

**SAN DIEGO
FORENSIC CONSULTANTS ASSOCIATION**



**CONSTITUTION
AND
BYLAWS**

SAN DIEGO FORENSIC CONSULTANTS ASSOCIATION

CONSTITUTION

(Adopted November 10, 1993)

ARTICLE I

NAME

The name of this Association shall be the San Diego Forensic Consultants Association.

ARTICLE II

OBJECTIVE

The objectives of this Association shall be to increase awareness in the legal, insurance, public and other sectors of the existence of the San Diego Forensic Consultants Association and the services offered by each of its members; to provide, for the benefit of the membership as well as the prospective client, an effective referral system in order to bring together the client and the appropriate consultant; to develop, for use by all Association members, a system of standards, policies, procedures, and other tools needed in the course of their forensic work; to further the education of Association members through discussions at regularly scheduled meetings as well as through lectures, seminars, publications, and such other means as may be identified by the Association; to promote the professionalism of the Association and its membership by fulfilling each commitment in the manner prescribed by the code of ethics adopted by the Association; and to promote the general welfare of the members. This Association is not organized for profit but rather to fulfill these objectives.

ARTICLE III

MEMBERSHIP

Membership in this Association shall be of three classes: Associate Member, Regular Member, and Senior Member.

ARTICLE IV

OFFICERS

Section 1. The elective officers of this Association shall consist of a President, Vice President, Secretary, Treasurer and four (4) Directors.

Section 2. The appointed officers of this Association shall be a Sergeant-at-Arms, a Parliamentarian and a Recording Secretary.

Section 3. The Board of Directors shall consist of the elected officers and the Junior Past President, and shall hereinafter be referred to as the "Board."

ARTICLE V

ELECTIONS

Section 1. A nominating committee consisting of at least three members shall be appointed by the President at least sixty days prior to the annual meeting.

Section 2. The officers of this Association shall be nominated at the November meeting and elected at the annual meeting in December. Newly elected officers shall be installed at the January meeting. The elected officers and the directors shall hold office until their successors are duly elected and installed.

Section 3. If any elective position becomes vacant, with the exception of that of President, the Board shall choose a member to fill the vacancy for the balance of the unexpired term.

Section 4. If for any reason the office of President shall become vacant, the Vice President shall succeed to the office of President.

ARTICLE VI

ANNUAL MEETING

The annual meeting of this Association shall be held in December of each year at such place as shall be selected by the Board.

Section 1. Written notice of the annual meeting of the members shall be given by or at the direction of the Secretary by mailing a copy of such notice, postage prepaid, not less than twenty (20) days, but not more than (90) days before such annual meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, date and hour of the meeting.

Section 2. Each member may vote in person or by proxy. All proxies shall be executed in accordance with the provisions of Section 7613 of the Non-Profit Mutual Benefit Corporation Law of the State of California. All proxies shall be in writing and filed with the Secretary and shall be revocable by written notice to the Secretary. All such proxies shall be valid for no more than forty-five (45) days following the date of execution.

Section 3. The presence in person or by proxy of a majority of the members entitled to vote shall constitute a quorum for the transaction of business. The members present at the meeting in which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum.

ARTICLE VII

DISSOLUTION

Section 1. The Board, at any meeting called for such purpose, may decree a dissolution of the Association, which shall be carried out in accordance with California Statute.

Section 2. In the event of dissolution, all property of the Association of any kind or nature, after the payment of just debts, shall be conveyed and distributed to one or more corporations, foundations, Associations or governmental agencies having objectives similar to those of this Association, which are or may be entitled to exemption under Section 531(c) of the Internal Revenue Code or any future corresponding provision, as the then Board, or the surviving members of the last Board, shall by majority vote, determine that none of its property shall inure to the benefit of any member of the Board or Officers of the Association.

ARTICLE VIII

AMENDMENTS

This Constitution and the Bylaws of the Association may be amended at any regular meeting by a two-thirds vote of the members eligible to vote present or represented by proxy and voting, provided that any proposed amendment shall be submitted in writing to the Secretary no less than sixty days prior to that meeting. A copy of the proposed amendment mailed to each member at the address registered with the Association, not less than thirty days prior to the annual meeting, shall be deemed proper notice to the membership.

BYLAWS

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I: NAME.....	1
ARTICLE II: OBJECTIVE.....	1
Section 1. Objectives.....	1
Section 2. Definitions.....	1
2.1 Forensic Consultant	1
Section 3. Regulations.....	2
ARTICLE III: MEMBERS	2
Section 1. General.....	2
Section 2. Classes of Membership	2
2.1 Associate Member	2
2.2 Regular Member	2
2.3 Senior Member	3
2.4 Emeritus Member.....	3
2.5 Fellow	3
Section 3. Requirements	3
3.1 Associate Member Requirements	3
3.2 Regular Member Requirements	4
3.3 Senior Member Requirements	5
3.4 Emeritus Member Requirements	5
3.5 Fellow Requirements	5
Section 4. Reinstatement	6
Section 5. Rights	6
Section 6. Censure/Expulsion.....	7
Section 7. Dues	7
Section 8. Prorated Dues	8

Section 9.	Assessments	8
Section 10.	Delinquency	8
Section 11.	Member Liability	8
ARTICLE IV:	EXECUTIVE BOARD	8
Section 1.	The Executive Board	8
Section 2.	Duties of the Executive Board	8
Section 3.	Quorum.....	8
Section 4.	Disbursing Funds.....	8
ARTICLE V:	OFFICERS.....	9
Section 1.	Board of Directors.....	9
	1.1 Term of Office	9
	1.2 Nominations	9
Section 2.	Duties of the Board of Directors.....	9
Section 3.	Duties of the Officers	10
	3.1 President.....	10
	3.2 Vice President.....	10
	3.3 Secretary	11
	3.4 Treasurer	11
	3.5 Immediate Past President.....	11
Section 4.	Quorum.....	11
Section 5.	Vacancy in Office.....	12
Section 6.	Appointed Positions	12
	6.1 Recording Secretary	12
ARTICLE VI:	MEETINGS	12
Section 1.	Regular Meetings.....	12
Section 2.	Special Meetings	12
Section 3.	Meeting Quorum	12
	3.1 Voting.....	13
Section 4.	Board Meeting	13

Section 5. Executive Board Meeting..... 13

ARTICLE VII: STANDING COMMITTEES 13

Section 1. Membership Committee..... 13

- 1.1 Chair 13
- 1.2 Selection 13
- 1.3 Goals 13
- 1.4 Responsibilities 13
- 1.5 Budget 13

Section 2. Program Committee..... 14

- 2.1 Chair 14
- 2.2 Selection 14
- 2.3 Responsibilities 14
- 2.4 Budget 14

Section 3. Public Relations Committee..... 14

- 3.1 Chair 14
- 3.2 Selection 14
- 3.3 Responsibilities 14
- 3.4 Budget 14

Section 4. Directory Committee 14

- 4.1 Chair 14
- 4.2 Selection 14
- 4.3 Responsibilities 15
- 4.4 Budget 15

Section 5. Newsletter Committee 15

- 5.1 Chair 15
- 5.2 Selection 15
- 5.3 Responsibilities 15
- 5.4 Budget 15

Section 6. Finance Committee..... 15

- 6.1 Chair 15
- 6.2 Selection 15

	6.3	Goals	15
	6.4	Vacancy	16
	6.5	Bank Account.....	16
Section 7.		Charter Committee	16
	7.1	Chair	16
	7.2	Selection	16
	7.3	Responsibilities	16
	7.4	Coordination.....	16
	7.5	Budget	16
Section 8.		Special Committee.....	16
	8.1	Budget	17
Section 9.		Committee Chair Fiscal Responsibilities.....	17
ARTICLE VIII: PARLIAMENTARY AUTHORITY.....			17
ARTICLE IX: AMENDMENTS TO THE BYLAWS			17

BYLAWS
(Amended December 8, 2004)
OF THE
SAN DIEGO FORENSIC CONSULTANTS ASSOCIATION

ARTICLE I

NAME

The name of the organization is **SAN DIEGO FORENSIC CONSULTANTS ASSOCIATION**, herein also referred to as "FCA," a Non-Profit Mutual Benefit Corporation in accordance with the laws of the State of California, with the principal executive offices located in San Diego County, California.

ARTICLE II

OBJECTIVE

Section 1. The objectives of the **SAN DIEGO FORENSIC CONSULTANTS ASSOCIATION** are to promote the common interests of its members, provide professional education to the membership, assist them in achieving the highest level of professionalism, advance the technology of forensic science, and more specifically to:

- 1.1 a) Promote high professional and ethical conduct by the members;
- b) Plan and conduct meetings of mutual interest and benefit to the members;
- c) Promote the practice of forensic consulting;
- d) Provide a forum within which to establish a strong working alliance with other forensic consultants to enable the sharing of common professional interests, problems and knowledge;
- e) Communicate to members current statutory and legal issues pertinent to the forensic consultant's profession.

Section 2. Definitions. Terms used in these Bylaws are defined as follows:

2.1 Forensic Consultant. A Forensic Consultant is one who has:

- a) By virtue of education, training, experience, or a combination thereof, attained expertise in one or more subject(s) or field(s) of endeavor, and

- b) Developed skill and understanding of the requirements, terminology, procedures and operation of the legal system as they apply to the expert's field of endeavor, and
- c) Combined this knowledge and experience to provide consulting services to the Court, the legal community and other clients, including public and private organizations and individuals, in matters of current or potential litigation.

Section 3. Regulations. The Articles of Incorporation, Constitution, Bylaws, and the Code of Ethics shall be the regulatory documents adhered to by the organization and its members.

ARTICLE III

MEMBERS

Section 1. General. Membership in the FCA is open to any individual who serves the legal community in a professional capacity and satisfies FCA requirements. Membership shall not be transferable. There are three basic classifications of membership in the FCA: Associate Member, Regular Member, and Senior Member. A member in good standing is a member who is not in violation of any provision of these Bylaws.

Section 2. Classes of Membership. The following are definitions for each classification of membership in the FCA.

2.1 Associate Member. There are three categories of Associate Member.

- a) Individual Associate. An individual who has an interest in, and desires to provide services to the legal community or in other ways (e.g., a teacher in a school or college) is involved with the forensic process and who has satisfied Individual Associate Membership requirements.
- b) Business Associate. A business or company which provides support services to forensic consultants and/or to the legal community and which has satisfied Business Associate Membership requirements. Businesses may only be Associate Members, without voting rights.
- c) Student Associate. A full-time student in a forensic or technical program in a community or "four-year" college, university, or technical school and who has satisfied Student Associate Membership requirements.

2.2 Regular Member. A Regular Member is a professional who offers services as a forensic consultant and who has satisfied Regular Membership requirements.

- 2.3 Senior Member. A Senior Member is a professional who offers services as a forensic consultant, having several years of experience (qualified and testified as a forensic expert in a judicial setting), and who has satisfied the Senior Membership requirements. Senior Members may be so identified in the FCA Directory.
- 2.4 Emeritus Member. An Emeritus Member is one who has been a Regular or Senior Member in good standing for at least 10 years, has reached the age of 60 years, and has retired from active forensic consulting. This is an honorary designation, and not a separate membership category.
- 2.5 Fellow. A Fellow in the Forensic Consultants Association is one who has many years of full-time equivalent experience as a forensic consultant, and has made significant contributions to the profession of forensic consulting above the normal practice. This is an honorary designation, and not a separate membership category.

Section 3. Requirements.

3.1 Associate Member Requirements.

An Individual Associate Member shall:

- a) Complete the appropriate membership application, including one sponsorship statement from any Member;
- b) Provide copies of all certificates, diplomas, licenses or other documents required by the membership application;
- c) Pay the standard application fee;
- d) Attend three general membership meetings or as otherwise prescribed by the Membership Committee; **

** Applicants who reside outside of a 100-mile radius of San Diego may have this requirement waived or modified by the Board.

- e) Receive a favorable recommendation from the Membership Committee;
- f) Receive membership approval from the Board of Directors;
- g) Pay the Individual Associate Membership fee.

A Business Associate Member shall:

- a) Complete the appropriate membership application, including one sponsorship statement from any Member;
- b) Provide representative samples of advertising and marketing copy used to reach the legal community;

- c) Pay the required application fees;
- d) Receive a favorable recommendation from the Membership Committee;
- e) Receive membership approval from the Board of Directors;
- f) Pay the Business Associate Membership fee.

A Student Associate shall:

- a) Complete the appropriate membership application, including one sponsorship statement from any Member, and one letter from an instructor;
- b) Provide copies of all certificates, diplomas, licenses or other documents reflecting enrollment and attendance required by the membership application;
- c) Pay the standard application fee;
- d) Attend three general membership meetings or as otherwise prescribed by the Membership Committee; **

** Applicants who reside outside of a 100-mile radius of San Diego may have this requirement waived or modified by the Board.

- e) Receive a favorable recommendation from the Membership Committee;
- f) Receive membership approval from the Board of Directors;
- g) Pay the Student Associate Membership fee.

3.2 Regular Member Requirements.

- a) Either (1) have been an Associate Member for at least one year, having attended a minimum of six monthly meetings and successfully completed 12 forensic consulting engagements; OR (2) have served as a forensic consultant for at least two years and successfully completed at least 24 forensic consulting engagements; in either case, he/she should have experienced at least one form of oral sworn testimony, such as a deposition, arbitration, administrative hearing or trial;
- b) In the case of an Associate Member: Provide one additional sponsorship statement from a Regular or Senior Member. In the case of an individual applying directly for Regular Member: Provide two sponsorship statements from Regular or Senior Members;
- c) Provide evidence of at least five forensic consulting assignments, such as copies of reports with personal identification redacted, and engagement documentation (letters, contracts, or retainer checks) for the required number of engagements specified in 3.2(a), and a release permitting the

Membership Committee to contact the engaging clients for an evaluation of the applicant's performance as a forensic consultant.

- d) Receive a favorable recommendation from the Membership Committee.
- e) Receive membership approval from the Board of Directors.
- f) Pay the required fee.

3.3 Senior Member Requirements. Senior Members shall:

- a) Either (1) have been a Regular Member for at least five years, having attended a minimum of three monthly meetings per year and successfully completed 60 forensic consulting engagements; OR (2) have served as a forensic consultant for at least 10 years and successfully completed at least 75 forensic consulting engagements; in either case, he/she should have experienced at least five depositions and testified as an expert in at least one trial, arbitration, or administrative proceeding in which cross-examination was required; at least 50 percent of his/her professional activities shall be in forensic consulting.
- b) In the case of a Regular Member: Provide one additional sponsorship statement from a Regular or Senior Member. In the case of an individual applying directly for Senior Member: Provide four sponsorship statements from Regular or Senior Members.
- c) Provide evidence of at least five forensic consulting assignments, such as copies of reports with personal identification redacted, and engagement documentation (letters, contract, or retainer check) for at least 20 engagements specified in 3.3(a), and a release permitting the Membership Committee to contact the engaging clients for an evaluation of the applicant's performance as a forensic consultant.
- d) Provide substantiation of testimony;
- e) Receive a favorable recommendation from the Membership Committee;
- f) Be approved by the Board of Directors;
- g) Pay the required fees.

3.4 Emeritus Member Requirements. An Emeritus Member is one who has been a Regular or Senior Member in good standing for at least 10 years, has reached the age of 60 years, and has retired from active forensic consulting. Upon written application to the Membership Committee, and with the approval of the Board, Emeritus status shall be granted. Dues shall be set by the Board.

3.5 Fellow Requirements. A Fellow in the Forensic Consultants Association is one who has many years of full-time equivalent experience as a forensic consultant, and has made significant contributions to the profession of forensic consulting above the

normal practice. This is an honorary designation, and not a separate membership category.

- a) A Regular or Senior Member may be nominated in writing by three members, or directly by the Board, for recognition for extraordinary service to the profession.
- b) Such service may include such things as establishing and teaching forensic subjects at the college/university level, publishing texts or references used by others in the forensic field within the appropriate technical specialty, authoring computer software used and relied upon by other forensic consultants on a national or international basis, recognition by his/her technical peers as a Fellow in another recognized national or international professional society, or such other distinguishing professional accomplishments as the Board and Membership Committee shall consider.
- c) The Member shall have at least 10 years of documented full-time equivalent forensic consulting experience. (10 years full-time = 15 years at 2/3rd time = 20 years half-time forensic consulting).
- d) The Board shall establish such additional dues and fees as deemed appropriate.

Section 4. Reinstatement. Any individual who has allowed his/her membership status to lapse, for other than unethical or illegal behavior, may apply for reinstatement to the membership category held when his/her membership lapsed by writing to the Membership Committee Chair. The Membership Committee may require such evidence of continued satisfactory forensic activity as they deem necessary on a case-by-case basis.

Section 5. Rights.

- a) All individual members in good standing have voting rights and may sponsor new members or guests.
- b) Associate Members may serve on, or chair, a committee.
- c) Only Regular or Senior Members may serve as a Director or Officer.
- d) Only Regular or Senior Members are eligible to have a display listing in the FCA Directory.
- e) Associate Members shall have a line listing (name, address, phone and fax numbers, and email address) in the published Directory, and will be listed in the specialty category index.
- f) Only Senior Members may use a Board-approved appellation designating Senior status.

- g) Emeritus Members shall have reduced dues, and be recognized in the Directory, on the website, and other materials as the Board determines.
- h) Fellows shall be recognized as such in the Directory, on the website, and such other materials as the Board determines.
- i) Fellows may use the designation "Fellow of the Forensic Consultants Association" on their marketing materials.

Section 6. Censure/Expulsion. Members are subject to censure and/or expulsion by the Board of Directors, using the following procedure:

- A. Complaints, accusations or requests for investigation relating to the conduct of an FCA member (hereinafter "subject") must be presented in writing (hereinafter "the writing") over the signature of the complainant (hereinafter "complainant") to the FCA Board of Directors.
- B. The Board will review the writing, discuss its merit and elect to do one or more of the following:
 - 1) Dismiss the writing based upon the personal knowledge of one or more Board members; resulting in a letter to the complainant discussing the Board's decision, or;
 - 2) Invite the complainant to a subsequent meeting with the Board to clarify the writing, and/or;
 - 3) Invite the subject to a subsequent meeting to discuss the substance of the writing with the Board, and/or;
 - 4) Appoint a special committee, to include two or more members, to investigate the writing and submit a recommendation to the Board, and;
 - 5) Review the special committee's recommendation, and either execute the recommendation as presented or mitigate the recommendation at the Board's discretion, and;
 - 6) Invite the subject to a subsequent Board of Director's meeting to discuss with him/her the decision of the Board of Directors, and;
 - 7) Inform the complainant, in writing, of the decision of the Board of Directors.

Section 7. Dues. The Board of Directors shall establish dues annually. Annual membership dues shall be remitted to the Treasurer and paid by January 31st of each year.

Section 8. Prorated Dues. A newly elected member shall be assessed the amount of the first (1st) year's dues prorated semi-annually beginning with the semi-annual period in which the applicant is elected. Such a proration is available only to new members.

Section 9. Assessments. Upon recommendation of the Board of Directors and approval of a quorum of the voting members (as set forth in ARTICLE VI, Section 3) at a regularly scheduled meeting, special assessments may be charged to the membership.

Section 10. Delinquency. Any member who has not paid dues, an approved assessment, or has not completed any other required FCA obligations within thirty (30) days' receipt of a notice of the requirement, shall temporarily forfeit all rights of membership. If such obligations are not met within an additional ninety (90) days, membership shall terminate. Upon appeal by the member, the Board of Directors shall consider special circumstances and may stay membership termination.

Section 11. Member Liability. No person who was, is now, or later becomes a member of the FCA shall be personally liable to FCA's creditors for any indebtedness or liability, and any and all creditors of the FCA shall look to the assets of the FCA for payment.

ARTICLE IV

EXECUTIVE BOARD

Section 1. The Executive Board. The Executive Board shall consist of members in good standing elected to the offices of President, Vice President, Secretary, Treasurer and the immediate Past President.

Section 2. Duties of the Executive Board. The Executive Board shall manage the affairs of the FCA. That responsibility includes acquisition and disbursement of the operating funds of FCA.

Section 3. Quorum. A quorum of the Executive Board shall consist of any three members of the Executive Board.

Section 4. Disbursing Funds. The Executive Board is authorized to disburse funds as approved by the Board of Directors.

ARTICLE V

OFFICERS

Section 1. Board of Directors. The Board of Directors of the FCA shall consist of the members of the Executive Board and four Directors-at-Large elected from the general membership. No individual shall hold more than one position on the Board simultaneously.

1.1 Term of Office. Each member of the FCA Board of Directors shall be elected to a two-year term of office, unless the term is interrupted or extended at the annual election by the membership.

1.1.1 The President, Treasurer, and two of the four Directors-at-Large shall be elected at the annual meeting of the FCA when held in odd-numbered years.

1.1.1.1 A candidate for the office of President shall have served as a member of the Board of Directors for a period of not less than one calendar year preceding his or his nomination for that office.

1.1.2 The Vice President, Secretary, and remaining two Directors-at-Large shall be elected at the annual meeting of the FCA when held in even-numbered years.

1.1.3 Exception – At the annual meeting of the FCA held in December of 2002, the President, Treasurer, and two of the four Directors-at-Large shall be elected to a one-year term of office. The Vice President, Secretary, and remaining two Directors-at-Large shall be elected to a two-year term of office.

1.2 Nominations. The Board of Directors of the FCA shall be nominated in November of each year and elected by the membership at the December annual meeting.

Section 2. Duties of the Board of Directors. The Board of Directors of the FCA has the responsibility of establishing the policies and conducting the business of the FCA.

2.1 a) The Board of Directors may authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the FCA, and this authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no officer, agent or other person shall have any power to bind the FCA by any contract or render it liable for any purpose of any amount.

b) Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such directors. Any certificate or other documents filed under this provision which relates to actions so taken shall state that the

action was taken by unanimous written consent of the Board without a meeting and that the Bylaws authorize the directors to so act, and such statements shall be prime facie evidence of such authority.

- c) Should any member of the Board of Directors be absent from three (3) consecutive meetings without approval from the Board, his/her office may by a majority vote of the Board be declared vacant. Such vacancy shall immediately be filled in the manner provided for in ARTICLE V, Section 5 of these Bylaws.
- d) Any member of the Board of Directors of the FCA whose service is unsatisfactory or who neglects the duties of his/her office shall be subject to recall. Any member may petition the membership for the recall. Such petition must state the reason for the recall and must contain signatures of twenty-five percent (25%) of the current FCA Regular members. The signed petition shall be submitted to the Board. The Board shall then call a special meeting or schedule for the next regular meeting to hear and vote on the recall petition. A fifty percent (50%) vote of the Regular membership shall be required to recall the Board member. Such vacancy or vacancies caused by the recall shall immediately be filled in the manner provided for in ARTICLE V, Section 5 of these Bylaws.

Section 3. Duties of the Officers. The Officers shall perform their respective minimum duties:

3.1 President. The duties shall be to:

- a) Serve as the Chief Executive Officer of the FCA;
- b) Represent the FCA to the general public and to professional organizations;
- c) Serve as presiding officer at the Board of Directors meetings and the general membership meetings;
- d) Appoint committee chairpersons, a Recording Secretary, a Parliamentarian, and a Sergeant-at-Arms, to serve during his/her current term, as needed for effective operation of the FCA;
- e) Ensure preparation of the budget for presentation to the Board of Directors and available to the membership by November 1st.

3.2 Vice President. The duties shall be to:

- a) Assist the President in the administration of the organization and serve on any committee, in any capacity specified by the President or the Board of Directors;

- b) Succeed to the Presidency in the event the Office of the President becomes vacant during his/her term of office.

3.3 Secretary. The duties shall be to:

- a) Have responsibility for maintaining the FCA's records, correspondence, and a schedule for the retrieval of mail as required;
- b) Respond to inquiries and correspondence, as needed, regarding the FCA.

3.4 Treasurer. The duties shall be to:

- a) Serve as the Chief Financial Officer of the FCA;
- b) Safeguard the funds of the FCA;
- c) Maintain the financial and accounting records of the FCA;
- d) Prepare and administer the budget adopted by the Board of Directors;
- e) Provide the Board of Directors with a current income and expense report at each Board meeting;
- f) Ensure that appropriate legal forms and information required by statute for a non-profit corporation are filed accurately and in a timely manner;
- g) Ensure proper signatures appear on disbursement checks as required by the Board of Directors;
- h) Chair the Finance Committee.

3.5 Immediate Past President. The duties shall be to:

- a) Serve as a member of the Executive Board;
- b) Share knowledge and experience with the President, Board of Directors and the Executive Board;
- c) Provide year-to-year continuity for the management responsibilities of the FCA;
- d) Perform such duties as requested by the President or the Board of Directors.

Section 4. Quorum. Unless otherwise required by these regulations, a quorum of the Board of Directors shall consist of five (5) of the nine (9) Board members and shall include the President or Vice President.

Section 5. Vacancy in Office. In the event of a vacancy on the Board of Directors, the office shall be filled as set forth below.

5.1 In case of a vacancy in the Office of the President, the Vice President shall succeed to the Office.

5.2 Any vacancy in an office other than President shall be filled by Board appointment.

Section 6. Appointed Positions. The appointed positions shall be a Recording Secretary, a Sergeant-at-Arms, and a Parliamentarian, who shall serve as a meeting resource at the President's direction.

6.1 Recording Secretary. The duties of the Recording Secretary shall be to record and transcribe the minutes of the Board of Directors meetings; to transmit the minutes to the Secretary for approval; to revise the minutes as directed by the Secretary; and to distribute the approved minutes to the Board. It shall also be the duty of the Recording Secretary to record, transcribe and distribute the minutes of any regular membership meeting, as directed by the President.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings. The day of regular meetings of the FCA shall be established by the Board of Directors. All members shall be notified in writing of the date, time, and location of each meeting at least ten (10) days prior to such meeting.

- 1.1 a) The regular meeting in November shall be for the nomination of elective officers.
- b) The regular meeting in December shall be known as the annual meeting of the FCA. This meeting shall include the election of new officers, receiving reports of officers and committees and general business.

Section 2. Special Meetings. Special meetings of the membership may be called by the President or the Executive Board or upon written request of at least ten (10) members of the FCA. The purpose of the meeting must be stated in the request. All members will be notified in the same manner as specified in ARTICLE VI, Section 1. In cases of emergency, at least three (3) days' notice will be given.

Section 3. Meeting Quorum. A quorum shall consist of a majority of the eligible voting members in attendance by presence or by proxy. A written notice of a meeting of the members (specifying the place, date and hour of the meeting) shall be given by or at the direction of the Secretary, by mailing a copy of such notice, postage prepaid, not less than

ten (10) days, before such meeting, to each member entitled to vote, addressed to the member's preferred location last appearing on the books of the FCA.

- 3.1 Voting. A simple majority of the eligible voting members is required to elect officers and conduct FCA business. A two-thirds (2/3) vote of the eligible voting members, present or represented by proxy, shall be required to amend the Bylaws, Constitution or Articles of Incorporation.

Section 4. Board Meeting. The Board of Directors shall meet at least six (6) times per year. The minutes of these meetings shall be recorded by an appointed Recording Secretary. Each Board member shall be notified in writing or by telephone of the date, time, and place of such meeting at least five (5) days prior to such meeting.

Section 5. Executive Board Meeting. The Executive Board shall meet as required by the President on any day agreeable to an Executive Board quorum.

ARTICLE VII

STANDING COMMITTEES

Section 1. Membership Committee. The Membership Committee shall be comprised of FCA members.

- 1.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 1.2 Selection. Membership Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 1.3 Goals. The Committee Chair shall prepare and present to the Board of Directors a list of Membership Committee goals for the coming year. This shall include an evaluation of the current membership policies and procedures, with any recommendations.
- 1.4 Responsibilities. The Membership Committee shall be responsible for membership inquiries, membership application distribution and processing, membership application review, applicant/member notification, and membership committee budget.
- 1.5 Budget. The Membership Committee shall present the following year's budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see VII, Section 6.3 (c)).

Section 2. Program Committee. The Program Committee shall be comprised of FCA members.

- 2.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 2.2 Selection. Program Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 2.3 Responsibilities. The Program Committee shall be responsible for arranging program activities for the monthly meeting.
- 2.4 Budget. The Program Committee shall present the following year's budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see ARTICLE VII, Section 6.3 (c)).

Section 3. Public Relations Committee. The Public Relations Committee shall be comprised of FCA members.

- 3.1 Chair. The Committee Chair shall be appointed by the President during the current term.
- 3.2 Selection. Public Relations Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 3.3 Responsibilities. The Public Relations Committee shall be responsible for arranging, preparing and editing press releases to promote public awareness for the FCA as a resource of specialists and consultants to the legal community. The Committee shall define, develop, cultivate and foster the image of the FCA as an association of highly skilled, ethical and professional consultants in the forensic sciences.
- 3.4 Budget. The Program and Public Relations Committee shall present the following year's budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see ARTICLE VII, Section 6.3 (c)).

Section 4. Directory Committee. The Directory Committee shall be comprised of FCA members.

- 4.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 4.2 Selection. Directory Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.

- 4.3 Responsibilities. The Directory Committee shall be responsible for publishing the FCA Directory.
- 4.4 Budget. The Directory Committee shall present the following year's budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see ARTICLE VII, Section 6.3 (c)).

Section 5. Newsletter Committee. The Newsletter Committee shall be comprised of FCA members.

- 5.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 5.2 Selection. Newsletter Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 5.3 Responsibilities. The Newsletter Committee shall be responsible for publishing a newsletter for the association.
- 5.4 Budget. The Newsletter Committee shall present the following year's budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see ARTICLE VII, Section 6.3 (c)).

Section 6. Finance Committee. The Finance Committee shall include the Treasurer and shall be comprised of FCA members.

- 6.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 6.2 Selection. Finance Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 6.3 Goals. The Finance Committee shall develop and recommend financial policies, financial reporting practices and the system of internal controls.
- a) The Finance Committee shall collect the individually proposed committee budgets by October 1st and prepare an overall budget for the Board of Directors by October 15th. The Finance Committee, along with the Board of Directors, shall determine the source of funding;
- b) The Finance Committee shall prepare the financial records for an annual audit to be conducted by an outside accredited accountant in January of each year. The results shall be forwarded to the Board of Directors;

- c) A proposed budget shall be compiled by the Treasurer at the end of his/her term that shall serve as a guideline for the incoming officers and committee chairs as to financial budget considerations.
- 6.4 Vacancy. In the event the Treasurer vacates office before the end of the elected term of office, an audit shall be conducted by the Finance Committee or an outside accredited accountant through the end of the term served.
- 6.5 Bank Account. The Finance Committee shall maintain the records of the bank account, in a financial institution, for the disbursement of FCA funds and deposits of revenue.

Section 7. Charter Committee. The Charter Committee shall be comprised of FCA members.

- 7.1 Chair. The Committee Chair shall be appointed by the President and serve during the current term.
- 7.2 Selection. Charter Committee members shall be selected by the Chair, giving due consideration to as broad a mix of membership representation as possible.
- 7.3 Responsibilities. Responsibilities of the Charter Committee are to:
- a) Review the Constitution and Bylaws of the FCA;
 - b) Recommend changes to the Board of Directors which shall fulfill the needs or clarify the purposes of the FCA;
 - c) Maintain a current master file of the Constitution and Bylaws;
 - d) Review all proposed amendments or modifications to the Constitution or Bylaws for clarity and consistency prior to a vote by the membership.
- 7.4 Coordination. The Charter Committee shall coordinate its activities with the other committees to ensure that copies of the current Constitution and Bylaws are available for distribution.
- 7.5 Budget. The Charter Committee shall present an estimated budget request to the Board of Directors by October 1st of each year. The Committee budget shall consider budget guidelines previously set forth by the Treasurer (see ARTICLE VII, Section 6.3 (c)).

Section 8. Special Committee. A special committee may be appointed at any time as the President or Executive Board deems necessary to conduct FCA business. The special committee shall be formed for the purpose of a specific task. When that specific task has been completed, the special committee shall dissolve.

8.1 Budget. The special committee shall present an estimated budget to the Board of Directors for approval.

Section 9. Committee Chair Fiscal Responsibilities. The Chair of any committee, which has as part of its function the handling of any FCA funds, shall submit a written statement of all funds or services to the Treasurer within thirty (30) days after the close of a special event.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the FCA in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules the FCA may adopt.

ARTICLE IX

AMENDMENTS TO THE BYLAWS

Section 1. The Bylaws of the San Diego Forensic Consultants Association may be amended at any regular meeting by a two-thirds (2/3) vote of the members present or represented by proxy and voting, provided that any proposed amendments shall be submitted in writing to the Secretary no less than sixty (60) days prior to that meeting. A copy of the proposed amendments mailed to each member at the preferred location registered with the FCA, not less than thirty (30) days prior to the vote, shall be deemed proper notice to the membership.