

Association for Crime Scene Reconstruction Bylaws
Amendments as Approved at the Annual Business Meeting 2024

ARTICLE ONE

NAME AND OBJECTIVES

Section 1 – Name

- A. This organization shall be known as the Association for Crime Scene Reconstruction, a non-profit corporation, referred to hereinafter as the Association or ACSR.

- B. Definition of Crime Scene Reconstruction: Using the scientific method to gain explicit knowledge of the series of events that surround the commission of a crime through deductive reasoning, inductive reasoning, physical evidence in its contextual setting, and their interrelationships.

Section 2 – Objectives

- A. The objectives of the Association are to:
 - 1. Encourage the exchange of information and procedures useful in the reconstruction of crime scenes.
 - 2. Encourage research and develop new and/or improved methods of crime scene reconstruction.
 - 3. Promote the improvement of professional expertise of persons working in the field through education and training seminars.
 - 4. Provide the opportunity for members to consult with their peers on cases.
 - 5. Publish a peer-reviewed journal with case and research presentations that will contribute to the body of scientific knowledge relating to crime scene reconstruction.
 - 6. Publish a newsletter for the distribution of information relating to the Association and to crime scene reconstruction.
 - 7. Promote cooperation and communication between agencies, disciplines, and members of the Association.
 - 8. Provide members with access to experts in the various disciplines within the Association membership.
 - 9. Provide the membership with a current roster of members through the website listing their agency, addresses, phone numbers, email addresses, job responsibilities, and area of expertise.

Section 3 - Association Limitations

- A. The Association shall be limited to such activities as fall within the purposes as prescribed by Section 501(c) (3) of the Internal Revenue Code.

- B. The Association shall be operated as a not-for-profit organization, and the powers of the Association shall be vested in its membership. No net earnings shall be distributed at any time to anyone. Should the Association be dissolved, the Board of Directors shall dispose of any assets remaining after all existing liabilities have been paid. Such assets may go only to another organization with objectives or purposes similar to those stated in our bylaws.

- C. The Association is organized exclusively for educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- D. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its

members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- E. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE TWO

MEMBERSHIP

Section 1 – Eligibility for Membership

- A. Membership in the Association shall be limited to those persons of professional competence, integrity, and moral character who:
1. Are actively and professionally engaged in crime scene reconstruction/investigation, are currently employed or contracted, deriving a substantial portion of his or her experience from the examination, identification, and evaluation of crime scenes, conducts crime scene documentation, and/or crime scene processing for a period not less than three years, using the application of commonly accepted techniques and procedures, or
 2. Having been professionally and actively engaged in crime scene reconstruction/ investigation, and having previously met the requirements set forth in subsection 1 of this section, now provide instruction in this field, or
 3. Having been professionally and actively engaged in crime scene reconstruction/ investigation, and having previously met the requirements set forth in subsection 1 of this section, now conduct research in the field, or
 4. Are currently enrolled in an institute of higher education and enrolled in a program or classes concerning crime scene reconstruction/investigation, or
 5. Are a member of a profession or professional industry that supports the field of crime scene reconstruction/investigation, or
 6. Have advanced the principles of crime scene reconstruction/investigation in some significant manner.

Section 2 – Types of Membership

- A. There shall be five types of membership in the Association with full voting privileges.
 - 1. Charter Member
 - 2. Regular Member
 - 3. Fellow
 - 4. Distinguished Member
 - 5. Emeritus Member

- B. There shall be five types of membership in the Association without voting privileges.
 - 1. Provisional Member
 - 2. Student Member
 - 3. Supporting Member
 - 4. Honorary Member
 - 5. Technical Advisor

Section 3 – Qualifications for Membership

A. Charter Member

Any member of the Association attending any meeting of this body prior to the adoption of the initial bylaws and upon whom all privileges of a Regular Membership were bestowed.

B. Regular Member

Regular Members must meet the following requirements:

- 1. Experience and Duties: Regular member applicants shall meet the requirements set forth in Section 1A, 1-3 of the bylaws. A substantial portion of an applicant's work experience shall include one or more of the following duties:
 - a. Reconstruction of crime scenes.
 - b. Investigation of crime scenes.
 - c. Interpretation of physical evidence.
 - d. Collection and/or analysis of physical and other forensic evidence.
 - e. Training and/or consultation for scene reconstruction, scene investigation, or interpretation of physical evidence.
- 2. Endorsements and Recommendations: An applicant for Regular Membership must meet one of the following endorsement criteria:

a. Have the endorsement of two current ACSR Voting Members in good standing who can attest to the applicant's qualifications, or

b. One endorsement from a current ACSR Voting Member in good standing who can attest to the applicant's qualifications and proof of active membership in one of the following organizations:

- 1) American Academy of Forensic Science
- 2) Association of Firearm and Tool Mark Examiners
- 3) International Association of Bloodstain Pattern Analysts
- 4) International Association for Identification
- 5) Other professional forensic association at the discretion of the President and Chair of the Membership Committee

c. One endorsement from a current ACSR Voting Member in good standing who can attest to the applicant's qualifications and a letter of recommendation from a state/commonwealth, federal, or other governmental judiciary, law enforcement, forensic, or criminal justice agency attesting to the qualifications of the applicant.

3. Selection

a. The evaluation process for the application for membership is as follows:

- 1) The Membership Committee shall review the application and supporting material, determine whether the applicant has met the qualifications for granting Regular Membership, and make a recommendation to the Board of Directors.
- 2) The Chair of the Membership Committee shall make the appropriate designation of member status and prepare the appropriate certificate / membership card.

C. Fellow¹

Fellow status is based upon demonstrated professional competence and service to the Association. A Regular or Charter Member may make a request to the Board of Directors for advancement to the membership level of Fellow based on the criteria below:

1. Qualification

a. A candidate for Fellow shall:

- 1) Have been a Regular Member or Charter Member in good standing for a period of at least three years prior to the date of request for advancement.
- 2) Have served as an Officer of the Association or member of the Board of Directors for at least one prescribed term.
- 3) Have made two presentations at ACSR Annual Training Conference or published two papers in an ACSR publication, or made one presentation and published one paper in the ACSR publication.

¹ See previous versions of the bylaws for qualifications in effect at that time

4) Have attended two or more of the ACSR Annual Training Conferences during the past five years prior to the date of the request for Fellow status.

5) Submit an actual crime scene reconstruction performed by the candidate with the letter requesting advancement. This reconstruction shall include the candidate's report and supporting documentation.

2. Selection

a. The evaluation process for the request is as follows:

1) The Fellow Committee will review the request for advancement and supporting material and make a recommendation to the Board. This recommendation will be either "Fellow Qualified" or "Declined." [See #5 below.]

2) A unanimous vote of the Board will result in advancement to Fellow of the ACSR. Should a unanimous vote not be obtained, but rather a simple majority, the President should attempt to address all concerns and make them known to the voting officers. A single re-vote is cast upon which a two-thirds majority will be required for advancement to Fellow

3) The President or a designee will report the results to the Membership Committee that will make the appropriate changes in member status and prepare the appropriate certificate.

4) The President or a designee will inform the Chair of the Fellow Committee whereupon all copies of the case submission will be destroyed if the candidate has not specified an alternate disposition.

5) Should an applicant be deemed "not qualified" following case submission, the following option is available at the Fellow Committee Chair's discretion:

- a) If the case was not of sufficient breadth to demonstrate mastery of reconstruction, the Fellow Committee may request an additional case be submitted. An example would be a case that highlights bloodstain pattern analysis only.
- b) The Fellow Committee may choose to request a case that demonstrates the multidisciplinary aspects of reconstruction such as sequence analysis, shooting incident reconstruction or wound dynamics be considered separately or in addition to the original case presentation.

D. Distinguished Member¹

This membership category is obtained through nomination and reserved for those who have demonstrated an extended commitment to the highest level of service in the advancement of a crime scene reconstruction field.

1. Nomination – A candidate proposed for Distinguished Member shall be nominated in writing to the President by no fewer than five (5) Regular or Charter Members in good standing. The nomination letter shall include an extensive endorsement of the candidate and shall be signed by each of the nominating members.

- a. The President shall forward the nominating letter to the Chair of the Fellow Committee.
- b. The Chair of the Fellow Committee shall notify the candidate of the nomination and secure from the candidate supporting documentation.

2. Qualifications

- a. Candidates shall have been a Fellow in good standing for a period of one year prior to their nomination for Distinguished Member.
- b. Candidates shall have served at least two terms as an officer of the ACSR (this tenure is not exclusive to service while a Fellow, but at any point during their membership). Qualifying positions are President, Secretary, Treasurer, and Member of the Board of Directors.
- c. The candidate shall be recognized for having made a significant impact on advancing the principles of crime scene reconstruction beyond service to ACSR. This may include, but is not limited to:
 1. Significant contribution to the body of knowledge in Crime Scene Reconstruction.
 2. Significant research in developing or validating techniques and procedures in Crime Scene Reconstruction.
 3. Significant record of instruction in the area of Crime Scene Reconstruction.
 4. Recognition at a national or international level for significant contribution to Crime Scene Reconstruction.

3. Selection

- a. The President shall present the name and qualifications of the candidate to the Chair of the Fellow Committee.
- b. The Fellow Committee shall thoroughly scrutinize the totality of accomplishments and service to determine if the Fellow who is nominated shall be recommended by the Committee for Distinguished Member status. This will include a review of written works, accomplishments, awards, and service.
- c. If recommended by the Fellow Committee, the President will present the name of the candidate to the Board of Directors.
- d. An initial unanimous vote of the Board will result in advancement of the nominated Fellow to Distinguished Member. Should a unanimous vote not be obtained, but rather a simple majority, the President should attempt to address all concerns of the voting officers and make them known to the Board. If questions remain, the issue may be returned to the Fellow Committee for further investigation. A single re-vote is cast upon which a unanimous decision less one will be required for advancement to Distinguished Member.
- e. The President or a designee will report the results to the Membership Committee that will make the appropriate changes in member status and prepare the appropriate certificate.
- f. The President or a designee shall inform the Chair of the Fellow Committee who shall arrange for procurement of the plaque.
- g. The nominee shall be awarded the certificate and plaque at the next annual conference banquet.
- h. Should a nominee be determined "not qualified at this time" they may be reconsidered without prejudice after a period of one (1) year if they are again nominated.

E. Emeritus Member

Emeritus Members are recognized as having served the interest of the Association or scientific discipline of Crime Scene Reconstruction in an exceptional manner, and have a record of long service as a member of the Association, or have reached the age of their agency's retirement and have retired from their usual place of employment and are no longer actively engaged in the field of Crime Scene Reconstruction.

1. Emeritus Members are Voting Members.
2. Emeritus Members shall enjoy all rights and benefits of Regular Membership but shall pay no dues.
3. Selection – Emeritus Membership may be granted to Distinguished Members upon retirement or upon Fellow who:
 - a. Have been recommended in writing to the Membership Committee, who shall determine if the individual meets the criteria as set forth above.
 - b. The recommendation shall cite the manner of exceptional service to the Association or discipline.
 - c. Only Fellows may recommend Fellows who are in good standing for Emeritus Member status.
 - d. The names of the individuals qualified to receive Emeritus Member shall be approved by a majority of the Board of Directors and presented by the President to the membership at the annual business meeting of the Association. A majority of the voting members present at the meeting shall vote in favor of Emeritus Membership in order for this recognition and status to be conferred.

F. Provisional Member - Applicants who are currently working in the field of crime scene reconstruction or investigation, and meet all other membership requirements and have secured appropriate endorsements and /or recommendations but who do not have at least three years of experience may, upon recommendation of the Membership Committee and with the approval of the Board of Directors, be accepted as a Provisional Member for a period not to exceed three years from date of acceptance. After three years as a Provisional Member, the applicant must reapply for membership as a Regular Member.

G. Student Member - Applicants who are currently students in the field of forensic science, crime scene investigation, or a closely related field, but do not have at least three years of experience may, upon approval of the Board of Directors, be accepted as Student Members for a period not to exceed three years from the date of acceptance. This membership status may be extended for an additional period should the student demonstrate proof of matriculation at a Bachelor's Degree level and acceptance to a Master's Degree program.

1. A student shall obtain endorsement from an ACSR voting member who can attest to the applicant's qualifications and a letter of recommendation from the applicant's academic department chair or instructor/professor on letterhead stating that they are, in fact, students of forensic science and/or crime scene investigation, or a closely related field.
2. A student is defined as an individual currently enrolled in one or more courses in the fields of forensic science or criminal investigation or currently enrolled in an academic degree program in either of those fields or a closely related field.

3. At the completion of Student Membership, an applicant wishing to be accepted as a Provisional or Regular Member shall apply for the requested status.
 4. Students enrolled in a natural or physical science, or other "non-forensic" degree program shall be reviewed by the Membership Committee on a case-by-case basis.
- H. Honorary Member** – The Association may bestow Honorary Membership upon those individuals who have made significant contributions to the field of crime scene reconstruction/investigation. A candidate proposed for honorary membership shall be nominated in writing to the Membership Committee by no fewer than five (5) voting members. The nomination letter shall include an extensive endorsement of the candidate and shall be signed by each of the nominating members. Candidates so nominated shall be presented to the voting membership, with the recommendations of the Membership Committee, at the next regularly scheduled business meeting of the Association after nomination has been made. A favorable vote of three-fourths (3/4) of the voting members present shall be required to bestow this honor. An Honorary Member is not required to pay dues.
- I. Supporting Member** – Individuals or corporations or other entities that have an interest in furthering the purposes of this Association, may be accepted as Supporting Members. The dues for this member type shall be three times the annual dues of a Regular Membership.
- J. Technical Advisor** – Technical Advisor is an honorary position bestowed upon the recipient by the Board of Directors. Technical Advisors shall not pay dues and shall not have voting rights. Technical Advisor is intended for individuals outside forensic science or are otherwise unqualified for other Association membership categories who have some knowledge, skill, or expertise of value to the Association and its membership.
1. Technical Advisors shall be expected to freely provide, to ACSR members, general information and guidance related to their area(s) of expertise.
 2. Technical Advisors may be nominated by any member in good standing by submitting a written recommendation to the Membership Committee along with the candidate's curriculum vitae. The recommendation shall, at a minimum, include the candidate's name, contact information, position, employment, area of expertise, and a description of how the candidate would be able to contribute to ACSR. Following a review of the recommendation and qualifications, the Membership Committee shall make a recommendation to the Board. A two-thirds majority vote of the Board shall grant membership to a Technical Advisor.
 3. Technical Advisors shall continue in a membership position at the discretion of the Board and may be removed at any time by a two-thirds (2/3) majority vote of the Board. The Board shall conduct a yearly review of the Technical Advisors at which time they may remove Technical Advisors from the roster based on the needs of the Association, negative comments from members, or other factors deemed relevant by the Board. Any Technical Advisors who are removed from the roster shall be advised of such in writing by the Membership Committee. Following this annual Board review, all approved Technical Advisors shall be contacted to ensure they are willing to continue in that capacity for the Association. Any Technical Advisor who no longer wishes to serve in this capacity shall be removed from the roster. If a Technical Advisor cannot be reached after exhausting reasonable efforts, the Board may remove that Technical Advisor and terminate the Technical Advisor's membership.

Section 4 – Application for Membership

- A. Application for membership in the Association shall be made on an official membership form to the Chair of the Membership Committee. The application shall have the appropriate voting member endorsements or verification of membership in a related approved organization, student status, and/or letter(s) of recommendation.

- B. Upon receipt of the application, the Membership Chair shall forward the application fee to the Treasurer and the application form to the appropriate committee members. The assigned committee members shall verify the information provided on the application and verify the recommendation(s) of voting members who have recommended the applicant. The committee members shall record the names of persons they contacted during the investigation in the form of a memo to the Membership Committee Chair. The application and investigation memo will then be returned to the Membership Committee Chair within sixty (60) days of receipt of the application stating if the information on the application was "verified" or "unverified". If information on the application cannot be verified, the committee member shall explain the reason in the investigation memo. The original application shall be retained by the Membership Committee.
- C. A list of new applicants, their affiliation, and the names of the recommending members shall be sent to all Voting Members or published in an ACSR publication. Publication is defined as any public notification and distribution, whether print or electronic media. Should any Voting Member have information pertinent to the applicant's suitability for membership, the Voting Member shall contact a member of the Membership Committee or Board of Directors.
- D. After a period of at least 30 days after publication of the new applicants' names, the Board of Directors shall vote to accept or reject the new applications for membership. The Board of Directors shall consider the authenticity, relevancy, and significance of any negative information provided by Members concerning an applicant. If there are questions about the qualifications of an applicant, the Board may defer the vote on that applicant's acceptance until a later meeting.
- E. When the Board of Directors votes to accept an applicant for membership, the Membership Committee Chair or a designee shall notify the new member, in writing, of the Board's decision. The Membership Committee Chair shall maintain or cause to be maintained an electronic copy of the acceptance letter in the member's file along with a copy of their application and any supporting documentation provided by the applicant.
- F. When the Board of Directors votes to reject an applicant for membership, the Membership Committee Chair or a designee shall notify the applicant, in writing, of the Board's decision listing the reason(s) for the rejection. The Membership Committee Chair shall maintain or cause to be maintained an electronic copy of the rejection letter in the applicant's file along with a copy of their application and any supporting documentation provided by the applicant.

Section 5 – Termination of Membership

- A. Termination Upon Request – Any member may terminate membership upon request, either in an electronic or printed communication, to the Secretary or Treasurer of the Association, who shall timely inform the Chair of the Membership Committee to make the appropriate changes in membership status.
- B. Termination for Failure to Pay Dues – Any member who fails to pay dues for two consecutive years will be dropped from membership.
- C. Termination for Cause - Any member may be expelled from the Association for conduct detrimental to the field of crime scene reconstruction, or conduct detrimental to the welfare of the Association. A member or members in good standing of the Association may initiate proceedings to expel another for cause by petitioning in writing to the President. The petition shall be reviewed and voted upon by the Board. If at least two-thirds (2/3) of the Board vote that the conduct is severe enough to consider the accused member for expulsion, the matter shall be presented to the membership by the Board at the next annual business meeting. The accused member shall be afforded the opportunity to present, in person or in writing at the business meeting, rebuttal to the petition. At least three-fourths (3/4) of the voting members present at the business meeting are required to vote in favor of termination in order to expel the accused member.
- D. Any member who is found to be ineligible for membership may be dropped from membership in the Association upon recommendation by the Membership Committee and approval of the Board.
- E. Any member who is found to have falsified a membership application in any way shall be dropped from membership in the Association upon recommendation by the Membership Committee and approval of the Board.

ARTICLE THREE

AWARDS, GRANTS AND RECOGNITION

Section 1 – Awards

Larry Olson Service Award

The Larry Olson Service Award recognizes superior and extended service to the Association. The candidate shall have demonstrated an extended level of effort and service in support of ACSR and its goals.

- A. The Larry Olson Service Award falls under the administrative authority of the President-Elect.
- B. The candidate shall be nominated by an ACSR member, in good standing, in writing to the Board of Directors.
- C. A candidate shall have demonstrated service to ACSR by having served in at least two of the following:
 - 1. Elected office
 - 2. Editor
 - 3. Committee Member (standing or ad hoc)
 - 4. Conference Coordinator
 - 5. Webmaster
 - 6. Conference Workshop Instructor
 - 7. Author of an article in the Association's peer reviewed publication
- D. If multiple nominations for the Larry Olson Service Award are received in the same calendar year, the President-Elect shall rank candidates and present the top-ranked candidate to the Board of Directors for vote. An initial unanimous vote of the Board of Directors will shall result in awarding the Larry Olson Service Award. Should a unanimous vote not be obtained, but rather a simple majority, the President should shall attempt to address all concerns and make them known to the voting officers. A single re-vote is cast upon which a unanimous decision will shall be required for bestowing this honor. If no unanimous vote is reached, the President-Elect shall present the next ranked candidate, if any, to the Board of Directors for vote.
- D. The Larry Olson Service Award shall not be awarded more than once per year.

Section 2 – Grants

- A. Research grants of up to \$500.00 (U.S.) may be awarded to an applicant(s) who:
 - 1. Shall conduct original research in an area of crime scene reconstruction
 - 2. Shall complete all research within a 12-month period.
 - 3. Shall submit the research project for peer review and publication in the Association Journal
- B. The Research Grant Program falls under the administrative authority of the President-Elect.
- C. Grants are contingent upon available funding.
- D. The 12-month period for research completion shall begin on the date moneys are first provided to grantee.

- E. The applicant shall submit a research proposal to the President-Elect for consideration. The research proposal shall include a detailed description of the experiment and an itemized list of all anticipated expenses.
- F. Grants shall be available to all current members to include Provisional and Student Members.
- G. Grants may also be awarded to non-members who are currently enrolled students in a forensic science or similar program. These non-member student recipients shall also be required to publish their results in the Association Journal and/or make a presentation at the Annual Training Conference. Non-member student recipients shall be assigned a mentor to help provide guidance to the student. This mentor shall be assigned by the President-Elect and shall be chosen based on expertise in the field of research.

Note: It shall be considered an ethical violation to accept a research grant and not follow through on its conditions for publication and/or presentation without extenuating circumstances.

ARTICLE FOUR

OFFICERS AND BOARD OF DIRECTORS

Section 1 – Officers

A. Elected Officers

1. The elected officers of the Association shall be the President, President-Elect, Chair of the Board, Secretary, and Treasurer. These officers, and the Board Members as described below, shall be installed at the Annual business meeting of the Association. Election of officers shall be either by mail or electronic ballot or by the vote of the voting members present at the Annual business meeting of the Association. To be nominated for, and to continue to serve as an officer or a Board member, the person must be a voting member in good standing. To be elected as an officer or Board member, a nominated person must receive the highest number of votes cast among all those running for that office.
2. The office of the President shall be automatically assumed by the member elected President-Elect the previous year and the office of Chair of the Board shall be automatically assumed by the outgoing President. The term of office for each officer shall begin at the adjournment of the business meeting at which elected, and shall end at the adjournment of the next Annual Business Meeting. Elected Officers may not succeed themselves in the office in which they served a term, with the exception of the Secretary and the Treasurer, who may serve unlimited terms in office.
3. The Elected Officers collectively make up the Executive Committee.

B. Qualifications for the President-Elect

To be eligible for nomination or election to the office of President-Elect, a member must have served as a Board Member of the Association's Board of Directors for at least one year prior to the date of nomination.

C. Appointed Officers:

The Board of Directors shall appoint such additional officers of the Association as are necessary to ensure the proper management of the Association affairs. The Past-President shall serve as Chair of the Board of Directors. These appointed officers shall be: Parliamentarian/Sergeant-at-Arms, Historian, Editor, Librarian, Webmaster (excluding any individual paid to perform these duties), and Legal Advisor.

Section 2 – Management of the Association

A. Board of Directors:

1. The powers of the Association shall be vested in its membership, but may be exercised by a Board of Directors as hereinafter defined. The general management of the Association including the levying of dues and assessments to operate the Association shall be the responsibility of the Board of Directors. The Board shall consist of the Elected Association Officers and four (4) Elected Board Members chosen from the Association membership.
2. The term office of each Elected Board Member shall be two (2) years beginning at the conclusion adjournment of the business meeting at which elected. Elected Board Member election shall occur at staggered yearly intervals.
3. A quorum of the Board of Directors shall consist of at least five (5) of its members. Board Members may vote by proxy or in person.
4. The Board of Directors shall meet at least once per year and may hold additional meetings upon reasonable notice as called by the Chair of the Board.
5. The Board of Directors shall regulate the use of the Association's copyrighted logo and may give permission for the official use of the Association's logo and name. It is the policy of The Association for Crime Scene Reconstruction to limit the use of the Association logo to the official business and correspondence of the Association. Official business is considered to be any correspondence, newsletter, announcement, or project initiated by or at the request of the ACSR Board. Any other use of the logo ~~must~~ shall have the prior approval of the ACSR Board.

Section 3 – Duties of the President

- A. The President shall be the Chief Executive Officer of the Association. The President shall preside at the meetings of the Association and the Executive Committee, appoint all committees and, with the approval of the Board of Directors, shall perform such duties as custom, parliamentary usage, or as the Board of Directors may require.
- B. Expenditures of up to \$500.00 may be authorized by the President. Expenditures of over \$500.00 will require approval of the Board of Directors.

Section 4 – Duties of the President-Elect

- A. The President-Elect shall be the second ranking Executive Officer of the Association and shall be a member of the Board of Directors. The President-Elect shall assist the President in the performance of assigned duties.
- B. The President-Elect shall have administrative control of the Awards and Grants program.
- C. 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 perform the duties of the office of the President.
- D. 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 predecessor was elected and continue for the term of one (1) year thereafter.

Section 5 – Duties of the Chair of the Board of Directors

- A. The Chair of the Board of Directors shall serve for one (1) year immediately following a term of office as President or until succeeded by the next retiring President.
- B. The Chair of the Board of Directors shall preside at the meetings of the Board of Directors.

- C. The Chair of the Board of Directors shall undertake such duties or tasks as may be assigned by the Board of Directors.

Section 6 – Duties of the Secretary

- A. The Secretary shall be responsible for the official minutes of the Association, and shall perform or supervise the execution of such additional tasks as assigned by the Board of Directors.
- B. The Secretary shall document, prepare, and publish a record of all votes and business conducted at all meetings of the Board of Directors, Executive Committee, and General Membership.
- C. The Secretary shall tally and record all votes.

Section 7 – Duties of the Treasurer

- A. The Treasurer shall receive all monies due the Association, be responsible for proposing an annual budget to the Board of Directors, keep an account of the funds, make an annual report on and safeguard said funds of the Association as provided by the Board of Directors, in accordance with accepted accounting methods and procedures.
- B. The Treasurer shall annually request an audit of the Association's financial records by the Audit Committee. This audit shall occur at the annual meeting. In the event that the Treasurer is unable to attend the annual meeting, the financial records shall be turned over to the President, prior to the meeting, and be presented to the Audit Committee for audit.

Section 8 – Association Records / Access

- A. The Association's Historian shall be the only authorized repository for Association Archives, files, books, and records. Upon vacating an Association office or committee for any reason, each past office holder or committee member shall turn over all such documents to the Association Historian for safekeeping.
- B. The files of the Ethics Committee shall be exempt from the provisions of this section. The Ethics Committee shall turn over all non-active files via the President to the Historian where they shall remain.
- C. The Association Archives (with the exception of the files of the Ethics Committee) files, books, and records shall at all times be open for inspection and examination by any member in good standing.
- D. The contents of the files of the Ethics Committee are available only to the Historian, members of the Ethics Committee, and the President.

Section 9 – Duties of the Librarian

- A. The Librarian shall create and maintain a collection of research and educational materials related to crime scene reconstruction and shall make these resources available to the membership.

Section 10 – ACSR Legal Advisor

- A. The Association Board of Directors may appoint an ACSR Legal Advisor. The ACSR Legal Advisor shall be a qualified attorney who is willing to volunteer his or her services to the Association.
- B. Duties and Responsibilities of the ACSR Legal Advisor:
 - 1. The Legal Advisor for ACSR shall offer legal advice, prepare legal documents, and perform other work for the Association at the request of the ACSR Board.
 - 2. The ACSR Legal Advisor may attend Board meetings and may offer advice during those meetings but the ACSR Legal Advisor is not a voting member.

3. The ACSR Legal Advisor is encouraged to attend the Annual Training Conferences and shall not be required to pay the registration fee.
4. The ACSR Legal Advisor is not required to pay the annual membership dues.

Section 11 – Duties of the Parliamentarian/Sergeant at Arms

- A. The Parliamentarian/Sergeant at Arms shall determine which members are in good standing with eligibility to vote prior to each annual business meeting.
- B. The Parliamentarian/Sergeant at Arms shall verify attendance and quorums at membership meetings.
- C. The Parliamentarian/Sergeant at Arms shall advise the President on parliamentary procedure.

Section 12 – Duties of the Historian

The Historian shall be the sole authorized repository for Association Archives, files, books, and records.

Section 13 – Duties of the Editor

Section 14 – Duties of the Webmaster

The Webmaster shall oversee the day-to-day maintenance and administration of the ACSR website.

Section 15 – Resignation or Removal

- A. Resignation: Any Association Officer or member of the Board of Directors may resign at any time by giving written notice to the President or Secretary.
- B. Removal: Any officer or member of the Board of Directors may be removed from office, after due process, by a three-fourths (3/4) vote of the Board of Directors.

Section 16 – Remuneration

No elected officer of the Association or Member of the Board of Directors shall directly or indirectly receive any salary or compensation for services as Officer or Board of Directors Member.

ARTICLE FIVE

PARLIAMENTARY AUTHORITY AND ELECTIONS

Section 1 – Parliamentary Authority

- A. The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

- B. A quorum, the minimum number of voting members who must be present at a properly convened meeting in order to conduct business, for all business meeting shall consist of at least 20 voting members.
- C. All votes unless otherwise specified shall require a two-third (2/3) majority to pass.

Section 2 – Procedures to Make an Amendment to the Bylaws

- A. Proposed amendments shall be submitted in writing by the Bylaws Committee to the Board of Directors sixty (60) days prior to the business meeting at which proposed amendment(s) shall be presented to the membership for vote.
- B. The Board of Directors may, at its discretion, waive the 60-day advance notice requirement.
- C. The proposed amendment(s) shall be made available to the membership at least thirty (30) days prior to the date of the next business meeting.
- D. After a proposed amendment has been published to the membership, changes that alter the substance of the amendment shall be made only by unanimous vote of those present and voting at the business meeting at which the amendment is voted upon. The vote on the change to the proposed amendment ~~must~~ shall be made prior to the actual vote on the amendment.
- E. Amendments to the bylaws shall require approval by two-thirds of the Voting Members present and voting.

Section 3 – Elections

- A. Only Voting Members whose dues are not delinquent shall be entitled to vote. Proxy voting shall not be permitted. Members who are not suspended and whose dues are not delinquent are considered to be members "in good standing."
- B. Only Voting Members whose dues are not delinquent shall be entitled to offer nominations from the floor for elected officers and board members. All such nominees shall meet the qualifications for the nominated position.
- C. All officers shall be elected by those Voting Members present at a business meeting or by the votes returned by mail or electronic ballot. A quorum required to hold a vote is at least 20 members or in the case of mail or electronic mail vote, at least 20 ballots must be returned. To be elected to any office, a nominated person must receive the highest number of votes cast for among all those running for that office. In the event of a tie, a runoff election shall be conducted.
- D. Elections shall be administered by the President with the assistance of the Nominating Committee or the Board of Directors. The Parliamentarian/Sergeant at Arms and the Nominating Committee shall be responsible for counting the ballots and certifying the results of the election.

ARTICLE SIX

STANDING COMMITTEES

Section 1 – Appointment and Term of Office of Committee Member

- A. Committee members shall be appointed by the President from the membership with the approval of the Board of Directors and shall serve for a term of one (1) year or until successors are appointed.
- B. Appointments to the Fellow Committee are for a term of two (2) years or until successors are appointed.

- C. Duties of committee members are defined by the bylaws, President, and/or the Board of Directors.

Section 2 – Committees

- A. **Ethics Committee:** All committee members shall be in good standing and be willing to serve in the investigations of alleged violations of the Code of Ethics. If a member of the Ethics Committee is a party to an ethics complaint or investigation, that person shall be temporarily removed from the Committee for the pending matter. A temporary committee member shall be named by the President and Chairman of the Board of Directors to deliberate and vote in that specific matter. If the complaint is unfounded, the original committee member shall be re-instated to the Ethics Committee. The Ethics Committee shall send all recommendations and reports in writing to the President for dissemination to the Board of Directors.
- B. **Audit Committee:** The President shall assign three (3) Voting Members in good standing at the annual meeting to audit the books. The Treasurer shall serve as a non-voting member of the Audit Committee. The Chair shall report the Committee's findings and recommendations to the President and President-Elect prior to the end of the annual business meeting.
- C. **Membership Committee:** The Membership Committee shall consist of a Chair and committee members. Members shall be appointed by the President after recommendation from the Committee Chair. The Membership Committee shall:
1. receive and review all applications for membership
 2. serve as advisors to the Board of Directors and to the General Membership regarding qualifications of applicants for membership in the Association and policy matters regarding membership.
 3. Serve as liaisons between the Association and other associations in the United States to promote Association membership.
- D. **Nominating Committee:** The Nominating Committee shall consist of a Chair and committee members. Members shall be appointed by the President after recommendation from the Committee Chair. The Nominating Committee shall:
1. Seek, screen, and select qualified candidates for offices that shall become vacant due to the expiration of tenure at the Annual meeting of the following year.
 2. Forward an announcement through the ACSR website regarding offices that shall become vacant at the Annual meeting requesting submission of names of qualified individuals interested in filling these offices.
 3. Present a slate of qualified nominees for vote to the membership at the annual meeting.
 - a. The slate should consist of a minimum of two (2) and should not exceed four (4) qualified nominees for each vacant office or position.
 - b. The Nominating Committee's slate of nominees is independent of any nominations of qualified nominees from the floor (Article Five, Section 3B).
- A voting member shall have the right to cast a ballot for one (1) qualified nominee for each office in a specific election.
- E. **Certification, Proficiency, Training and Education Committee:** Chairperson and members shall be appointed by the President. The Librarian shall be a standing member of this committee.

- F. **Fellow Committee:** The President shall appoint the Chair and committee members who shall be voting members in good standing. The term of office for the Chair and members of the Fellow Committee shall be two (2) years.
- a. Until such time as there are sufficient Fellow Members to be appointed to form this committee, other Voting Members may be appointed to this committee.
 - b. The Fellow Committee shall review the qualifications of Fellow and Distinguished Member and perform any required case reviews.
 - c. Recommendations from this Committee shall be unanimous.
- G. **Bylaws Committee:** The Bylaws Committee shall consist of a Chair and Committee members appointed by the President after recommendation from the Committee Chair.
1. The Bylaws Committee shall:
 - a) Review and recommend changes to the Association bylaws as necessary to maintain, protect, and further the goals and mission of the Association.
 - b) Serve as advisors to the Board of Directors and to the General Membership regarding clarification and/or interpretation of the language of the bylaws.
 2. The Bylaws Committee may, with the approval of the Board of Directors, make changes to grammatical and typographical errors, gender labels, standard formatting style, and other minor changes that do not result in substantive changes of the bylaws.
- H. **International Committee:** The International Committee shall consist of a Chair and Committee members appointed by the President after recommendation from the Committee Chair. The International Committee shall:
1. Seek ways to enhance the membership outside of the United States.
 2. Serve as liaisons between the Association and associations outside of the United States to promote Association membership.
- I. **Temporary Committees:** The President or Board of Directors shall appoint from the membership other committees as deemed necessary.

ARTICLE SEVEN

DUES AND ASSESSMENTS

- A. Dues and assessments shall be set by the Board of Directors and approved the membership. Assessments and/or changes to dues shall be approved by three-fourths (3/4) of the voting membership present at the Annual Business Meeting.
- B. Voting Members of all types shall pay the same dues, except Emeritus Members who do not pay dues.
- C. Supporting Members shall pay dues that are three times the dues of the Voting Members.
- D. Dues shall be due and payable on January 1st of each year. If not paid by June 30th, the dues shall be considered delinquent and the member shall no longer be considered "in good standing" and shall not vote until such dues are paid in full.

ARTICLE EIGHT

ETHICS

Section 1 – Code of Ethics

- A. The ultimate goal of the Association member shall be an objective assessment and evaluation of the crime scene and evidence collected and all additional data or information utilized in a review or reconstruction.
- B. Every member of the Association shall refrain from any misrepresentation of education, experience, training, areas of expertise or membership status.
- C. Every member of the Association shall refrain from misrepresenting data upon which an opinion or conclusion is based.
- D. Every member of the Association shall first obtain written authority from the Board of Directors to issue any statements or create published material that may appear to represent the position of the Association.
- E. No member of the Association shall exhibit professional or personal conduct adverse to the best interests or purposes of the Association or to the field of crime scene investigation or the forensic community.

Section 2 – Ethics Complaint Process

- A. Any complaint shall be submitted to the President in writing.
- B. Any complaint shall include facts, circumstances, and any other material facts in support of the complaint alleging that a violation(s) of the Code of Ethics has occurred.
- C. The Ethics Chair shall acknowledge receipt of the complaint by certified mail to the individual submitting the complaint hereafter known as the complainant.
- D. Upon receipt of the complaint, the President and the Chair of the Ethics Committee shall evaluate the complaint to determine if there are sufficient grounds for an investigation. The Chair may request the complainant to provide additional or clarifying information to ascertain the nature and circumstances of the alleged violation.
- E. If it is determined by the President and the Ethics Chair that the complaint does not support the alleged violation(s) of the Code of Ethics and hence no violation has been reported, the complaint shall be dismissed. The complainant shall be notified in writing of the dismissal. The member who is the subject of the complaint, hereafter known as the respondent, shall be notified that a complaint was made, the nature of the complaint, and that the complaint was dismissed. The respondent shall not be advised of the identity of the complainant.
- F. If it is determined by the President and the Ethics Chair that a violation(s) of the Code of Ethics may have occurred, the Ethics Committee ~~will~~ shall conduct an investigation. The Ethics Chair shall immediately notify the respondent by certified mail of the filing of the complaint and provide a copy of the complaint and all materials submitted with the complaint.
- G. The respondent shall be advised to submit, within thirty (30) days of the mailing notice, a written reply and any documents the respondent desires to have considered by the Ethics Committee during the investigation. Failure to respond shall be taken as an acknowledgement of the fact(s) as stated in the complaint.

- H. After the expiration of the reply period of the respondent, the Ethics Committee shall consider the complaint, any respondent reply, and all materials submitted by the complainant. Hereinafter, these materials shall be referred to as the complete complaint file.
- I. The Ethics Committee shall attempt to complete their investigation within ninety (90) days of receiving the complete complaint file. If more time is needed, the Ethics Chair shall advise the President of the delay and reasons for the delay. If the investigation cannot be completed within ninety (90) days, the President may allot additional time as needed up to one additional ninety (90) day period. The time from receipt of the complete complaint file to the completion of the Ethics Committee investigation shall not exceed 180 days. If the investigation on a complaint is not completed within 180 days, the complaint shall be dismissed without findings. (See exception for complaints subject to pending civil or criminal litigation, Subsection T of this section). The President shall have the ultimate responsibility for ensuring the investigation is completed in a timely manner. Should an investigation extend into the term of the incoming President, the responsibility of the investigation shall remain with the President and the Ethics Committee (as practical) under which the complaint was originally filed.
- J. Upon completion of an investigation, the Ethics Committee shall submit a written report to the President with the Committee's findings and recommendations. The recommendations may specify censure, suspension, expulsion, or unfounded/acquittal of alleged violation(s).
 - 1. Findings shall be stated as:
 - a. Unfounded/Unsupported – the investigation reveals that the complaint is untrue or the claims cannot be substantiated by any of the data submitted or reviewed
 - b. Irrelevant – the investigation reveals that the complaint does not involve the practice of crime scene reconstruction, supporting elements of reconstruction or the adherence to the ACSR by-laws (an example of such a finding might be a complaint that makes a claim of a member issuing a report late or unintentionally missing a deadline, etc.)
 - c. Founded – the investigation reveals that the complaint is true as supported by the data accumulated during the investigation
 - 2. A complaint deemed “founded” would further include a recommendation of one of these outcomes:
 - a. Censure – a judgment of strong disapproval by the committee. This shall be issued from the Ethics Committee to the President in the form of a letter clearly stating the reason a censure is warranted to include the complaint and a summary of the data used in the decision. A copy of the censure letter shall be sent to the respondent, the complainant, the Historian and the Secretary.
 - b. Suspension – a judgment that removes the member from any official connection to ACSR for a period of time to be determined by the Ethics Committee. Suspension of an ACSR member means the member is flagged as “SUSPENDED” on the roster, cannot vote or hold any official status in ACSR, cannot access the private areas of the ACSR website or journal and cannot receive any of the benefits of membership until the suspension has ended. At the end of the suspension, the member may apply to be reinstated by writing a letter to the current ACSR Board requesting reinstatement and describing how the original violation(s) have been corrected.
 - c. Expulsion – a judgment that removes the member from any official connection to ACSR indefinitely. Expulsion of an ACSR member means the member shall be flagged as “EXPELLED” on the roster and permanently loses all rights and benefits of membership. Reinstatement shall not be permitted following expulsion.

- K. The Board of Directors shall review the Ethics Committee's findings/recommendations and make the decision as to the final finding(s) of the investigation and accept, reject or request further documentation from the committee. Once sufficient information has been obtained to warrant a decision, a vote of two-thirds (2/3) of the Board in agreement shall be required to uphold the recommendations proffered. If at least two-thirds (2/3) is not achieved, the Board shall modify the recommendations as necessary.
- L. If the Board unanimously decides that an offense is of sufficient magnitude to warrant expulsion, the Board shall bring this matter before the membership at the next annual business meeting. Any member facing potential expulsion at the next annual business meeting shall be immediately suspended pending the outcome of the decision of the membership.
- M. The President shall notify the respondent in writing within ten (10) working days of any decision(s) of the Board of Directors
- N. If any disciplinary measures are implemented as a result of an investigation, the respondent may appeal the Board's decision to the general membership. The notice of appeal shall be made in writing, along with any written statement the respondent may wish to submit on the respondent's behalf, within sixty (60) days of the respondent's receipt of the Board's decision(s). Any appeal shall be discussed at the next scheduled Association business meeting of the general membership. The findings and recommendations of the committee and any essential supporting documentation as well as a copy of the supporting papers from the appellant shall be made available to voting members. At least three-fourths (3/4) of the voting members present at the business meeting shall be required to vote for reinstatement of the respondent and overrule the Board's decision(s).
- O. Should any member of the Board of Directors become a party of an ethics complaint, that person shall be excluded from any deliberation, decision(s), and vote concerning the ethics matter.
- P. If the respondent is associated by business, partnership, or any other agreement that may be construed as a conflict of interest with a member(s) of the Ethics Committee or the Board of Directors, the following shall occur. Any associated members who are on the Ethics Committee shall be temporarily removed from the Committee for the purposes of the pending investigation only. Any associated members who are on the Board of Directors shall not be party to any Board deliberation, decisions, and vote related to the ethics complaint. These associated members shall continue participating in all other ACSR Board duties. To meet the required minimum number of Board member votes for any disciplinary measure, the President and Chair of the Board shall select members in good standing not associated with the complaint to be temporarily assigned to the Board for the sole purpose only of deliberation, decisions, and vote on the pending ethics matter. These selected members shall have previously served on the Board or the Ethics Committee.
- Q. No member of the Ethics Committee or the Board of Directors may keep a copy of any part of the complaint file after the investigation is complete. All Ethics Committee members shall submit all records and notes to the President to be included in the complaint case file.
- R. The report and all supporting documentation of the ethics complaint and investigation file shall be forwarded by the President to and maintained in a file by the Historian.
- S. If the alleged violation(s) is/are founded, a record of censure, suspension, or expulsion shall be maintained in the respondent's Membership record.
- T. Any ethics investigation shall be suspended if it becomes known that the issue or circumstances surrounding the complaint is currently the subject of civil or criminal legal litigation. The complaint file shall be forwarded to the Historian as directed above.