



# **ASSOCIATION OF FORENSIC QUALITY ASSURANCE MANAGERS**

## **BYLAWS**

ARTICLE 1: NAME AND OBJECTIVES .....3  
ARTICLE 2: MEMBERSHIP .....3  
ARTICLE 3: EXECUTIVE BOARD OFFICERS AND THEIR DUTIES .....5  
ARTICLE 4: MEETINGS .....7  
ARTICLE 5: COMMITTEES .....7  
ARTICLE 6: VOTING .....8  
ARTICLE 7: PARLIAMENTARY AUTHORITY .....8  
ARTICLE 8: AMENDMENTS TO THE BYLAWS .....9  
ARTICLE 9: THE AFQAM POLICY MANUAL .....9

## **ARTICLE 1: NAME AND OBJECTIVES**

- Section 1.1 The name of the organization shall be known as the Association of Forensic Quality Assurance Managers, referred to hereafter as AFQAM or the Association. AFQAM is incorporated as a nonprofit corporation in the State of Illinois.
- Section 1.2 The corporate offices of AFQAM will be located at the location determined by the governing body of AFQAM.
- Section 1.3 The objectives of AFQAM shall be:
- 1.3.1. To promote and provide quality assurance support to the forensic Science Community.
  - 1.3.2. To strive to ensure that the criminal justice community receives forensic science services that meet the highest standards of quality.
  - 1.3.3. To advocate forensic quality assurance standards.

## **ARTICLE 2: MEMBERSHIP**

- Section 2.1 AFQAM membership shall be open to those persons of professional competence, integrity and moral character
- 2.1.1 **FULL MEMBERSHIP:** Members are those who fulfill the qualifications as set forth below. They must pay dues and will have full voting privileges, and have access to the AFQAM discussion list. Full membership in AFQAM shall be available to individuals who have demonstrated their ability to function as a forensic quality assurance manager as recognized by AFQAM and who are actively engaged in forensic quality assurance at the time of application and membership renewal.
- Applicants must perform system wide or laboratory wide quality assurance duties which may include:
- Monitor laboratory/system compliance with accreditation criteria
  - Develop unified policies and procedures for their laboratory/system
  - Administer their laboratory's proficiency testing program
  - Arrange and/or coordinate technical, safety and/or quality system audits of their laboratory
  - Identify deficiencies in compliance with quality procedures with recommendations of possible remedies to laboratory administrators
  - Investigate technical quality assurance problems, evaluating their severity and coordinate their resolution and monitor the

implementation

Full members must be identified on the organizational chart for the laboratory/system as the designated Quality Manager or within a Quality Assurance Unit for the Lab/System, however named or be able to otherwise demonstrate responsibility for laboratory-wide/system-wide quality assurance as their primary job function. There could be more than one person from an organization who qualifies to be a full member.

Full members must affirm annually or as requested that he/she remains eligible for membership as stated above; failure to do so will be considered a resignation from AFQAM.

2.1.2 **AFFILIATE MEMBERSHIP:** Applicants who do not qualify for Full membership but who are advancing the profession of forensic quality assurance management or who are employees of organizations concerned with forensic quality assurance or who otherwise provide technical assistance to AFQAM (e.g., ASCLD-LAB, FQS, NFSTC, CTS, etc.) are eligible for Affiliate membership. Affiliate members pay dues, have voting privileges, may serve on committees but cannot chair a committee and will receive the member rate at all AFQAM sponsored events but do not have access to the AFQAM discussion list and do not qualify for concurrent Emeritus status.

2.1.3 **EMERITUS MEMBERSHIP:** Emeritus membership may be conferred upon previous members who have been an active member and have rendered distinguished service to AFQAM, but no longer meet the criteria for Full or Affiliate membership. A nominating letter describing the individual's contributions plus two letters of recommendation from current full AFQAM members are required. Emeritus members shall pay a token amount for dues. They have voting privileges, may serve on committees and the executive board and maintain access to the AFQAM discussion list because their experience is a valuable resource for the organization. Persons who, at the time of application, qualify for Affiliate Membership are not eligible for Emeritus Membership. However, they may qualify for Emeritus Membership when they no longer qualify for Affiliate Membership.

2.1.3.1 **FOUNDING MEMBERS:** AFQAM members who were present at the Kansas City organizational meeting will, when eligible and upon their written request or nomination, be conferred as Emeritus Members.

2.1.4 **MEMBERSHIP PRIVILEGES:** All members, regardless of membership level, may register for the AFQAM annual meeting or any AFQAM sponsored training at a reduced member rate.

Section 2.2 In accordance with these Bylaws and the AFQAM's Policy qualifications will be considered by the Membership Committee and the Executive Board. A simple

majority of a quorum of members will vote on qualified candidates for membership in AFQAM at the annual AFQAM meeting.

2.2.1. The Membership Committee shall review application documents and references and make their recommendations to the Executive Board two

(2) weeks prior to the annual meeting.2.2.2. The Executive Board will review the Membership Committee’s recommendations and offer a list of qualified candidates to the General membership for a vote at the annual meeting.

Section 2.3 Each member shall be assessed annual organization dues as defined in the Policy Manual.

Section 2.4 Termination of Membership

2.4.1. A member may terminate membership at any time upon written request to the Executive Board.

2.4.2. The Executive Board will terminate by vote the membership of a member whose annual dues are not paid. Any member so removed may petition the Board for reinstatement to membership upon payment of all delinquent dues.

2.4.3. Upon recommendation of the Executive Board for cause, a membership maybe terminated by a majority vote at a regular meeting. “For Cause” is defined as unethical conduct, conduct detrimental to the profession of Quality Assurance Managers, or conduct detrimental to the welfare of AFQAM. The Board will investigate any allegation of misconduct.

2.4.4. A member who no longer qualifies for membership under Article 2 Section 2.1 due to changes in duties will have their membership terminated.

### **ARTICLE 3: EXECUTIVE BOARD OFFICERS AND THEIR DUTIES**

Section 3.1 The Executive Board shall consist of the President, the President-Elect, the Secretary, the Treasurer and the Past President.

3.1.1. President – Shall Chair the Executive Board, preside over meetings and promote the objectives of AFQAM. The President shall establish committees and appoint members to represent AFQAM to other organizations as necessary.

3.1.2. President-Elect – Shall preside over meetings in the absence of the President. Shall assume the President’s office when the President’s term is completed. Shall chair the Program Committee for the following annual meeting.

3.1.3. Secretary – Shall record minutes of all the official meetings of AFQAM, shall maintain a current database of membership information and shall be owner-moderator of the AFQAM Board list and the AFQAM general

discussion list. The Secretary shall serve as the Membership Committee Chair.

3.1.4. Treasurer – Shall coordinate and maintain the financial records of AFQAM, shall issue annual dues notices to the membership, shall collect the annual dues and pay any expenses of the Association authorized by the Executive Board.

3.1.5. Past President – shall chair the Nominating Committee for the following year.

Section 3.2 Decisions of the Executive Board shall be by simple majority. The Executive Board may meet in person or by conference call. A minimum of three votes is necessary to take any action on behalf of the membership.

Section 3.3 The Officers shall be full or emeritus members in good standing of AFQAM. They will be elected by majority vote of the Association membership either by email ballot, mail ballot or by the Association present at an annual meeting as indicated below.

3.3.1. Terms of Office.

3.3.1.1 The President-Elect will serve as President-Elect, President and Past President, in total a 3-year term, on the Executive Board with each office being held consecutively for one-year terms. If the President cannot complete his/her term of office, the President-Elect will assume the office of President. The Past President will assume the duties of the President-Elect until a replacement for the office of President is elected.

3.3.1.2 The Secretary and Treasurer shall each serve staggered two-year terms. If the Secretary or Treasurer cannot complete their term, the vacant position will be filled by appointment by the Executive Board pending election at the next annual meeting.

3.3.2. General filling of vacancies shall be accomplished by a recommendation of the Nominating Committee approved by the Executive Board.

3.3.3. Nomination criteria will include at a minimum two (2) years Full Membership in good standing with AFQAM and attendance to at least one (1) annual membership meeting.

3.3.4. No member may hold more than one position on the Executive Board during any one year.

3.3.5. Members may serve consecutive terms in any Executive Board office.

3.3.6. An AFQAM officer may be recalled by a two-thirds (2/3) vote of members. The recall vote will be conducted by electronic mail, by regular mail or at the annual meeting. A motion to recall will not be entertained unless it is submitted to the Executive Board and is signed by 30 percent

of the membership. If an officer resigns or has been recalled from the Board, the officers will succeed as specified in 3.1.1 or an interim nominee selected by the Executive Board fills the vacant position and that position is open for election at the next annual meeting.

3.3.7. Newly elected officers will assume their duties immediately following their confirmation at the annual meeting. The past officer will transfer to the new officer all documentation, data and Association equipment essential for performing the duties of the office at that time. The past officer will facilitate the new officer's transition into his/her new official responsibilities.

#### **ARTICLE 4: MEETINGS**

Section 4.1 AFQAM shall have at least one (1) annual membership meeting per year.

Section 4.2 The President of AFQAM may call for additional meetings at any time.

Section 4.3 At the portion of any meeting that is devoted to AFQAM business, only AFQAM members will have voting privileges. Invited visitors may attend the AFQAM business meeting at the discretion of the Executive Board.

Section 4.4 The AFQAM Board will meet at least once (1) annually and at the discretion of the President. To the extent possible, notice of Executive Board meetings will be communicated to each member at least 60 days prior to the meeting date, in order to solicit any relevant agenda items. Board meetings may be held in person or electronically.

4.4.1 Funding for Executive Board members to attend Board meetings held in person will include, for each Executive Board member, the cost of a hotel room.

4.4.2. For board meetings held in conjunction with the annual membership meeting, funding will include, for each board member, the cost of a hotel room for the duration of the meeting and the member's registration fee.

#### **ARTICLE 5: COMMITTEES**

Section 5.1 The following standing committees shall be established:

5.1.1 Strategic Planning Committee

5.1.2 Nominating Committee - Chaired by the Past President

5.1.3 Bylaws Committee

5.1.4 Membership committee - Chaired by the Secretary

5.1.5 Marketing & Communications Committee

5.1.6 Education & Training Committee

5.1.7 Program Committee - Chaired by the President-Elect

5.1.8 Audit Committee

Section 5.2 The Nominating Committee shall solicit candidates from members in good standing to fill vacancies in officer's positions. The President shall establish Committee Chairs or other Committees as he/she deems necessary.

Section 5.3 The AFQAM Historian shall be designated by the President to maintain documents, minutes and other paraphernalia that will provide an accurate history of the Association.

## **ARTICLE 6: VOTING**

Section 6.1 Each member shall have one vote.

Section 6.2 A membership quorum at a meeting, for an e-mail vote or for a mail vote will consist of at least 30 percent of the current members of AFQAM. If the attendees or responders are less than a membership quorum, no official Association business may be conducted.

Section 6.3 A quorum of the Executive Board will consist of at least three members of the Board.

Section 6.4 Except as otherwise specified, all motions require a simple majority vote of the quorum for passage.

Section 6.5 If an e-mail ballot is used, a voting mechanism on the AFQAM Discussion list or the AFQAM web page (AFQAM.org) will be used to collect the votes.

## **ARTICLE 7: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern AFQAM in all instances to which its rules are applicable.

## **ARTICLE 8: AMENDMENTS TO THE BYLAWS**

Section 8.1 Proposed amendments to the Bylaws shall be submitted to the President and the Bylaws Committee Chair of AFQAM 90 days prior to a scheduled meeting. The membership shall receive drafts of proposed amendments from the Bylaws Chair at least 30 days prior to a meeting.

Section 8.2 Amendments to Bylaws shall require a two-thirds (2/3) majority vote of members in attendance at the annual meeting. To act on Bylaws at the annual meeting a quorum or 30 percent of the members must be present. If a quorum or 30 percent of the members are not present, the President may poll the members by mail or e-mail ballot.

## **ARTICLE 9: THE AFQAM POLICY MANUAL**

Section 9.1 The Policy Manual will serve as an amplification document to clarify and more completely define the regulations outlined in the Bylaws.

Section 9.2 Changes will be made to the AFQAM Policy Manual by a majority vote of the Executive Board.

<b>REVISION</b>		<b>DATE APPROVED</b>
1	Bylaws Adopted	February 2002
2	Revisions Approved	March 19, 2002
3	Revisions Approved by Membership	October 23, 2002
4	Revisions Approved by Membership	August 26, 2004
5	Revisions Approved by Membership	October 9, 2008
6	Revisions Approved by Membership	February 19, 2010