c. Any other documents that the section chair or the historian deems worthy of being archived.
- C. Disciplines Committee will consist of a chair and six (6) other members appointed by the section chair. Two (2) members will be Fellows; two (2) will be Members; and two (2) will be Associate Members. Committee members will be appointed for three-year terms by the section chair, so that two (2) new members are appointed each year. The section chair will appoint the committee chair annually.
  1. The committee will be responsible for maintaining an up-to-date list of the section's accepted areas of interest, as well as an up-to-date list of the section's accepted disciplines.
  2. The committee will review proposed disciplines as requested by the section chair and make recommendations as to whether or not they should be included in the list of disciplines accepted by the section.
    - a. The committee will use the following guidelines in evaluating disciplines:
      - (1) Discipline must not be one that is accepted by another section in the AAFS.
      - (2) Discipline must be one that falls within one of the following seven areas of "forensic" interests cited in Section 7.5.5.1.:
        - Forensic Laboratory Investigation
        - Forensic Field Investigation
        - Forensic Clinical Work
        - Forensic Communications
        - Forensic Education
        - Forensic Administration
        - Forensic Research
      - (3) Discipline must be "forensic" in nature: that is, it must help to answer/resolve questions associated with investigation or litigation.
      - (4) Discipline must involve a science/science-based technique or support the "forensic" process.

- (5) Discipline application must be validated through contacts with individuals and/or organizations that can speak to the utility and acceptance of the discipline within the specified “forensic” area of interest.
  - b. Additionally, the committee is encouraged to suggest guidelines that the section officers can use to evaluate whether or not a given applicant in an accepted discipline is worthy of admission into the General Section.
  - c. The committee will also make recommendations for changes to the accepted areas of interest represented by the section membership on an as-needed basis.
3. The committee will forward all recommendations to the section chair who will ensure Academy staff distributes to members at least thirty (30) days prior to the annual meeting for comment. Members present at the meeting will vote on committee recommendations. If the section chair rejects a recommendation of the committee, the section chair will provide the committee with written rationale for their decision.
4. The committee will maintain statistical data on membership as directed by the section chair, as well as perform other tasks related to section membership as directed by the section chair.
- D. The Minutes Review Committee will consist of a chair (the section secretary) and a minimum of three (3) other members appointed by the section chair each year. The committee will be responsible for drafting the minutes of the annual business meeting and publishing them in accordance with guidelines established by the AAFS. The members will collectively draft the minutes and forward them to the chair, who will distribute to section leaders for concurrence. Lack of response by a committee member by the date set by the committee chair will be considered concurrence with the minutes as drafted. After receiving comments from other committee members, the chair will make appropriate changes and electronically distribute the minutes, one (1) copy for each section officer, one (1) copy for the section Historical Committee, one (1) copy for the section files, and one (1) copy for the AAFS.
- E. The Program Committee will consist of a section program chair and co-chair. The program chair and co-chair will serve for a period of two (2) years; as practical, the co-chair will become the chair during their second year. The section program chair and co-chair will be responsible for developing the section’s annual scientific program, along with workshops and breakfasts, in accordance with guidance provided by the Academy Program Committee and the Academy staff, as well as for overseeing development of other section program activities at the annual meeting of the Academy.
- F. The Nominating Committee will consist of a minimum of three (3) Fellows of the General Section, appointed by the section representative to the Academy Board of Directors. Three (3) committee members will serve staggered three- year terms. Each year the director will appoint one (1) of the committee members to serve a one-year term as the committee chair.
  1. The Nominating Committee will identify one (1) eligible candidate for each vacant office. In addition to the slate of candidates prepared by the Nominating Committee, Fellows in the section may be placed on the ballot for election to vacant section offices by petition (supported in writing by a minimum

of three (3) Members or Fellows of the General Section) or by nomination from the floor during the election process at the annual section business meeting.

- a. The committee will announce the upcoming section office vacancies and the process for being placed on the ballot to fill the vacancies in July and September via the *Academy Newsfeed*.
  - b. Petitions must be received by the Chair of the Nominating Committee by October 15.
  - c. The deliberations of the Nominating Committee will be kept confidential.
  - d. The committee will request a resume of AAFS participation and activities from each candidate who is nominated by the committee or by petition. Resumes shall not exceed two 8 ½" by 11" pages written in standard font. Resumes received by December 15 shall be distributed to General Section members prior to the annual meeting. If a candidate fails to provide a resume by December 15, that person shall be listed in the mailing as a candidate with the notation that no resume was provided.
  - e. The committee will ensure that all candidates have agreed to serve in the office for which they have been nominated before placing them on the ballot.
  - f. The committee will publish a list of candidates by office in January via the *Academy Newsfeed*.
2. The Nominating Committee Chair will announce the candidates for section offices at the annual business meeting. He or she shall act as Chief Teller and ensure that there are tellers to assist with the election process.
- a. Only Members and Fellows of the General Section present at the annual business meeting may vote in the section election. There will be no absentee ballots.
  - b. The chair will ensure there is ample opportunity for nominations from the floor for each office to be filled. If there are nominations from the floor, the Nominating Committee chair will ascertain whether or not the nominee is eligible for election (i.e., a General Section Fellow in good standing, etc.).
  - c. After nominations are closed, if there is only one (1) candidate for an office, the candidate may be elected by general consent. The chair will ask if there are any objections to the candidate being elected. If there are none, the chair shall announce the election of the candidate. If there is an objection to the election by general consent, or if there is more than one (1) candidate for an office, the Nominating Committee chair will conduct the election via a written ballot. If there are two (1) candidates, the candidate receiving the majority of the votes is elected. If no candidate receives more than half of the vote, there will be a new election between the two (2) candidates who have received the largest number of the votes.
- G. Reception Committee: Shall consist of a minimum of three (3) members. Three (3) committee members will serve staggered three-year terms. Each year the section chair shall appoint one of the committee members to serve a one-year term as the committee chair.
1. The chair will communicate with the section chair to determine the budgeted cost for the reception.

2. The committee will seek sponsors to offset the cost of the reception.
  3. The committee will choose the menu based on the budgeted allowance for reception costs and ensure that it remains within the budgeted amount.
- H. Regional Representation Committee: Shall consist of a minimum of six (6) Fellows or Members who will serve staggered three-year terms. Selection of the committee members should be based primarily upon their regional location.
1. The purpose of the committee is to promote membership and promotion within the section by providing references to members seeking promotion.
  2. The committee will ensure that a brochure promoting section membership that can be mailed or distributed nationally is current and available to all section members.

#### VI. PROCESSING APPLICATIONS FOR MEMBERSHIP AND PROMOTIONS

- A. Section officers will process applications for membership and promotion in accordance with the *AAFS Membership Committee Procedure Manual*. See Section 2.4. of this *Manual*. After the officers complete their evaluations, the officers will collaborate on their recommendations and make every reasonable effort to resolve any differences that may exist in their evaluations. Upon completion, recommendations are automatically sent to the AAFS Membership Coordinator. See Sections 2.2. and 2.3.5. of this *Manual* for membership requirements and Sections 2.5. and 2.6.5. for promotion requirements.
1. Membership Applications:
    - a. Section officers will first determine whether or not an applicant is working in a discipline accepted by the General Section, being careful to ensure the applicant is not from a discipline covered by some other section of the AAFS. If such is the case, the applicant file will be referred through the AAFS Membership Coordinator to the appropriate section. If the applicant is working in a discipline that is not recognized by either the General Section or some other section of the AAFS the section, officers may refer the applicant file to the Membership Committee Chair for review.
    - b. If it is determined that an applicant is working in a discipline that is acceptable to the General Section, the section officers will evaluate the credentials of the applicant to determine whether or not they meet the criteria established by the AAFS and the General Section for membership. See Sections 2.2. and 2.3.5. of this *Manual*. Section officers may accept the applicant for membership at the level requested, accept the applicant in a higher or lower status than requested, or reject the applicant. For any action other than acceptance at the level requested, an explanation will be provided on the applicant review form. (In evaluating whether or not an applicant's credentials are such that they should be accepted into the General Section, the section officers should use any guidelines provided by the section Disciplines Committee for a given discipline. Also, if the applicant's discipline is outside their realm of experience, they may seek assistance from section members or others who may have knowledge of the applicant or the applicant's discipline.) After the AAFS Board of Directors has taken final action on an applicant file, the section officers will destroy or delete any working files pertaining to the applicant.

2. Promotion Applications:
    - a. Applications for promotion will be evaluated on merit using the requirements for promotion in Sections 2.5. and 2.6.5. of this *Manual*.
    - b. Section officers should seek assistance from the section representative to the Board of Directors in situations where the merit of the application is in question.
    - c. As in the case of membership applications, for any action other than acceptance at the level requested, an explanation will be provided on the application review form. (As in the case of applications for membership, after the Board of Directors has taken final action on the application for promotion, the section officers will destroy or delete any working files pertaining to the application.)
  - B. In any situation where there is a question regarding an application for membership or promotion, section officers refer the applicant in question to the AAFS Membership Coordinator in an effort to resolve the question.
  - C. When questions cannot be resolved in time to properly process an application for membership or promotion before the deadline set for such actions by the AAFS Membership Coordinator, the section chair should request the application be held over to the following year for further review.
- VII. GENERAL SECTION ANNUAL MEETING REGISTRATION FEE WAIVER GUIDELINES
- A. The purpose of the complimentary General Section-sponsored AAFS meeting registration is to attract non-AAFS members who would have difficulty attending the specified meeting and paying the registration fee.
  - B. Typically, this offer would be made to attract desired non-member speakers on a particular topic, although other worthy reasons may also manifest themselves.
  - C. The same individual cannot receive this support more than once.
  - D. An application in the form of a written request (letter or email) supporting the fee waiver for an individual will be made by a Member or Fellow to the General Section chair for authorization.
  - E. Implementation: The General Section chair will send the AAFS headquarters staff a request for fee waiver for a particular individual(s) on or before January 1 prior to the annual meeting.
  - F. Each section shall be allowed two complimentary meeting registrations for non-member presenters to speak during the section's scientific sessions.

### 7.5.7. JURISPRUDENCE SECTION POLICIES AND PROCEDURES

- I. BUSINESS MEETINGS
  - A. ANNUAL BUSINESS MEETING. The section shall conduct a business meeting at each annual meeting of the Academy. At the annual section business meeting the quorum shall consist of twenty-five (25) percent of the total number of Jurisprudence Section members who are eligible to vote registered at the annual Academy meeting.
  - B. SPECIAL SECTION BUSINESS MEETINGS. If it is necessary to conduct a special section business meeting not in conjunction with the annual Academy meeting, the chair or secretary, with the concurrence of the section's Board representative, and after consultation with the AAFS staff concerning logistics, may call for a meeting to be

conducted over an electronic platform. A quorum for such meetings shall consist of fifteen (15) percent of the total number of Jurisprudence Section members who are eligible to vote. Special section meetings are limited to filling officer vacancies occurring outside of AAFS annual meetings and for other extraordinary purposes.

The notice for a special section business meeting shall state the purpose of the meeting and be distributed to the membership 15 calendar days before the meeting, counting both the day the notice is distributed and the day of the meeting. Distribution of the notice shall be by email sent by the AAFS staff to all Jurisprudence Section members who have provided an email to the Academy.

## II. OFFICERS AND MANAGEMENT OF THE JURISPRUDENCE SECTION

- A. **ELECTED OFFICERS.** The elected officers of the Jurisprudence Section are the chair, secretary, and Board of Directors representative. The terms of office shall be one (1) year for the chair and secretary and three (3) years for the Board of Directors representative. Section officers may be re-elected to their respective offices. The section chair, secretary, and representative to the Board of Directors shall each be elected by a majority of votes actually cast at a meeting at which a quorum is established. In each case where a candidate receives a majority of votes actually cast, that candidate shall be declared elected. If no candidate receives a majority of votes actually cast, the presiding officer shall report that no election has been made and a new ballot will be conducted. However, if there are more than two (2) candidates for the office, and no one candidate receives a majority of votes actually cast, then the two candidates with the highest number of votes will remain on the ballot, and those candidates receiving a lower number of votes shall be removed from the ballot. If there is a tie for the highest number of votes actually cast, then all other candidates receiving a lower number of votes than the candidates who tie shall be removed from the ballot. If there is a tie for the second highest number of votes received, then the candidate who has received the greatest number of votes and the candidates who tie with the second highest number of votes shall remain on the ballot, and all others shall be removed. Balloting will continue in this manner until a candidate receives a majority of votes actually cast.
- B. **APPOINTED POSITIONS.** The program chair and program co-chair are Members and Fellows, retired or active, appointed by the chair.
- C. **DUTIES.** The section chair, or a designated representative of the section chair, is responsible for submissions on the *Academy Newsfeed*. The chair shall annually appoint members to each standing committee at the section's annual business meeting.

## III. STANDING COMMITTEES IN THE JURISPRUDENCE SECTION

- A. **AWARDS COMMITTEE.** This committee consists of the three (3) most recent past section chairs and two (2) Fellows or Members, appointed by the current section chair. The duty of this committee is to select a Fellow to receive the Harold A. Feder Jurisprudence Section Award. However, the committee is not required to select a recipient every year. Any nominations must be submitted to the Awards Committee by August 1 of the year preceding the annual meeting in which the award is to be presented.
- B. **MEMBERSHIP COMMITTEE.** This committee consists of at least three (3) persons appointed by the section chair. The committee shall consist of at least one (1) Fellow

and one (1) Member. The Membership Committee is charged with developing programs to promote membership recruitment and retention.

- C. **NOMINATING COMMITTEE.** This committee consists of at least three (3) persons who are Associate Members, Members, Fellows, Retired Fellows, or Retired Members appointed by the section chair, to submit nominations for section chair, section secretary, Board of Directors representative. Recommendations for appointments of the program and co-chair may also be made. Nominations shall be submitted to the chair by August 1 of the year preceding the annual meeting in which the award is to be presented. The chair shall then notify the section membership by email sent by the AAFS staff (See *Policy and Procedure Manual* Section 5.3.4) or through the *Academy Newsfeed*.
- IV. **AD HOC COMMITTEES IN THE JURISPRUDENCE SECTION** Ad hoc committees may be created by the section chair to perform special projects. The committees shall consist of at least three (3) persons. At least one (1) committee member shall be a Fellow.
- V. **SECTION SUCCESSION PLAN**
  - A. **BOARD REPRESENTATIVE.** Should the section representative on the Academy Board of Directors be unable to continue in that position prior to the completion of the three-year term, the section chair shall become the section representative pro tempore on the Board of Directors until an election can take place at a section annual business meeting. If the section chair is unwilling to assume the responsibilities of the Board representative until a section election can take place, the procedure in the *Policy and Procedure Manual* Section 1.3.1.1 shall be followed to select a replacement candidate for the Board representative position.
  - B. **SECTION CHAIR.** Should the section chair be unable to continue in that position prior to the completion of the term of office, or if the chair becomes the Board representative because of a vacancy, the section secretary shall become the chair pro tempore.  
If the section secretary is unable or unwilling to assume the responsibilities of the chair until a section election can take place, the secretary will convene a meeting of the section's Nominating Committee to nominate a replacement candidate for the position of chair.
  - C. **SECTION SECRETARY.** Should the section secretary be unable to continue in that position prior to the completion of the term of office, or if the secretary becomes the chair because of a vacancy, the section chair or secretary shall convene a meeting of the section's Nominating Committee to nominate a replacement candidate for the position of secretary.
  - D. For any vacancy in which the Nominating Committee has nominated a replacement candidate, the secretary or chair shall convene, with the concurrence of the section's Board representative, and after consultation with the AAFS staff concerning logistics, a special section business meeting to receive nominations from the floor and to elect a pro tempore replacement for the vacancy.

If there are no nominations from the floor, or if quorum for the special section business meeting cannot be achieved, the nominee selected by the Nominating Committee shall fill the vacancy pro tempore until an election can take place during the section's next annual business meeting.

#### **7.5.8. ODONTOLOGY SECTION POLICIES AND PROCEDURES**

##### **I. SECTION OFFICERS**

###### **A. SECTION CHAIR**

1. Term of Office: One (1) Year
2. Able to be Re-elected: Yes
3. Nominated by the Nominating Committee, by petition, or from the floor.
4. Responsibilities: The section chair is a member of all standing committees of the section. The section chair organizes and presides at the annual business meeting. The section chair submits the section's annual budget to the AAFS office and oversees the section's finances. Along with the section secretary, the chair reviews all applications to the section for membership and promotion. Establishes ad hoc committees.

###### **B. SECTION SECRETARY**

1. Term of Office: One (1) Year
2. Able to be Re-elected: Yes
3. Nominated by the Nominating Committee, by petition, or from the floor.
4. Responsibilities: The section secretary is a member of all standing committees of the section. The section secretary records the minutes of the annual business meeting. The section secretary submits the section's minutes to the AAFS. Along with the section chair, reviews all applications to the section for membership and promotion.

##### **II. OTHER**

###### **A. BOARD OF DIRECTORS SECTION REPRESENTATIVE**

1. Term of Office: Three (3) Years
2. Able to be Re-elected: Yes
3. Nominated by the Nominating Committee or from the floor.
4. Responsibilities: The fellow-at-large will attend the meeting of the Board of Directors. He/she will serve the best interests of the AAFS and the section in accordance with the AAFS Bylaws.

###### **B. PROGRAM CHAIR**

1. Term of Office: One (1) Year
2. Able to be Re-elected: Yes
3. Nominated by the Nominating Committee or from the floor.
4. Responsibilities: Two (2) candidates must be nominated for this position in alternate years. Organizes and oversees the program at the annual meeting. Serves as Odontology Section Member of the Student Academy faculty; appointed for a one (1) -year term; may be re-appointed by the section chair.

###### **C. SECTION COMMITTEES**

1. Special Accounts Committee: Chair is a Fellow. Membership is composed of members of the Odontology Section who have been appointed by the section

chair. Oversees the finances and budget of the section's special account. Makes a report at the annual business meeting.

2. Continuing Education Committee: Chair is a Fellow. Membership is composed of members of the Odontology Section who have been appointed by the section chair. Oversees opportunities for continuing dental education in forensic odontology. Makes a report at the annual business meeting.
  3. Credentials and Membership Committee: Chair is a Fellow. Membership is composed of members of the Odontology Section who have been appointed by the section chair. Investigates the credentials of applicants to the Odontology Section. Makes a report at the annual business meeting.
  4. Committee on the New Forensic Odontologist: Chair is a Fellow. Membership is composed of members of the Odontology Section who have been appointed by the section chair. Introduces new forensic odontologists to experienced section members so that the new section members may gain experience. Makes a report at the annual business meeting.
  5. Nominating Committee: The committee is composed of five (5) people from this section, all of whom must be either Members or Fellows. The committee is chaired by the immediate past chair with the previous chair. In addition, there are appointments made to the committee by the chair along with the previous two (2) chairs. Publishes a list of nominees thirty (30) days prior to the annual business meeting. Makes a report of nominees at the annual business meeting.
  6. Minutes Approval Committee: Section secretary serves as chair. Membership is three members appointed by the section secretary. Approves the section minutes prepared by the section secretary prior to submission to the AAFS.
  7. Awards Committee: Section secretary serves as chair. Membership is three (3) past section chairs.
    - a. This committee periodically selects nominees for the Reidar F. Sognaes Award of Excellence in Forensic Odontology and the Lester Luntz Award.
    - b. The committee also selects worthwhile researchers to receive seed money to start a research project.
  8. History Committee: Established in 1970. Section formed from the General Section in 1970.
- D. SECTION SUCCESSION PLAN
1. Should the section's representative on the Board of Directors be unable to complete their three-year term, the Section Chair shall become the section Representative on the Board.
  2. If the Section Chair cannot complete their term, the Immediate Past-Chair will assume the responsibilities of the role of the Interim Section Chair.
  3. If the Section Secretary cannot complete their term, the Previous Chair (the Chair succeeded by the Immediate Past-Chair) will assume the responsibilities of the role of the Interim Secretary.
  4. If the Program Chair cannot complete their term, the Immediate Past-Chair and Previous Chair jointly will assume the responsibilities of the role of the Section Program.
  5. Any vacancies will be filled as per above until section's next annual business meeting whereby an election will be held to fill the remaining term of the position by the voting members.

**7.5.9. PATHOLOGY/BIOLOGY SECTION POLICIES AND PROCEDURES****I. TITLE**

This information shall be known as policies and procedures of the Pathology/ Biology Section, American Academy of Forensic Sciences.

**II. SOURCES**

This information is based upon the *AAFS Policy and Procedure Manual* in effect as of October 1994, Pathology/Biology Section Business Meeting Minutes, AAFS Bylaws, traditions established by the documented practices of the Pathology/ Biology Section, and other AAFS documents.

**III. COLLATOR**

This information was assembled by Randy Hanzlick, MD, 1994-95 Pathology/ Biology Section Chair. The section secretary will document subsequent changes.

**IV. DISTRIBUTION**

- A. This information shall be updated via the Pathology/Biology Section Business Meeting Minutes.
- B. AAFS staff will provide a copy of this information to the newly elected Pathology/Biology section officers at each AAFS annual meeting.

**V. REGULAR UPDATES**

- A. The Pathology/Biology Section secretary who is incumbent at the section business meeting shall be responsible for updating the information and forwarding changes to the AAFS staff by April 1.
- B. Methods
  - 1. The wording that is to be changed or deleted, including appropriate letters and numerals to indicate the section that is being changed.
  - 2. The reason for the change.
  - 3. The new wording that is to be included.
  - 4. The action that enabled the change.
  - 5. The date the change is made and the effective date of the change.

**VI. UPDATING—PRIVILEGES**

Policies and procedures regarding section membership, election of officers, committee appointments, and finances may be changed only by vote of the Pathology/Biology membership. The chair and secretary may together make other needed changes only if changes are not in conflict with AAFS Bylaws or AAFS policies and procedures. Any change in the information not approved by vote must be announced at the annual section business meeting and may be called to a vote by a motion from the floor at the annual business meeting.

**VII. SECTION OFFICERS—GENERAL**

- A. The section officers include the chair and the secretary.
- B. Section officers are nominated by the Pathology/Biology Nominating Committee and must have obtained AAFS Fellow status prior to nomination.
- C. Section officers must be elected by the Pathology/Biology membership.
- D. It is traditional, but not required, that the section secretary be nominated as section chair the following year.

- E. The term of office for section officers is one (1) year.
- F. Section officers may be re-elected for consecutive terms or after an intervening officer has served.

#### VIII. PATHOLOGY/BIOLOGY SECTION CHAIR DUTIES

- A. Conduct section business affairs.
- B. Preside over section meetings.
- C. Appoint section committees as needed and oversee functions.
- D. Advise the section's fellow-at-large (Board of Directors representative) of the section's problems and desires.
- E. Act as a communication and information source for the section.
- F. Be responsible for section information for the newsfeed.  
NOTE: Although the chair is responsible, traditionally, the section secretary has composed and submitted the information for the *Academy Newsfeed* in consultation with the chair.
- G. Review and act upon membership applications and applications for promotion. NOTE: Applications are pre-processed and screened by AAFS staff. Most are fairly easy to process. They are sent by AAFS staff to section officers who review them.
- H. Serves as a member of the AAFS Membership Committee.
- I. Serves on the section's Research, Awards, Nominations, and Membership Committees.
- J. Prepares the annual section budget, ensuring that funds are allocated to the Research Committee and that unused funds are placed in the section's special account.
- K. Attendance is expected at the following meetings/functions:
  - 1. Membership Committee Luncheon—Tuesday.
  - 2. Welcoming Reception—usually Tuesday evening.
  - 3. Plenary Session—usually Wednesday morning.
  - 4. Section Business Meeting—usually Wednesday afternoon.
  - 5. AAFS Annual Business Meeting—usually late Wednesday afternoon.
  - 6. Section Officers' Meeting—usually Friday morning (this meeting is for newly elected section chair).
  - 7. Nominating Committee Meeting—usually Friday morning (this meeting is attended by the newly elected section chair).

#### IX. PATHOLOGY/BIOLOGY SECTION SECRETARY DUTIES

- A. Presides in the absence of the section chair.
- B. Ensures section records are current and maintained in the AAFS home office.
- C. Prepares and reviews section minutes:  
Immediately following the section business meeting, the AAFS staff must be notified of the names of the new section officers, program chair, and fellow-at-large (if one is elected), and significant actions taken by the section must be reported. A form will be supplied by the AAFS to report this information. A copy of the section business meeting minutes must be prepared, sent to the Minutes Review Committee for review and comment, then sent to the AAFS office by April 1. Significant actions should be reported during March via the *Academy Newsfeed*.

- D. Reviews and acts on membership and promotion applications.

NOTE: Applications are pre-processed and screened by AAFS staff. Most are fairly easy to process. AAFS staff sends them to the section officers who review them.

- E. Serves as a member of the AAFS Membership Committee.

- F. Attendance expected at the following meetings/functions:

1. Membership Committee Luncheon—Tuesday.
2. Welcoming Reception—usually Tuesday evening.
3. Plenary Session—usually Wednesday morning.
4. Section Business Meeting—usually early Wednesday afternoon.
5. AAFS Business Meeting—usually late Wednesday afternoon.
6. Section Officers' Meeting—usually Friday morning (this meeting is attended by the newly elected section secretary).

NOTE: Although the section chair is responsible for the information in the Pathology/Biology Section News on the *Academy Newsfeed*, traditionally, the section secretary has authored and submitted the material in consultation with the section chair.

#### X. PATHOLOGY/BIOLOGY FELLOW-AT-LARGE (BOARD REP)

##### A. SELECTION

1. Candidates for fellow-at-large are nominated by the Pathology/Biology Nominating Committee and, preferably, should have served as a section officer.
2. Nominees must have obtained AAFS Fellow status prior to nomination.
3. The fellow-at-large must be elected by the Pathology/Biology membership.
4. The term of office is three (3) years.
5. The fellow-at-large may be re-elected to consecutive terms or re-elected after an intervening term.

##### B. DUTIES

1. Serves on Board of Directors
2. Attends Board of Directors meetings, usually held prior to the AAFS Annual Business Meeting, and at other meetings as called by the President or majority of the Board.
3. Is a member of the Forensic Sciences Foundation.

#### XI. PATHOLOGY/BIOLOGY PROGRAM CHAIR

##### A. Pathology/Biology Program Chair Selection:

1. Nominees for Pathology/Biology Program Chair shall be named by the Nominating Committee.
2. The section officers may appoint the Pathology/Biology Program Chair from the list of nominees, or may call for a vote from the Pathology/ Biology membership at the annual business meeting.
3. The program chair need not have obtained Fellow status.
4. Nominees for Pathology/Biology Program Chair shall be accepted from the floor at the annual business meeting.
5. It is traditional, but not required, that the incumbent Pathology/Biology Program Chair be nominated (if a Fellow) for section secretary for the following year.

## B. Section Program Chair Duties:

1. The first duty of the newly elected Pathology/Biology Program Chair is to attend the Program Planning Committee Meeting, usually held on Friday or Saturday. The Pathology/Biology Program Chair will meet the chairs from the other sections, the AAFS-wide Program Chair, the AAFS staff, and usually, the new AAFS President. A *Program Planners Guide* will be provided that contains information and timetables that are important to know.
2. The Pathology/Biology Section Program Chair is primarily responsible for organizing the Pathology/Biology Section program. This mainly involves the review of abstracts, rejecting unsuitable ones, and organizing the remainder into some sort of format that fills most of the day on Thursday and Friday, and Saturday morning, as well as organizing the Pathology/ Biology Poster Sessions. Usually, a similar format is followed each year, and a previous year's program can be used as a template. The AAFS will provide information about the specific times available for scientific sessions. Most of this work does not begin until August, and is fairly concentrated over a 2- or 3-week period. The Pathology/Biology Section Program Chair can also organize workshops or breakfast seminars in conjunction with the AAFS Workshops and Breakfast Seminar Chairs, either independently, or in conjunction with other sections or members. A portion of the revenue generated from section-sponsored workshops may be shared by participating sections. Organization of workshops is encouraged.
3. The Pathology/Biology Program Chair must designate moderators for the Pathology/Biology Scientific Program.
4. The Pathology/Biology Program Chair should realize that the AAFS provides only basic audio-visual equipment. Special items such as video, timers, double-projectors, etc., are quite expensive, and costs must be borne by the section, and only with the approval of the section chair.

## XII. NOMINATING AND VOTING

## A. Nominating Committee Duties

The Nominating Committee will make nominations for section officers and the fellow-at-large.

- B. The Nominating Committee will make recommendations for selection of section program chair, Student Academy representative, persons to serve on the Best Resident Paper Committee, and candidates to chair the Research Committee.
- C. Nominations will be accepted from the floor at the annual section business meeting for any section position requiring election by the Pathology/Biology membership or a nomination or recommendation from the Nominating Committee.
- D. On matters requiring a vote of the membership, a quorum consists of twenty-five (25) percent of the total number of Pathology/Section voting members registered at the annual academy meeting.
- E. Voting and balloting outside of the business meeting are done as specified in AAFS Bylaws.

## XIII. COMMITTEES

## A. TITLES AND CONSTITUENCY

As a general rule, committee appointees shall serve a three-year term. New appointees to committees are made by the section chair unless otherwise specified. The term of committee appointments may be altered by the section chair to continue a staggered expiration for committee member terms, or as otherwise specified. The section chair appoints committee chairs for three- year terms. Committee chairs may be re-appointed unless otherwise specified. Pursuant to the Pathology/Biology business meetings of 1991 and 1992, and upon the recommendations of the ad hoc Pathology/Biology Organizational Policy Committee of 1991, Pathology/Biology Section Committees and constituency are as follows:

1. Research Committee—The Pathology/Biology Section Chair and four (4) Pathology/Biology members appointed by the chair to staggered terms of three (3) years. Committee members may be re-appointed to a second term. The committee chair should be recommended by the Nominating Committee.
2. Awards Committee—The Pathology/Biology Section Chair and four (4) members appointed by the section chair to staggered terms of three (3) years. Committee members may not be re-appointed.
3. Nominations Committee—The Pathology/Biology Section Chair, the immediate past Pathology/Biology Section Chair, and three (3) members appointed by the section chair to staggered terms of three (3) years. Committee members may not be re-appointed.
4. Best Resident Paper Award Committee—Five (5) members appointed by the section chair and Nominating Committee to staggered terms of three (3) years. Members may be re-appointed. The committee should elect a chair.
5. Discipline Assessment Task Force.
6. Minutes Review Committee—Two (2) members in attendance at the annual meeting, appointed by the section chair at the time of the meeting.
7. Membership Committee—Consists of the section officers.
8. A log of committee assignments should be prepared each year and maintained permanently and passed on to future section officers.
9. When the section chair or secretary become members of committees by virtue of their office or position (including immediate past-chair), they shall serve on the committee only as long as they hold the respective office or position, unless re-appointed as a regular committee member pursuant to this information.
10. Program Committee—The program chair and four (4) Pathology/Biology Members/Fellows appointed by the section chair to staggered terms of three (3) years.

## B. COMMITTEE DUTIES

1. Nominating Committee
  - a. To nominate candidates for section officers (yearly).
  - b. To recommend candidates for Pathology/Biology Program Chair (annually).
  - c. To recommend candidates to serve on Best Resident Paper Committee (annually).
  - d. To recommend candidates to chair the Research Committee (every five (5) years or as needed).

- e. To nominate candidates for Pathology/Biology Section Fellow-at-Large.
- f. To recommend candidates for Student Academy representative (annually).
- 2. Awards Committee
  - a. To establish and publish criteria for awards, including the Milton Helpern Award and other awards as needed.
  - b. To select award recipients.
  - c. To designate a person to present each award.
  - d. To obtain a person to receive each award.
  - e. To ensure adequate public presentation of each award.
  - f. To coordinate with the AAFS office the purchasing of an award for presentation and photography of awards presentation.
- 3. Research Committee
  - a. To publish criteria for evaluating proposals for section-funded research.
  - b. To review proposals for section-funded research.
  - c. To fund research proposals that meet the criteria, if funding is available.
- 4. Best Resident Paper Awards Committee
  - a. To publish criteria for the annual award.
  - b. To review submissions as to their adherence to criteria.
  - c. To select recipient(s) of the award.
  - d. To present the award and ensure payment of the monetary prize to recipient(s).
- 5. Discipline Assessment Task Force
 

To meet as needed to identify and plan long-term goals of the section.
- 6. Minutes Review Committee
 

Reviews, corrects, and amends the minutes prepared by the section secretary for return to the section secretary within one (1) week of the annual section business meeting, and prior to submission of the minutes to the AAFS office for filing.
- 7. Membership Committee
 

Reviews and makes recommendations concerning applications for membership and promotion within the Pathology/Biology Section.
- 8. Program Committee
 

Reviews abstracts submitted to the Pathology/Biology Section for presentation at the annual meeting and makes recommendations regarding acceptance for presentation, rejection, or transfer to another section.

Each committee is required to file a written report with the section officers no later than thirty (30) days preceding the annual section business meeting, except for the Membership Committee and Minutes Review Committee.

Some Pathology/Biology Section members may be appointed to AAFS-wide committees by the section chair or another AAFS officer.

#### XIV. REPRESENTATIVES AND LIAISONS

##### A. EXAMPLES

- 1. The Intersociety Pathology Council Representative should be the section chair or the chair's designee, who may be re-appointed.

2. The ASTM International representative should be appointed by the section chair for a term of three (3) years. The representative may serve more than one (1) term.
3. The Association of Pathology chair's representative shall be the section chair or the chair's designee, who may be re-appointed.
4. The Student Academy representative shall be appointed by the section chair and the Nominating Committee to serve a one-year term and may be reappointed.
5. The UNOS representative shall be appointed by the section chair and may be re-appointed.

B. DUTIES

Each representative is expected to attend meetings as needed, maintain contact with the relevant organization or program, file reports with the relevant organization or program as requested, and submit a written report to the section officers no later than thirty (30) days preceding the annual section business meeting.

C. CONTINUITY

All efforts should be made to ensure continuity in correspondence to and from organizations for which the section has a liaison or representative. This may include continual (repeated) re-appointment of liaisons and representatives, and should include the directing of all communication from various organizations to the attention of the Pathology/Biology Section Chair (via the AAFS office), who may then direct materials to the appropriate liaison or representative.

XV. ANNUAL BUSINESS MEETINGS

Conduct of Business Meetings

- A. Robert's Rules of Order will be used to conduct section business.
- B. Disputes about procedures will be resolved by the section secretary, in consultation with the AAFS Parliamentarian if needed.
- C. Only dues-paying Members and Fellows may vote; Members and Fellows have ribbons on their badges that may be used to distinguish voters from non-voters.
- D. The annual business meeting may follow this general agenda:
  1. Call to order.
  2. Necrology report and memorial to deceased members.
  3. Section chair's report.
  4. Section financial report.
  5. Committee, representative, and liaison reports.
  6. Presentation of awards.
  7. Changes in membership/promotion requirements.
  8. Election of section officers (and fellow-at-large if needed).
  9. New Business.
  10. Adjourn.
- E. The annual business meeting is held on Wednesday afternoon and must conclude by 3:45 p.m. to allow information to be prepared for the AAFS-wide business meeting later in the afternoon.

**XVI. SECTION FUNDING MATTERS**

**PROCEDURES.** Each year, the section receives approximately 10% of dues generated by its paying members. This excludes retired Members and Fellows, as well as Student Affiliates. The AAFS does not cover section budget overruns. Overruns are deducted from the next year's budget. Section funds remaining by June 30 revert to the general fund unless otherwise allocated.

The AAFS fiscal year is July 1-June 30. The majority of section revenues are placed in an interest-bearing account from which funds are used to support the Pathology/Biology Section's Research Committee's funding of research projects. The remaining funds are used to fund usual section business expenses, such as award/certificate costs and routine expenses.

**NOTE:** If costs are incurred during the year, such as postage, copying, phone, etc., it is best to submit a single request for reimbursement near the end of the term.

**XVII. SECTION AWARDS**

**PROCEDURES.** The section may present awards during its annual business meeting. Photographic coverage of awards presentations will be provided by the AAFS. The names of all recipients must be submitted to the AAFS office by the Awards Committee Chair by September for inclusion in various publications. If the section desires for the AAFS to assist in design and purchase of an award, the request must be made by September 15 by the Awards Committee Chair. The Pathology/Biology Section may award one or more Milton Helpern Awards to a Pathology/Biology Member/Fellow per year, posthumously if desired. The recipients of the Milton Helpern Awards are determined by the section Awards Committee. The Awards Committee may create, name, and bestow other awards as needed.

The AAFS was established in 1948, and a Pathology Section was created. In 1962, the section name was changed to the Pathology/Biology Section.

Prior to 1982, the AAFS staff office was located in Maryland. Minutes and other records of the Pathology/Biology Section prior to 1982 have not been located except for minutes of the 1976 meeting.

Summary from available Pathology/Biology Section Minutes:

As early as 1976, discussion was held regarding certification of forensic specialists, and it was recommended that Certification in Forensic Pathology by the American Board of Pathology be adopted as a standard for forensic pathologists. A discussion was held about the interactions of NAME and AAFS, and it was generally agreed that NAME is concerned with administrative aspects of medicolegal death investigation and that AAFS is concerned with scientific and interdisciplinary technological developments. A proposal from the National Institute for Law Enforcement and Criminal Justice involving NAME, FSF, AAFS, and the National Association of Counties for improving the training of "paramedical" investigators was discussed. This matter was to be developed further during the ensuing year.

In 1982, a committee was formed to discuss promotion requirements within the Pathology/Biology Section, to be further discussed in 1983. Joshua Perper was given an award for editing *News & Views*, a Pathology/Biology newsletter that was subsequently discontinued in later years. At this meeting, consideration was also

given to a name for the section award, a stipend for best resident paper, and an informal show-and-tell slide session.

In late 1982, the requirements for Pathology/Biology membership and promotion to Fellow were developed by a committee under the direction of Robert Catherman, MD, Pathology/Biology Chair. These were approved at the business meeting in 1983. The section award was named the Milton Helpern Award, and a committee was established to develop guidelines for the award and how nominations would be made. To date, no guidelines have been located.

In 1984, it was announced that committee members were covered by an AAFS blanket indemnity insurance plan. At this meeting, a requirement was added that prospective Pathology/Biology members submit two letters of support from AAFS members. A Student was defined as someone paying for education, and a Trainee Affiliate was someone who was being paid while doing service and training. A committee was established to develop guidelines for what the Pathology/Biology

Section wanted to do in terms of documenting its history. What happened with this committee is unclear, except that it did not use \$500 that was allocated to it. A committee was also established to identify criteria and guidelines for a best resident paper award. A motion was made to condemn the use of psychics in forensic investigations, but the motion was tabled.

In 1985, the Research Committee was established. In 1986 it was realized that audiotaping of scientific sessions had been discontinued, but the reason was unknown. No submissions were made for best resident paper because of committee oversight and lack of time. There was assurance that this problem would be corrected in the following year. Section funds were approved for allocation to the Research Committee. Funds were also approved to continue publication of the section's newsletter, *News & Views*.

In 1987 funding to the Research Committee was increased to \$6,000. There were insufficient section funds in 1986 to fund the newsletter, and it was not published.

It was voted to disband the newsletter and dedicate most section funds to the research committee. The Research Committee funded seven projects.

The first Milton Helpern Award was presented to the late Charles Larson, MD, and Lemoyne Snyder, LLB, MD. A Russell Fisher Award was granted to Dr. Dragovic, but the origin and subsequent history of this award is not documented other than it is a residency scholarship to be awarded at the Dallas, Detroit, Baltimore, or Miami office. The Education and Publications Committee reported that it had used its funding for computerization. Only one submission was made for Best Resident Paper and an award was not given. Guidelines for the award were being drafted. Section officers were elected, but the election was rescinded because of a procedural error, and a second election was held with slightly different results.

In 1988, an award for Best Resident Paper was not made. Discussion was held about the rigid structure of the AAFS in regard to abstract submissions, and how it is hard for the program chair to deal with.

Several projects were funded by the Research Committee. The Research Committee indicated that it would solicit funding from outside sources. A motion was made to acknowledge a fund in memory of Jim Bell, and that Pathology/Biology members

could contribute to this fund that could be used to support research. One resident paper was given an honorable mention.

Considerable discussion was held about the lack of documentation of AAFS and section proceedings, and difficulties encountered by new section officers in being informed about the inner workings of the AAFS. A motion was made to extend the Pathology/Biology Chair's term to two years to solve this problem, but the motion was defeated.

In 1989, the Research Committee indicated that it had funded six projects in 1988. No papers were submitted for Best Resident Paper. Discussion was also held regarding the need to identify the mission of the Pathology/Biology Section and the state of forensic pathology and forensic training in the United States. This is presumably the origin of the Discipline Assessment Task Force. In 1990, the Research Committee reported that five (5) projects were funded in 1989, and a total of 18 projects had been funded to date. Ellen Clark was announced as the first recipient of the Best Resident Paper Award for her paper on the validity of gunshot residue on clothing from decomposed bodies, presented at the 1989 meeting.

Again, no award was given for Best Resident Paper in 1990, and a need for publicizing the award was discussed. A motion was passed to make Dr. Laposata permanent Chair of the Research Committee. To date, the Awards Committee was ad hoc. At this meeting, a motion passed to make the Awards Committee a standing committee. The Best Resident Paper Award Committee was also made a standing committee to allow better publicity and management regarding the award, which, to date, had not officially been awarded to anyone other than an honorable mention. An ad hoc committee on Organizational Policy was created to better define committees.

In 1991, the Research Committee reported that it had funded four projects with 21 funded projects to date. Four submissions were made this year for Best Resident Paper. The Organizational Policy Committee submitted its report on committee structure. The Education and Publications Committee was dissolved.

In 1992, the Research Committee indicated that three projects were funded, and to date, project funding had resulted in seven papers presented or in preparation. The Discipline Assessment Task Force met twice and prepared a survey that was forthcoming. Three papers were accepted for Best Resident Paper Award submissions.

In 1993, there were eight (8) submissions for the Best Resident Paper Award, and seven (7) in 1994. A tie occurred in 1993. In 1994, it was voted to allocate \$500 to each winner in case of a tie. A list of Best Resident Paper Award recipients is available from the AAFS Office. The Discipline Assessment Task Force distributed a lengthy report to the membership. Review of Pathology/ Biology Section history through October of 1994 suggests that: (1) further discussion/clarification be held in regard to FP board certification as the "standard" for a forensic pathologist (i.e., does Pathology/Biology consider it against section policy to call one's self a forensic pathologist if not board certified?); (2) consideration be given to appointment of a section historian; the status of the Russell Fisher Award scholarship be clarified; (4) better ongoing documentation of Pathology/

Biology business proceedings be accomplished; (5) more emphasis and publicity be given to the Best Resident Paper Award; (6) specific criteria for the Milton Helpern Award be developed with possible development of other section awards; and (7) the status of the James Spencer Bell fund be clarified.

#### **7.5.10. PSYCHIATRY & BEHAVIORAL SCIENCE SECTION POLICIES AND PROCEDURES**

##### **I. SECTION OFFICERS**

###### **A. SECTION CHAIR**

1. Term of office: The section chair serves for one (1) year.
2. Potential re-election: There is no limit to the number of times that the section chair may be re-elected to office.

###### **B. NOMINATION: Nominations are proposed by the Nominating Committee of the section and the Members and Fellows of the section at the annual business meeting of the section.**

###### **C. ELECTION: Election is by a majority vote of those Members and Fellows present and voting at the annual business meeting of the section.**

###### **D. RESPONSIBILITIES:**

1. To chair the annual business meeting of the section during the AAFS annual meeting and such additional business meetings as may be scheduled.
2. To serve as the administrative officer of the section.
3. To evaluate applications for admission to the section.
4. To evaluate applications for promotion in member status.
5. To appoint the chair and members of the section Program Committee.
6. To appoint the chair and members of the section Membership Committee.
7. To plan and supervise the section financial budget.
8. To appoint an interim section Fellow-at-Large, in case of vacancy, who will serve until such time that an election can be held.

##### **II. SECTION SECRETARY**

###### **A. TERM OF OFFICE: The section secretary serves for one (1) year.**

###### **B. RE-ELECTION: There is no limit on the number of terms that the section secretary may be re-elected to office.**

###### **C. NOMINATION: Same as for section chair.**

###### **D. ELECTION: Same as for section chair.**

###### **E. RESPONSIBILITIES:**

1. To take notes and prepare minutes of the annual business meeting of the section at the AAFS convention and other business meetings as may be scheduled.
2. To serve as the deputy administrative officer of the section.
3. To evaluate applications for admission to the section.
4. To evaluate applications for promotion in member status.
5. To prepare and submit reports to the *Academy Newsfeed*.

##### **III. SECTION FELLOW-AT-LARGE**

###### **A. TERM OF OFFICE: The fellow-at-large, also known as the director for Psychiatry & Behavioral Science, serves for three (3) years.**

- B. RE-ELECTION: There is no limit to the number of terms of office that the fellow-at-large may be re-elected to office.
- C. NOMINATION: Same as section chair.
- D. ELECTION: Same as section chair.
- E. RESPONSIBILITIES:
  - 1. To serve on the Board of Directors and to perform such duties as are entailed in such service.
  - 2. To appoint an interim section chair and/or interim section secretary who will serve until such time as a new election can be held, in case of a vacancy in the office of section chair or section secretary.
  - 3. To appoint the chair and members of the section Nominating Committee.
  - 4. To appoint the representative to the AAFS Student Academy faculty.
  - 5. To appoint the chair and members of the section Award Committee.
  - 6. To recommend the Editor-in-Chief of the *Journal of Forensic Sciences*.

#### IV. STANDING COMMITTEES

- A. NOMINATING COMMITTEE
  - 1. The chair and the members are appointed for three (3) years by the fellow-at-large.
  - 2. There is no limit to the number of terms of office to which the chair and the members may be re-appointed.
  - 3. The chair of the Nominating Committee must be a former section fellow-at-large.
  - 4. The responsibility of the Nominating Committee is to review the credentials of section Fellows and recommend suitable candidates for each of the elected section offices.
- B. MEMBERSHIP COMMITTEE
  - 1. The Membership Committee Chair and the members are appointed for one (1) year by the section chair.
  - 2. There is no limit to the number of terms of office to which the chair and the members may be re-appointed.
  - 3. The chair must be a Member or Fellow of the section.
  - 4. The responsibility of the Membership Committee is to encourage potential members to seek to join the section.
- C. PROGRAM COMMITTEE
  - 1. The Program Committee Chair and members are appointed for one (1) year by the section chair.
  - 2. There is no limit to the number of terms of office to which the chair and the members may be re-appointed.
  - 3. The chair must be an Associate Member, Member, or Fellow of the section.
  - 4. The responsibility of the Program Committee is to plan and implement the section program at the AAFS annual meeting.
- D. AWARDS COMMITTEE
  - 1. The Awards Committee Chair and members are appointed for three (3) years by the fellow-at-large.
  - 2. There is no limit to the number of terms of office to which the chair and the members may be re-appointed.
  - 3. The chair must be a Fellow of the section.

**7.5.11. QUESTIONED DOCUMENTS SECTION POLICIES AND PROCEDURES****I. SECTION OFFICERS**

- A. The Questioned Documents Section will elect a section chair and a section secretary each year. The section will also elect a representative to the Board of Directors every three (3) years, or as necessary to fill a vacancy. (See Nominating Committee below for the election process.)
- B. An individual who is a Fellow of the AAFS, or who will become a Fellow before the end of the annual meeting at which he/she is proposed for election, may run for office in the Questioned Documents Section.
- C. In accordance with the AAFS Bylaws, the term of office for each officer shall begin at the conclusion of the annual meeting at which elected. No individual may serve more than four (4) consecutive years in the offices of section chair and section secretary (combined). No individual may succeed him/herself in the office of director.
- D. The section chair will direct the section business in the best interest of the section in accordance with the AAFS Bylaws and be responsible for the functions outlined in this *Manual*, as well as serve as the section budget officer and manage section fiscal matters.
- E. The section secretary will support administrative requirements of the section as directed by the section chair as well as draft section news articles for the *Academy Newsfeed*.
- F. The section representative on the Board of Directors will serve the best interests of the AAFS and the section in accordance with the AAFS Bylaws.

**II. PROCESSING APPLICATIONS FOR MEMBERSHIP AND PROMOTION**

- A. Section officers will process applications for membership and promotion in accordance with the *AAFS Membership Applications Procedure Manual*. After the officers complete their evaluations, section officers will collaborate on their recommendations and make every reasonable effort to resolve any differences that may exist in their evaluations. Upon completion, recommendations are automatically sent to the AAFS Membership Coordinator.
- B. Applications for promotion will be evaluated on merit using the criteria for promotion in the AAFS and the Questioned Documents Section as set forth in Sections 2.5. and 2.6.10.
- C. In any situation where there is a question regarding an application for membership or promotion, section officers should refer the applicant to the AAFS Membership Coordinator in an effort to resolve the question.
- D. When questions cannot be resolved in time to properly process an application for membership or promotion before the deadline set for such actions by the AAFS Membership Services Coordinator, the section chair should request the application be held over to the following year for further review.

**III. QUESTIONED DOCUMENTS SECTION REPRESENTATIVES**

The Questioned Documents Section shall have representatives to other AAFS activities. Unless otherwise required by AAFS, the section representative to these activities shall be appointed by the section chair. The present section representative is outlined below.

- A. Student Academy: The section representative to the Student Academy will be appointed by the section chair for an indeterminate period. Although the section chair has discretionary authority to appoint a new representative at any time, advice should be sought from the Student Academy Chair. The section representative to the Student Academy will perform such duties as may be directed by the Chair of the Student Academy and report his/her activities to the Questioned Documents Section at the annual business meeting.

#### IV. QUESTIONED DOCUMENTS SECTION COMMITTEES

The section may establish standing committees from time to time. The chair may establish and appoint the members of a standing committee. The chair may abolish any standing committee established by the chair. The membership, by a majority vote, may establish a standing committee. The membership, by a majority vote, may abolish any standing committee established by the membership. Ad hoc committees may be established or abolished at any time by the section chair. The following are Questioned Documents Section standing committees.

- A. AWARDS COMMITTEE (established by the section)

The Awards Committee shall determine the recipient of the Ordway Hilton Award and any other section awards in accordance with the rules set forth below.

The Awards Committee will consist of a chair and two other members appointed by the section chair. Only Members or Fellows will be appointed to this committee. Committee members will be appointed for three-year terms, so that one (1) new member is appointed each year. The committee should include at least one (1) previous Ordway Hilton Award recipient and one (1) current or past section officer. The senior member shall serve as chair of the committee.

- B. HISTORICAL COMMITTEE (established by a section chair)

The Historical Committee shall be the keeper of the section archives.

- C. SECTION MINUTES REVIEW COMMITTEE (established by a section chair)

The Minutes Review Committee will consist of a chair (the section secretary) and three (3) other members appointed by the section chair each year. The committee will be responsible for drafting the minutes of the annual business meeting and publishing them in accordance with guidelines established by the AAFS. The chair will draft the minutes and forward them to the other members for review and comment. Lack of response by a committee member by the date set by the committee chair will be considered concurrence with the minutes as drafted. After receiving comments from other committee members, the chair will make appropriate changes and publish the minutes, one (1) copy for each section officer, one (1) copy for the section archives, and one (1) copy for the AAFS.

- D. SECTION PROGRAM COMMITTEE (established by a section chair)

The section Program Committee Chair shall be appointed by the section chair. It shall be the duty of the section program committee chair to develop the section's annual scientific program. The section chair may also appoint other program-related committees as necessary.

- E. SECTION OFFICERS NOMINATING COMMITTEE

The section officers Nominating Committee shall consist of three (3) Fellows from the Questioned Documents Section. The sitting section representative to the Board of Directors and the immediate past representative shall serve on this committee. These two (2) members will select a Fellow from the Questioned Documents Section

to serve as the third member of the nominations committee. The sitting section representative shall serve as committee chair.

1. The Nominating Committee will ensure there is an eligible candidate for every vacant office.
  - a. The Nominating Committee will solicit nominations for section offices from the membership. Announcements shall be made via the *Academy Newsfeed*.
  - b. The committee may at its discretion initiate nomination(s) for any elected office.
  - c. The Nominating Committee will ensure that all nominated candidates have agreed to run for the office for which they have been nominated.
  - d. The committee will publish a list of nominees by office in December via the *Academy Newsfeed*.
  - e. The deliberations of the Nominating Committee will be kept confidential.
2. The Nominating Committee Chair will conduct the section election.
  - a. Only Members and Fellows of the Questioned Documents Section present at the annual business meeting may vote in the section election. There will be no absentee ballots.
  - b. Properly seconded nominations from the floor will be accepted at the annual business meeting.
  - c. If there is only one (1) candidate for an office, the Nominating Committee may call for a unanimous vote or a show of hands. If there is more than one (1) candidate, the Nominating Committee will conduct the vote via a written ballot. If there are two (2) candidates, the candidate receiving the majority of the votes of those Members and Fellows present at the meeting shall be considered elected. If there are more than two (2) candidates, any candidate receiving more than half of the vote will be considered elected. If no candidate receives more than half of the vote, there will be a run-off election between the two (2) candidates who have received the largest number of the votes.

#### V. SECTION AWARD

##### The Ordway Hilton Award and Criteria

###### A. PURPOSE

This award is intended to recognize sustained superior contributions to the Questioned Documents Section, the American Academy of Forensic Sciences, and the forensic science community. The award is named in honor of Ordway Hilton, a longtime member of the Questioned Documents Section of the American Academy of Forensic Sciences.

###### B. CRITERIA

1. AAFS Standing: The recipient of this award must be a Member, a Fellow, or a Retired Fellow of the Questioned Documents Section for a minimum of three (3) consecutive years when this award is bestowed.
2. Meeting Attendance: Nominee should have attended a minimum of one-half of the Questioned Documents Section annual business meetings in the six (6) years preceding the nomination.
3. Section/AAFS Program Contributions: Nominee should have presented a scientific paper, poster, participated as a presenter in a joint or plenary session, or presented a breakfast seminar or workshop at an annual meeting of the AAFS within five (5) years of being nominated.

4. Publications: Nominee should have published at least once in the *Journal of Forensic Sciences*. Publication can be, but is not limited to, any of the following: article, letter, technical note, or case history report.
5. Section Positions: Nominee should have served in an elected position within the section, in an official AAFS capacity for at least one (1) year, as a committee chair for the Questioned Documents Section for at least one (1) year, or as a member of a committee(s) for at least three (3) years.

NOTE: In the absence of one of the section or AAFS activities (criteria 3, 4, or 5), nominees may be considered if they have made a significant contribution to the forensic science community that is not reflected by a specific section or AAFS effort.

C. GUIDELINES:

1. The purpose of and criteria for this award are listed in the section above.
2. The committee has the responsibility and authority to select a nominee for this award. However, the committee is not required to select a recipient each and every year.
3. No nominations for this award will be accepted from the floor at the section business meeting.
4. Although criteria and administrative guidelines have been defined for the committee to follow, the committee has the latitude to select recipients who they deem worthy, even if all criteria are not met.
5. The committee is empowered to initiate nominations for this award, as are all Questioned Documents Section members. Nominations must be submitted to the committee chair not later than August 1 of the year preceding the annual meeting. A call for nominations will be published on the *Academy Newsfeed*. It is the responsibility of the committee chair to draft the call for nominations and forward it to the section secretary to submit to the *Academy Newsfeed*.
6. The committee will deliberate and choose the section award recipient. The deliberations of the committee shall be confidential. The committee chair shall notify the section chair of the award recipient by October 1. The section chair shall notify the recipient of the award at that time. The section chair shall also notify the AAFS office at this same time in order that a suitable plaque may be prepared for presentation at the annual meeting.
7. The committee shall make a written report to the section chair outlining the activities and accomplishments of the recipient. This report shall serve as the basis of the award ceremony and will become a part of the section archives.

## 7.5.12. TOXICOLOGY SECTION POLICIES AND PROCEDURES

### I. SECTION OFFICERS

#### A. Section Chair

1. The term of office shall be for one (1) year beginning at the conclusion of the annual meeting at which the chair is elected and ending at the conclusion of the following annual meeting.
2. The section chair may be re-elected.
3. Procedure for nomination and election shall be in accordance with established section and Academy procedures.

4. The section chair may create committees within the section and appoint chairs thereof.
  5. The section chair chairs the annual business meeting of the section.
  6. The section chair prepares the annual budget of the section and submits this in writing to the Academy's Executive Director and Treasurer.
- B. Section Secretary
1. The term of office shall be for one (1) year beginning at the conclusion of the annual meeting at which the secretary is elected and ending at the conclusion of the following annual meeting.
  2. The section secretary may be re-elected.
  3. The secretary shall submit a copy of the business meeting minutes to the Academy office by April 1 following the annual meeting.
  4. These minutes will be forwarded to the section members.
  5. The section secretary serves as chair of the section membership committee and the section steering committee.

## II. COMMITTEES

### A. Standing Committees (appointed by the chair are as follows):

- Membership Committee
- Steering Committee
- Nominating Committee
- Program Committee
- Awards and Scholarship Committee
- Drugs and Driving Committee
- Oral Fluid Committee

#### 1. Membership Committee

- a. Purpose: To provide an orderly process for reviewing applications for membership and promotion within the Toxicology Section of the American Academy of Forensic Sciences, and to provide recommendations to the Membership Committee of the AAFS.
- b. Membership: The Membership Committee Chair shall be held by the section secretary. The committee shall be comprised of the section chair and section secretary.
- c. Function/Procedures:
  - (1) The committee shall review and process applications for all levels of membership in the AAFS Toxicology Section in compliance with guidelines of both the Toxicology Section and the American Academy of Forensic Sciences.
  - (2) The committee shall review and process applications for promotion of members within the AAFS Toxicology Section, requests for Retired status, and applications for reinstatement of lapsed members, in compliance with the guidelines of both the Toxicology Section and the American Academy of Forensic Sciences.
  - (3) The committee shall provide a report at the Toxicology Section Annual Business Meeting summarizing the membership status of the section.

NOTE: Requirements for membership and promotion are set forth in Sections 2.3.11. and 2.6.11. of this *Manual*.

2. Steering Committee
  - a. Purpose: The Steering Committee shall set the goals and objectives for the section and provide guidance for the incoming section officers.
  - b. Membership: The Steering Committee shall be appointed by the section secretary, who shall serve as committee chair. The committee members shall be comprised of Members and Fellows of the Toxicology Section, usually including the program chair and the Toxicology Section representative on the Board of Directors. Other members may include past section chairs and toxicology section members who have served as officers of the AAFS.
  - c. Function/Procedure:
    - (1) The committee shall set the section's goals and objectives for the upcoming year.
    - (2) Discuss issues and concerns of the section officers.
    - (3) Evaluate the activities and continuance of committees.
    - (4) The committee shall provide a report to the Toxicology Section membership at the annual business meeting of the section.
3. Nominating Committee
  - a. Purpose: The Nominating Committee shall prepare a slate of nominees for the offices of section chair and section secretary. In addition, the Nominating Committee shall nominate an individual to the Awards and Scholarship Committee and, when required, a representative to the Board of Directors (every three (3) years).
  - b. Membership: The past section chair will serve as chair of the Nominating Committee. The present section chair shall appoint two (2) additional Members or Fellows of the Toxicology Section to the committee.
4. Program Committee
  - a. Purpose: To organize and coordinate the activities of the annual toxicology program, both scientific and social.
  - b. Membership: The program chair is appointed by the incoming section chair. The appointment is typically announced during the incoming section chair's remarks at the annual meeting. However, the appointment may be made at any time during the tenure of the newly elected section chair. The program chair may select additional members to their committee at their discretion:
    - (1) Generally, the program chair from the previous year and the program chair for the subsequent year (if already appointed) serve on the committee.
    - (2) The section chair may select a program co-chair to assist in the coordination of workshops.
    - (3) The program chair may appoint members to review abstracts for the scientific program.
  - c. Function/Procedures: To provide timely information to the members regarding the upcoming meeting; to review all submitted abstracts; and to perform other duties related to planning and organizing the Toxicology Section Program of the annual meeting. Such duties will include liaison with Academy staff and any subcommittees appointed by the Program Committee, as necessary:

- (1) To encourage member presentation of oral papers and posters.
  - (2) To propose workshop topics and appoint workshop coordinators.
  - (3) To obtain sponsorship that may include workshop funding, the annual lectureship, breaks, receptions, or other meeting activities.
  - (4) To select from the submitted abstracts, papers for either oral or poster presentation, based upon abstract content and adherence to the Abstract Guidelines promulgated by AAFS.
  - (5) To invite a guest speaker (non-Academy member) to present a special lecture at the annual meeting on a scientific area of timely concern/interest to section members, and to obtain funds to support this lecture.
  - (6) To serve as liaison with program chairs of other sections.
  - (7) To select moderators, assistant moderators, poster session coordinators, etc.
  - (8) To assist the Breakfast/Lunch Seminar Chair by suggesting toxicology-related topics.
5. Awards and Scholarship Committee
- a. Purpose: To establish and administer a process for the review and consideration of Toxicology Section award nominations and scholarship applications.
  - b. Membership: The Awards and Scholarship Committee shall consist of nine (9) members, with each member serving a three-year term. The terms are staggered in three (3) groups of three (3) members to provide continuity. In any given year, there will be three (3) members completing the last year of a three-year term, three (3) members serving the second year of a three-year term, and three (3) members starting to serve a three-year term. Three (3) members will be replaced on the Awards and Scholarship Committee annually. The chair shall appoint two (2) members, and one (1) member is nominated by the Section Nominating Committee and appointed after a successful vote of the section.
- NOTE: Requirements for Awards and Scholarships are set forth in Section 7.1.4.11. of this *Manual*.
- c. Function/Procedures: The Awards and Scholarship Committee will adhere to the original guidelines set forth by the Awards Development Committee as approved by the Toxicology Section membership in 1981 modified to allow awards to be presented at the annual AAFS meeting immediately following the committee's decision.
    - (1) Nominations and all accompanying information should be sent to the committee chair by August 1.
    - (2) Each member of the committee shall receive written notification of all nominees and be provided with copies of nomination information. The committee chair shall make this notification no later than August 15 preceding the AAFS annual meeting.
    - (3) Every member of the committee shall submit a written vote. Oral votes shall not be tallied.
    - (4) All votes shall be received by the committee chair no later than September 1 preceding the annual AAFS meeting

- (5) Selection of award recipients shall be made by majority five (5) vote of the committee.
  - (6) The committee shall determine no more than one (1) recipient each year in any awards category (Gettler, Harger, Abernathy, Best Poster, or Sunshine). The June K. Jones Scholarship is not limited to one (1) nominee. A nomination that was unsuccessful in a given year may be held over for consideration in a subsequent year.
  - (7) All committee meeting discussions and any written minutes provided to absentee members are confidential.
  - (8) The committee chair shall make written notification of the respective selection(s) to the section chair and the awards and Scholarship Committee members as soon as possible after receipt of the votes so that the deadlines for inclusion of the award announcements on the *Academy Newsfeed* and the annual meeting program are met. The announcement and awards ceremony takes place at the annual business meeting of the section or other appropriate time during the annual meeting.
  - (9) All awardees shall be recognized for their achievements with a commemorative plaque and their names will be added to the appropriate perpetual plaque maintained by the section. It is the responsibility of the Awards and Scholarship Committee Chair to arrange for an individual to present awards at the business meeting.
6. Drugs and Driving Committee
- a. Purpose: Responsible for providing the Toxicology Section membership with information concerning the current state of research, epidemiology, and other areas pertaining to the role of drugs in impaired driving.
  - b. Membership: The Toxicology Section Chair and SOFT President shall appoint the committee chair and co-chair in January preceding the annual AAFS meeting. The appointment will be announced at the business meeting.
  - c. The committee chair and co-chair shall then select the committee members. The term of office for committee chair and members is three (3) years after which they may be re-appointed.
  - d. Function/Procedures:
    - (1) The committee will work to provide current information to the Toxicology Section members in the following five (5) areas, with committee work involving any one or more of these areas on an annual basis:
      - Moderate and assist in organizing the Scientific Session during the annual AAFS conference, ensuring the Session focuses on Driving Under the Influence of Drugs-related presentations
      - Analytical Methods
      - Epidemiology
      - Literature Search and Pharmacology
      - Interpretation
      - Legal Aspects

(2) The committee will produce an annual report to be presented to the membership at the section business meeting. Additional interim reports may be presented to the membership via the *Academy Newsfeed* or email blasts.

(3) The committee will interface with other peer groups (i.e., the Drugs and Driving Committees of the Canadian Society of Forensic Science (CSFS), the Society of Forensic Toxicologists (SOFT), the California Association of Toxicologists (CAT), and the National Safety Council (NSC)).

7. Oral Fluid Committee

- a. Purpose: The Oral Fluid Committee provides scientifically based information and resources regarding the utility of oral fluid analysis for other toxicologists, law enforcements, prosecutors, defense attorneys, and the general public.
- b. Membership: The Toxicology Section Chair and SOFT President shall appoint the committee chair and vice-chair in January preceding the annual AAFS meeting. The appointment will be announced at the business meeting.
- c. The committee chair and vice-chair shall then select the committee members. Committee members must be a member in good standing of AAFS Toxicology Section or SOFT. There is no set number of members for this committee. Committee chairs and members will have an appointment term of three (3) years without term limits. The chairs will review and assess the contributions of the committee members prior to reappointment for a new term. All full members must have some degree of expertise in the analysis of drugs in oral fluid for research, workplace testing, forensic and/or clinical applications as evidenced by publications, public reports, or relevant presentations at scientific conferences.
- d. Function/Procedures:
  - (1) Information concerning oral fluid as it relates to forensic toxicology is disseminated to the membership of AAFS and SOFT in a variety of ways. The committee may sponsor both workshops and plenary sessions at the annual AAFS and SOFT meetings on various topics concerning oral fluid. The committee may publish a list of literature citations and frequently asked questions on topics relevant to forensic toxicology on the SOFT website.
  - (2) The committee will produce an annual report to be presented to the membership at the section business meeting. Additional interim reports may be presented to the membership via the *Academy Newsfeed* or email blasts.
  - (3) The committee will interface with other peer groups (e.g., the Drugs and Driving Committee of the Society of Forensic Toxicologists (SOFT), the California Association of Toxicologists (CAT), and the National Safety Council (NSC)).

B. Administrative Committees (function at the discretion of the chair)

- History of Toxicology Committee
- Policies and Procedures Committee
- Student Academy Committee
- Continuing Education

1. History of Toxicology Committee
  - a. Purpose: To document the history of forensic toxicology in North America.
  - b. Membership: The chair is appointed for a period of one (1) year. The chair appoints members to serve on the committee. The chair and committee members may be reappointed.
  - c. Function/Purpose: To obtain and serve as an archive for historical data pertaining to the field of forensic toxicology and its practitioners, and to maintain perpetual plaques honoring the Toxicology Section Award recipients.
2. Policies and Procedures Committee
  - a. Purpose: To maintain the *Toxicology Section Policies and Procedures Manual*.
  - b. Membership: The committee chair is appointed by the section chair for a period of one (1) year. The committee chair appoints members to serve on the committee. The committee chair and committee members may be re-appointed.
  - c. Function/Procedure: Review section policies and procedures and recommend to the section chair changes to the *Policies and Procedures Manual* to accommodate revised and new section practices.
3. Student Academy Committee
  - a. Purpose: To promote interest in the field of forensic toxicology among high school and college students.
  - b. Membership: One (1) faculty member is recommended by the section chair and appointed by the Student Academy Chair for one (1) year. Appointments may be renewed.
  - c. Function/Procedure: The Student Academy is held each year on the day before the meeting at the site of the AAFS annual meeting. The Academy sends invitations to area high schools, junior colleges, etc. Attendees include top science students from each school.
    - (1) Each faculty member is responsible for a presentation of his or her section's area. The presentation should include a definition of the field, description of work, jobs available, and qualifications required (personal, educational). The same presentation is generally given each year due to the presence of an entirely different audience. It is important to use the presentation to effectively reach high school and college-age students.
    - (2) The Student Academy faculty and Student Academy Chair correspond by mail during the year and meet the night before the Student Academy to coordinate presentations and goals.
4. Continuing Education Committee
  - a. Purpose: To represent the Toxicology Section at the AAFS Continuing Education Committee Meeting. The committee assigns credit for continuing education for specific professional groups.
  - b. Function/Procedure: Review continuing education programs for credit. The committee meets annually at the AAFS meeting.
- C. Ad Hoc Committees (created by the section chair for a period of one (1) year, but may continue after one (1) year at the discretion of the section chair.)

1. Purpose: Ad hoc committees are formed by the section chair for a period of one (1) year.
2. Function/Procedure:
  - a. The section chair will appoint the committee chair for a period of one (1) year.
  - b. Determination of the continuance of ad hoc committees is made during discussion at the Steering Committee meeting.
  - c. A report of the activities of the ad hoc committees is given by each committee chair during the annual meeting.

### III. LIAISON ACTIVITIES

#### A. American Board of Forensic Toxicology

1. Purpose: To certify Forensic Toxicologists as Fellows and Diplomates of the American Board of Forensic Toxicology (ABFT) following the review of candidates' education, training, experience, and references, and subsequent successful completion of a qualifying examination. ABFT also serves to accredit laboratories based upon compliance with professional standards as assessed by peer review, including an onsite inspection and successful achievement in proficiency testing programs.
2. Membership: The Board's composition is determined by the ABFT.
3. Function/Procedure:
  - a. Fellows: Individuals actively engaged in the practice of forensic toxicology with a qualifying doctoral degree, three (3) years post-doctoral experience in forensic toxicology, and letters of recommendation may apply to take the qualifying examination.
  - b. Diplomates: Individuals actively engaged in the practice of forensic toxicology with a qualifying bachelor's degree, three (3) years of post-bachelor's experience in forensic toxicology, forensic alcohol toxicology, or forensic drug toxicology and letters of recommendation may apply to take the qualifying examinations.
  - c. Laboratory Accreditation: Participating laboratories must be actively engaged in the practice of either postmortem or human performance (DUID) toxicology to include at least the detection, identification, and quantification of alcohol and other drugs in biological specimens. Laboratories must submit to an on-site inspection every two (2) years, with annual self-evaluations. In addition, alcohol and non-alcohol proficiency testing is required.

NOTE: The ABFT administers an examination to qualified individuals twice a year in conjunction with the annual AAFS and SOFT meetings and at other times and venues upon special arrangement.

**APPENDIX A:****Additional Comments Regarding Meeting Registration Fee Waivers**

- The section may grant for each meeting the right to have registration fees waived for two (2) non-members who are to make a presentation at the regular scientific sessions.
- The purpose of the waiver is to attract non-members who would otherwise have difficulty paying the registration fee to attend the specified meeting.
- Typically, this waiver would be offered to attract non-member speakers on a particular topic of interest or for other worthy and justifiable reasons.
- The same individual could not receive this waiver more than once every five (5) years.
- The section chair or designee will grant waiver(s).
- Implementation: Waiver request(s) will be submitted by the section chair or designee to the Academy no later than January 1 prior to the meeting.

**Guidelines for Poster Presentations****Format**

All poster panels should be printed with a laser or high-quality printer.

**Guidelines for Oral Presentations****Format**

Keep the slides uncluttered and easy to read. Use a font size of 44 for the titles and 24 for the body of the slide. Make sure the color of your letters contrasts well with the background you have chosen.