

Approved Bylaws

National Association of Forensic Science Boards

ARTICLE I

OFFICIAL TITLE AND ORGANIZATIONAL STATUS

SECTION 1.

The name of the Association shall be the National Association of Forensic Science Boards (NAFSB) and shall be referred to hereinafter as “the Association.”

SECTION 2.

The Association shall be chartered and incorporated as a nonprofit organization under the laws of the State of North Carolina. The Association shall not have as its purpose pecuniary gain or profit, incidental or otherwise, for any of its members.

SECTION 3.

The duration of the Association shall be perpetual.

SECTION 4.

The Association may solicit and receive funds and grants to aid in carrying out its goals and purposes. No funds shall be received without the expressed authorization of the Executive Committee.

ARTICLE II

ASSOCIATION MISSION

The mission of the Association is to disseminate and exchange best practices, research, expertise, data, and lessons learned among state-level forensic science boards and commissions governing the forensic science community.

ARTICLE III

DEFINITION: Forensic Science Board: Includes any board, commission, committee, or body created by legislative, executive or judicial authority order that provides support, regulation, investigation, review or oversight of forensic science services in the state, and is dedicated to supporting, advising and improving state and local forensic science laboratories.

MEMBERSHIP

Membership is open to any individual who works for or serves on a forensic science board or works for any other organization involved in the development of state (federal?) policy, and any other individual interested in state forensic science laboratory accountability.

ARTICLE IV

MEMBERSHIP Types

Membership is organized on three types.

Type 1 – A member or staff person designated by a Forensic Science Board, These members shall have full voting rights except for those matters reserved to the Executive Committee..

Type 2 – Members and staff from a Forensic Science Board. These members will not have a vote, except for voting on the members of the Executive Committee and By-Laws.

Type 3 – Other persons who are interested in the objectives and activities of the Association and do not qualify for Type 1 or Type 2 membership. These members will not have a vote except for voting on the members of the Executive Board.

All members of the Executive Committee, regardless of the type of membership, have full voting rights as a Type 1 member.

All applications for membership will be submitted to the Executive Committee for Approval. The Executive Committee reserves the right to remove any member for cause.

ARTICLE V

MEMBERSHIP DUES

SECTION 1.

Membership dues will be adopted by the Executive Committee.

SECTION 2

Any member in arrears for non-payment of dues in excess of 18 months shall be removed from the membership.

SECTION 3.

The Treasurer shall be responsible for the collection of dues and for the accounting of all monies received and expended.

ARTICLE VI

MEETINGS

SECTION 1. ANNUAL MEMBER MEETINGS

There shall be a meeting of the full membership each year. A special meeting of the full membership may be called by the Executive Committee with reasonable notice. Any matters requiring the vote of the entire membership shall be presented at the annual membership meeting or a specially called meeting. If exigent circumstances do not permit a regular membership meeting in a particular year, then the Executive Committee may conduct a limited annual membership meeting for the sole purpose of electing Executive Committee members.

SECTION 2. EXECUTIVE COMMITTEE MEETINGS

The frequency and purpose of the meetings of the NAFSB Executive Committee will be determined by that committee.

SECTION 3. COMMITTEE MEETINGS

Committees are established by the President, as necessary for conducting the business of the Association. Committees shall set their own meeting schedule.

SECTION 4. MANNER OF MEETING

Meetings may take place in-person, by conference call, by interactive technology, or by a hybrid method. The manner of the meeting shall be determined by the presiding officer or, in the case of the annual membership meeting, by the Executive Committee. In the case of a limited annual membership meeting for the sole purpose of electing Executive Committee members, the meeting may take place entirely by electronic messages.

ARTICLE VII

EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee of the Association shall consist of nine voting members elected from the membership at each annual meeting. Of the nine members:

- a. Each state Forensic Science Board in Type 1 or Type 2 membership status shall have no more than a single member serving on the Executive Committee.
- b. No more than two members may be individuals who are of Type 3 membership status.

The Executive Committee shall include a President, Vice-President, Treasurer, Secretary, and members at large.

SECTION 2.

Nominations for the Executive Committee shall be made by the voting membership. If the number of nominees does not exceed the number of vacancies and all nominees are eligible to serve under Section 1, the presiding officer shall declare the nominees elected by acclamation. Otherwise, election shall be by written ballot or an online election platform that ensures voter qualifications while preserving ballot security and anonymity. If an online election platform is used, the Executive Committee may designate a limited period of time after the meeting during which voting may be permitted. Voting members may vote for as many nominees as there are vacancies. Nominees receiving the most votes shall serve on the Committee. If two nominees cannot both serve due to the limitations in Section 1, the nominee receiving the fewer votes shall not serve.

SECTION 3.

All Executive Committee terms will be three years. No member of the Executive Committee shall be elected to serve for more than two consecutive terms. Vacancies occurring other than by expiration of a term shall be filled by the President, with the approval of the Executive Committee, for the interim period until the next annual membership meeting. For purposes of the two-consecutive-term limitation, such an interim period does not constitute a term. For the initial Executive Committee, the terms shall be two years, except that the terms for officers of the executive committee will be three years.

SECTION 4.

The Executive Committee shall elect a President and Vice-President, to serve in a leadership capacity. The Executive Committee shall elect a treasurer to manage the Association's finances. The Executive Committee shall elect a secretary to maintain records of the Association's business.

SECTION 5.

The Executive Committee shall conduct the business of the Association. Duties and responsibilities may be delegated to an Executive Director. The principal duties of the Executive Committee will be to manage the budget and finances of the Association, establish committees as needed, determine the location and date of the annual membership meeting, and appoint a Program Committee to plan the annual membership meeting.

SECTION 6.

When a vacancy occurs in the Presidency, the Vice-President, shall assume the capacity of the President for the balance of the term. The President of the Executive Committee will preside at all Executive Committee meetings.

SECTION 7.

The Executive Committee shall act on behalf of the Association and shall have such powers as are authorized in the bylaws. Duties and responsibilities of the Executive Committee can be delegated to an Executive Director.

SECTION 8.

The Executive Committee shall meet at least once per calendar quarter. One meeting will be at the annual membership meeting. Additional meetings shall be held between annual membership meetings to review the preceding year; to discuss progress and actions taken in preparation for, and otherwise to prepare for the next annual membership meeting; and to conduct any other necessary organizational business. The President may call additional meetings as needed.

SECTION 9.

The Executive Committee shall approve an annual organizational budget no later than the first meeting of the calendar year. The Executive Committee shall approve an annual meeting budget no later than 60 days before the annual meeting. The fiscal year shall be established as January 1 through December 31 of each year.

SECTION 10.

The Executive Committee may expend such funds within the approved budget as are necessary for the operations of the Association including the hiring of staff and/or the contracting of outside services.

SECTION 11.

Quorums for the Executive Committee meeting require a majority of the voting Executive Committee members to be present and all actions taken by the Executive Committee must be approved by a majority of the members present.

ARTICLE VIII

DUTIES OF OFFICERS

SECTION 1.

The President of the Executive Committee shall:

- a. plan the agenda for and preside at all meetings of the Association and the Executive Committee;
- b. create, with the approval of the Executive Committee, additional committees as necessary;
- c. serve, or designate the Vice-President to serve, as a member of all committees;
- d. approve, in conjunction with the Treasurer, all vouchers for disbursements from

- any fund of the Association;
- e. appoint, with the approval of the Executive Committee, any vacancies occurring in the Executive Committee or other committees;
- f. appoint the chairs of all committees;
- g. have the power to initiate additional meetings of the Executive Committee; and
- h. plan the agenda for all Executive Committee meetings in consultation with the Vice-President.

SECTION 2.

The Vice-President shall:

- a. preside at Association meetings in the absence of the President;
- b. chair the Executive Committee in the absence of the President;
- c. serve as a member of the Executive Committee;
- d. serve as the acting President, if the Presidency should become vacant, for the balance of the term of the President;
- e. serve as a member of all committees if designated to do so by the President or in the absence of the President; and
- f. plan the agenda for all regularly scheduled Executive Committee meetings in consultation with the President.

SECTION 3.

The Treasurer shall:

- a. collect dues and account for all monies received and expended;
- b. receive, maintain accurate records of, and bank all monies due the Association;
- c. notify all members when their dues are in arrears;
- d. submit a written financial report to the Executive Committee at every regularly scheduled meeting and shall make a financial report to the full membership at the annual meeting;
- e. expend Association funds as prescribed in the bylaws and by specific Executive Committee actions;
- f. develop a yearly budget for the Association;
- g. prepare an annual financial summary statement;
- h. prepare and submit all financial reports as required by law; and
- i. electronically archive, no less than annually, all reports and records required by the bylaws or by the Executive Committee within the electronic archive established for that purpose.

SECTION 4.

The Secretary shall:

- a. record and maintain the minutes of all Executive Committee meetings and the Association's annual membership meeting;
- b. maintain a current membership list; and
- c. electronically archive, no less than annually, all minutes and membership lists required by the bylaws or by the Executive Committee within the electronic archive established for that purpose.

ARTICLE IX

DISCRIMINATION AND HARASSMENT

SECTION 1.

The National Association of Forensic Science Boards does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, employment, selection of volunteers, selection of vendors, and provision of services.

SECTION 2.

The National Association of Forensic Science Boards is committed in all areas to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, sexual orientation or any other legally protected characteristics will not be tolerated and is strictly prohibited.

ARTICLE X

INDEMNIFICATION

Every member of the Executive Committee may be indemnified by the Association against all expenses and liabilities, including attorney's fees, reasonably incurred or imposed upon such members of the Executive Committee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Executive Committee, or any settlement thereof, unless adjudged therein to be liable for recklessness or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Executive Committee approves such settlement and reimbursement as being in the best interest of the Association.

The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Executive Committee is entitled.

ARTICLE X

CONFLICTS OF INTEREST

Whenever a director or officer has a financial or personal interest in any matter coming before the Executive Committee, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Committee members determine that it is in the best interest of the Association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE XI

DOCUMENT RETENTION AND DESTRUCTION

SECTION 1.

When applicable, the following documents will be maintained in an electronic archive on a permanent basis:

- Articles of Incorporation
- Association Bylaws
- IRS Form 1023 to file for tax-exempt status
- Letter of Determination granting tax-exempt status
- Written Executive Committee Policies and Resolutions
- Tax Identification Number designation
- Annual Corporate Filings
- Audits
- Executive Committee Minutes (to be submitted annually)
- Financial statements (to be submitted annually)
- Annual tax filing
- Directors and Officers Insurance policy
- General Liability Insurance policy
- Insurance claims applications
- Insurance disbursements/denials

SECTION 2.

The association bylaws will be maintained by the Vice-President in office, on a permanent basis.

SECTION 3.

When applicable, the following documents will be archived by the Treasurer in office, for the period specified:

- Chart or list of accounts – 7 years
- Fiscal policies or procedures – 7 years
- Financial statements – 7 years
- General Ledger – 7 years
- Check registers/books – 7 years
- Business expense documents – 7 years
- Bank deposit slips – 7 years
- Cancelled checks – 7 years
- Invoices – 7 years
- Investment records (deposits, earnings, withdrawals) – 7 years
- Property/Asset inventory – 7 years
- Petty cash receipts – 3 years
- Credit card receipts – 3 years

SECTION 4.

The following documents will be maintained by the Secretary in office: a current association membership list; all relevant meeting planning documents; list of current officers and terms with contact information.

ARTICLE XII

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting membership present at the time of the vote.