

# BYLAWS

## CALIFORNIA ASSOCIATION OF CRIME LABORATORY DIRECTORS

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### ARTICLE I- NAME

The name of the Corporation is California Association of Crime Laboratory Directors.

### ARTICLE II - PURPOSE

Section 1. STATEMENT OF PURPOSE. The objectives and purposes of the Corporation are:

- 1.1 To promote, encourage and maintain the highest professional and ethical standards of practice in the field of forensic science laboratory services.

1.1.1 A forensic science laboratory is defined as a laboratory which employs one or more full-time-scientists whose principal function is the examination of physical evidence for criminal or civil matters, and who provide opinion testimony with respect to such physical evidence to the justice system.

1.2 To actively promote the exchange of information at the forensic science laboratory management level;

1.3 To promote an increase in the effective utilization of forensic science services;

1.4 To improve management methods in forensic science laboratories;

1.5 To promote the common professional interests of its members;

1.6 To evaluate proposed legislation, propose legislative alternatives, and assist in preparation of regulatory methods affecting forensic science laboratories.

Section 2. **FINANCIAL OPERATION.** The Corporation is not organized, nor will it be operated, for pecuniary profit and shall not declare or make dividends or other financial distribution to its members, directors, officers, or other private persons, except that the Corporation 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 Section I hereof.

2.1 The fiscal year of the Corporation shall be from July 1 to June 30.

### ARTICLE III - OFFICES

The registered corporate offices of the Corporation shall be in the State of California. Executive headquarters and business offices may be established in such city or cities of the State of California as the Board of Directors may from time to time determine.

### ARTICLE IV - MEMBERSHIP

Section 1. **REGULAR MEMBER.**

1.1 Regular membership in the Corporation is open to all persons whose major duties include the management, direction or supervision of a forensic science laboratory, and

1.1.1 Who adhere to the purposes of the Corporation;

- 1.1.2 Who pay the annual dues of the Corporation;
- 1.1.3 Who are elected to membership by three fourths of the regular members present and voting at a regular business meeting of the Corporation;
- 1.1.4 Who attend at least one of three consecutive regular meetings of the Corporation.

1.2 Each regular member shall have a single vote.

## Section 2. AFFILIATE MEMBER

2.1 Affiliate membership in the Corporation is open to other forensic scientists and interested individuals

2.1.1 Who adhere to the purposes of this Corporation;

2.1.2 Who pay the annual dues of the Corporation;

2.1.3 Who are elected to membership by three-fourths of the members present and voting at a regular business meeting of the Corporation.

2.2 Other eligibility for affiliate membership.

2.2.1 Persons eligible for regular membership who voluntarily request affiliate status;

2.2.2 Regular members who at any time, fail to meet the eligibility requirements through a change of circumstances.

2.2.2.1 Members where this provision applies, will be reclassified to affiliate member and be so notified in writing by the Board. Regular members who fail to attend at least one of three consecutive regular meetings of the Corporation.

2.2.2.2 Such regular members will be so notified in writing by the Board of Directors. Members under such notification must attend the next regular meeting of the Corporation or be automatically reclassified to affiliate member status.

2.2.2.3 Regular members who have been reclassified to affiliate member status may petition for reinstatement to regular member status subject to attendance at and participation

in one Corporation meeting in a one year period, and approval by the Board of Directors.

2.2.2.4 The Board may grant temporary exceptions to the attendance requirement for special circumstances such as sabbaticals or serious illness.

2.3 Affiliate members are not eligible to vote or to hold office.

Section 3. CHARTER MEMBER.

3.1 All regular members who attended at least three (3) California Management Association (CMA) meetings prior to January 1, 1974, and who also meet the eligibility requirements for regular membership as specified in Article IV, Section 1, shall be charter members of the Corporation.

3.2 Charter members shall have all rights and privileges of regular members.

Section 4. EMERITUS MEMBER. The Board of Directors may confer emeritus membership on those deemed eligible for such status.

4.1 Emeritus membership may be conferred upon previous members who no longer meet the criteria for regular membership and who have rendered distinguished service to the Corporation.

4.2 Emeritus members are not eligible to vote or to hold office.

4.3 Emeritus members shall have no dues obligations.

4.4 If the status of an emeritus member changes so that the requirements of a regular member are met, voting and office holding rights may be restored by action of the Board of Director.

Section 5. RESIGNATION. Any member may resign from membership in the Corporation by giving written notice to the President.

Section 6. REMOVAL OF MEMBER.

6.1 The Board of Directors may, by majority vote, remove any person from membership for failure to pay the annual dues assessment.

6.1.1 Any member so removed may petition the Board of Directors for reinstatement to membership upon payment of all delinquent dues.

6.2 A member may be removed, from membership for cause, by action of the Board of Directors.

6.2.1 Such member may appeal the action of the Board to the membership at the next meeting of the Corporation.

6.2.2 The membership may overrule the action of the Board by a three-fourths (3/4) majority of those members present and voting.

6.3 A member may be removed from membership form cause by action of the regular members.

6.3.1 Such action may be taken by a three-fourths (3/4) majority of the members present and voting.

#### ARTICLE V - DUES

Section 1. ANNUAL DUES PAYABLE. An annual dues assessment, payable to the Corporation, will be due and payable on or before January 1 of each calendar year.

Section 2. DETERMINATION OF ANNUAL DUES. The Treasurer shall determine, recommend to the Board of Directors, and collect the amount of the annual dues assessment.

2.1 The Board shall seek approval of the proposed annual dues assessment at the annual meeting of the Corporation.

2.2 The proposed assessment must be approved by a majority vote of the regular members present.

Section 3. SPECIAL DUES ASSESSMENTS. The Board may, when necessary, recommend to the membership additional special dues assessments.

3.1 The Treasurer shall give written notice of proposed special assessments to the membership at least thirty (30) days prior to a meeting of the Corporation.

3.2 A special dues assessment must be approved by a three-fourths (3/4) majority vote of the members present at a regularly scheduled business meeting, or at a special meeting.

Section 4. DELINQUENT DUES. Dues become delinquent if not paid within sixty (60) days of the due date. The member will be notified of the delinquency in writing by the Treasurer and allowed sixty (60) days to bring the dues payment current.

#### ARTICLE VI – MEETINGS

Section 1. ANNUAL MEETING. The first regular meeting of the calendar year shall be the annual meeting of the Corporation.

1.1 The Secretary shall ensure written notice is given of the date, time and place of the annual meeting, to be mailed at least thirty (30) days prior to the meeting.

Section 2. REGULAR MEETINGS. Regular meetings of the Corporation will be held at least two times per year.

2.1 Regular meetings may be two (2) day meetings, alternating geographically between North and South.

2.1.1 The Board may alter the number of days for a regular meeting or the order of alternation between North and South meetings.

2.2 Quorum. At any regular meeting, one fifth (1/5) of the regular membership shall constitute a quorum to transact business. There shall be no voting by proxy.

Section 3. SPECIAL MEETINGS. Special meetings of the members of the Corporation may be held upon the written or oral request of a majority of the Directors, or by one-half (1/2) of the regular members.

3.1 The President must set a special meeting subject to verification of the written requests.

3.2 The Secretary shall be required to send a notice of the date, time, place and purpose at least seven (7) days prior to such Special meeting.

3.3 Quorum. At any special meeting of the members, a quorum shall be the same as that required for a regular meeting.

Section 4. RULES OF ORDER AND PROCEDURE. The procedure and rules for conducting meetings of the Corporation shall be guided by Robert's Rules of Order.

## ARTICLE VII - BOARD OF DIRECTORS

- Section 1. **GOVERNMENT.** The powers, business, and affairs of the Corporation shall be assigned, conducted and controlled by the Board of Directors, except for those matters expressly reserved to the members by statute, the Articles of Incorporation, or these Bylaws.
- Section 2. **STRUCTURE** The Board of Directors shall consist of the following members: President, President Elect, Secretary, Treasurer, and Past President.
- Section 3. **NOMINATION.** Candidates for the offices of President Elect, Secretary, and Treasurer shall be nominated by a nominating committee selected by the President.
- Section 4. **ELECTION.** All of the Directors, with the exception of the President and Immediate Past President, shall be elected by the membership of the Corporation for the terms of office set forth in Section 5.
- 4.1 A President Elect shall be elected at each annual meeting of the Corporation.
- 4.2 A Treasurer shall be elected at annual meetings held in even numbered years.
- 4.3 The Secretary shall be elected at annual meetings held in odd numbered years.
- 4.4 Each director shall hold office until a successor has been qualified.
- 4.5 All Directors of the Corporation shall be elected by majority ballot by the membership of the Corporation at the appropriate annual meeting.
- 4.6 After each election the Directors shall meet to transact business and to clarify the duties of each office.
- Section 5. **TERM OF OFFICE.** The terms of office will be as follows. The President Elect shall serve one year as President Elect, one year as President and one year as Immediate Past President. The Treasurer and Secretary shall be elected to two year terms. Board members will assume the duties of office to which they were elected on July 1.
- 5.1 Any vacancy that may occur on the Board by reason of death, resignation, or other reason, may be temporarily filled by appointment by the President, until the next annual meeting.

5.2 If the office of President becomes vacant, the Immediate Past President will perform all duties of the President.

Section 6. RECALL. Any Director is subject to recall for cause upon written concurrence of two-thirds (2/3) of the regular members.

Section 7. OPERATING POLICIES OF THE BOARD OF DIRECTORS.

7.1 Meetings. Board meetings may be called at any time by the President or at the request of two Directors.

7.2 Meetings of the Board will be open to the general membership. In special circumstances, and executive (closed) session of the Board may be held, but only by unanimous vote of the Board members present.

7.3 Quorum. The presence in person, of three Directors shall constitute a quorum necessary to conduct all business of the Corporation.

7.4 Voting. Each Director shall have one vote, and unless otherwise required by statute, the Articles of Incorporation or these Bylaws, a vote of a majority of the Directors at any meeting at which quorum is present shall constitute the action of the Directors and may be represented as such for all purposes.

7.5 Oral Consent. Any action requiring a vote of the Board may be taken without a meeting, if concurrence is obtained by a majority of the Directors. Such action shall be recorded in either the Board or business meeting minutes.

#### ARTICLE VIII - OFFICERS

The officers of the Corporation shall be the President Elect, Secretary and Treasurer, elected as provided in Article VII, Section 4, and the President and Past President.

Section 1. PRESIDENT. The President is the chief executive officer of the Corporation and shall exercise powers and perform such duties as are normally ascribed to that officer as well as those powers and duties which may be designated by the Board of Directors.

1.1 It shall be the duty of the President to preside at all business and Board meetings.

1.2 Other duties shall include, but are not limited to, reviewing and signing all official, correspondence between the Corporation and other

entities and preparing the agenda for each regular business and Board meeting.

Section 2. **PRESIDENT ELECT.** The President Elect shall perform such duties as may be assigned to that office by the Board.

2.1 The President Elect shall act as liaison between the Board and meeting chairmen, and will assist the meeting chairmen in the planning and execution of regular meetings.

Section 3. **SECRETARY.** The Secretary shall prepare and distribute the minutes of the meetings of the Corporation and the Board, and perform such other duties as may be assigned by the Board.

3.1 The Secretary will maintain and be the official repository of all current and historical corporate records.

Section 4. **TREASURER.** The Treasurer shall receive, deposit, and disburse all funds of the Corporation, and perform such other duties as may be assigned by the Board.

4.1 The Treasurer shall prepare and distribute a written report of the financial condition of the Corporation at each regularly scheduled Board and Business meeting.

4.2 The Treasurer shall be responsible for the billing and collection of annual dues of the Corporation.

4.3 The Treasurer shall maintain current dues records and will report to the Board as specified in Article IV, Section 6.1.

Section 5. **PAST PRESIDENT.** The Past President is the immediate Past President of the Corporation. The Past President shall perform such duties as may be assigned by the Board. In the absence of the President, the Past President shall perform the duties and functions of the President.

Section 6. **ABSENCES OF OFFICERS.** In the absence of the President and Past President, at business or Board meetings of the Corporation, other officers of the Corporation are empowered to perform the duties of President.

6.1 The order of succession shall be President Elect, Secretary, Treasurer.

## ARTICLE IX - COMMITTEES

- Section 1.     **FORMATION.** The President may at any time appoint or dissolve committees for the purpose of making recommendations to or ensuring the smooth functioning of the Corporation.
- Section 2.     **STRUCTURE.** Committees may be composed of members and nonmembers.
- 2.1 The President or the President's designee shall be an ex officio member of all such committees.

## ARTICLE X - MAIL VOTE

- Section 1.     **AUTHORIZATION.** The Board may call for a mail vote.
- 1.1 A copy of the question shall be sent to all regular members at least thirty (30) days prior to the vote tally deadline.
- 1.2 The question thus presented shall be determined by simple majority (or a higher percentage if required by statute, the Articles of Incorporation or these Bylaws) of those votes postmarked by the vote tally deadline.
- Section 2.     Members must be sent notice of proposed changes not less than thirty (30) days prior to the vote.

## ARTICLE XI - AMENDING THE BYLAWS

- Section 1.     **METHOD FOR AMENDING.** The Bylaws shall be amended only by a mail vote of the membership.
- 1.1 A copy of each proposed Bylaws change shall be sent to all regular members at least thirty (30) days prior to the vote tally deadline.
- 1.2 The Bylaws will be amended by a two-thirds (2/3) affirmative vote of those ballots postmarked by the vote tally deadline.

## ARTICLE XII - DISSOLUTION

Dissolution of the corporation shall take place in accordance with the laws of the State of California.

Adopted 11/21/80

Amended 6/81, 1/82, 11/85, 11/87, 10/93, 10/94