

AMERICAN SOCIETY OF TRACE EVIDENCE EXAMINERS (ASTEE)
ADMINISTRATIVE RULES

Approved June 2023

1. MEMBERSHIP

1.1 APPLICATION FORM

- 1.1.1 Prepared by the Membership Committee; including at least the following:
 - 1.1.1.1 Name and addresses (employment and mailing).
 - 1.1.1.2 Employment; current and two prior, if applicable.
 - 1.1.1.3 Curriculum Vitae to include degree(s) obtained and pertinent training.
 - 1.1.1.4 Amount of non-refundable application fee, applicant instructions and application deadline.
 - 1.1.1.5 Two endorsements by current members in good standing.

1.2 FORM AVAILABILITY

- 1.2.1 On the website and from the Membership Committee.

1.3 PROCEDURE

- 1.3.1 Applicant sends a completed application, with fee, to the Membership Committee Chair. Application for membership must be made in writing on the approved form and endorsed by two members.

- 1.3.1.1 The applicant must meet all the requirements for membership in accordance with Bylaws, Section 2.2.

- 1.3.1.2 The application form, with a nonrefundable application fee of five dollars (\$5.00), will be submitted to the Membership Committee for processing and recommendation for approval. A copy of the application or contact information will be forwarded to the Communication Committee Chair. The fee will be either deposited by the Membership Committee Chair or forwarded to the Treasurer for deposit. If the fee is deposited by the Membership Committee Chair, a copy of the deposit slip will be sent to the Treasurer. Applications are generally processed on a quarterly basis.

- 1.3.1.3 The Membership Committee Chair will forward the name(s) and recommendation of membership to the Board. After a new member's application has been approved by the Board, the Membership Committee Chair will add the new member to the Society's membership database. Applicants whose applications are approved prior to August 31st will be required to pay that year's annual dues. Applicants whose applications are approved after August 31st will not be required to pay dues for that year.

- 1.3.1.4 For membership to be approved, the applicant must receive a three-quarters (3/4) majority vote from the Board. The Board will vote on Membership at the Board meetings or by electronic communication.

- 1.3.1.5 The Membership Committee Chair shall send a letter to each new member. The letter shall contain the membership number and

serve as the membership certificate.

1.3.2 Upgrade Membership

1.3.2.1 A member may request an upgrade to Associate, Regular, or Emeritus by completing the Membership Upgrade Application available on the website and sending it, along with any required documentation, to the Membership Committee Chair.

1.3.2.2 Membership upgrades are generally processed on a quarterly basis. After review, the Membership Chair will forward the name(s) and recommendation of membership to the Board for approval. For the upgrade to be approved, the applicant must receive a three-quarters (3/4) majority vote from the Board. The Board will vote on membership at the Board meetings or by electronic communication.

1.3.3 Appeals Procedure

1.3.3.1 If the applicant was denied membership and wishes to appeal, a written appeal must be submitted to the Membership Committee Chair within thirty (30) calendar days of the date that written notification of the Board's action was mailed to the applicant. The Membership Committee Chair will review the appeal and submit a recommendation to the Board.

1.3.3.2 If the appeal is received after thirty (30) calendar days, the applicant must reapply for membership. The new application must be submitted with an application fee and a copy of the appeal.

1.3.3.3 The Membership Committee Chair shall acknowledge receipt of the appeal by certified mail or other traceable means within thirty (30) calendar days to the individual submitting the appeal and send a copy to the Board.

1.3.3.4 The Membership Committee Chair may, within thirty (30) calendar days of receipt of the appeal, request the appellant to provide additional or clarifying information or documentation. The requested information or documentation must be received within thirty (30) calendar days of the request. The Membership Committee Chair will review the appeal in light of the additional information or documentation and submit a recommendation concerning disposition of the appeal to the Board. If further information or documentation is required, the appellant must provide it within thirty (30) calendar days. All requests and additional documentation must be submitted within ninety (90) calendar days of the receipt of the appeal.

1.3.3.5 The Board shall consider the appeal at the next Board meeting. The Board will decide by simple majority vote what action should be taken on the appeal.

1.3.3.6 The President shall notify the appellant and the Membership Committee Chair in writing of the decision of the Board within thirty (30) calendar days of the Board's decision.

1.3.3.7 If the appeal is denied by the Board, a further and final appeal may be made by the applicant to the membership pursuant to Bylaws, Section 2.3.3 by submitting a written notice of appeal of the action of the Board to the President within thirty (30) calendar days of

the mailing of the notification of the Board's denial. The appeal shall be submitted for consideration and vote at the next scheduled meeting of the membership or by electronic means in accordance with Bylaws, Section 2.5.1. The vote of the membership shall exhaust the appeals process.

1.4 APPLICATION FEE

1.4.1 Five dollars (\$5.00).

1.5 ANNUAL DUES

1.5.1 Twenty-Five dollars (\$25.00). Failure to pay dues will result in a termination of membership privileges.

1.5.2 Dues notification shall be sent to the members during the first week of January for the current year.

1.5.3 Annual dues payments are due to the Treasurer by March 31st for the current year.

1.5.4 Annual dues payments received after March 31st for the current year will be assessed a five dollar (\$5) late fee.

1.5.5 The Treasurer will send a late dues notice to the member within thirty (30) calendar days after the due date.

1.5.6 If a member fails to pay dues for a fiscal year, that member must pay that fiscal year's dues, the late fee, and the current fiscal year's dues by March 31st for the current year to avoid termination.

1.5.7 If dues remain unpaid after the second occurrence, a letter of termination will be sent by the Treasurer or President within thirty (30) calendar days of the second missed due date.

1.6 NONPAYMENT OF DUES RESTRICTIONS

1.6.1 If a member fails to pay dues for a fiscal year, that member will be considered to be not-in-good standing and the following restrictions and loss of privileges would be applied:

1.6.1.1 The member's status would be marked as "Annual Dues Delinquent".

1.6.1.2 Voting rights would be revoked after dues are delinquent until dues are paid.

1.6.1.3 Delinquent members holding committee and appointed positions will be notified of their delinquency and potential loss of position 30 days after the payment due date. Removal from committee and appointed positions will occur 45 days after the annual dues due date. The delinquent member will be officially notified of their removal by the Board.

1.6.1.4 Delinquent members in elected positions will be notified of their delinquency and potential loss of position 30 days after the payment due date. Removal from an elected position would require a three-quarters (3/4) majority vote of the Board and will occur 45 days after the annual dues due date. The Board will vote at the Board meetings or by electronic communication.

1.7 MEMBERSHIP INFORMATION

1.7.1 Membership roster and information may be shared with other forensic science organizations, upon approval of the Board.

2. MEETINGS & WORKSHOPS

- 2.1 Meetings will be called at the discretion of the Board.
- 2.2 The Education Committee shall organize any Society-related workshops. Such workshops will be held at various times of the year upon approval of the Board. As part of the organizational process, the Education Committee Chair will submit a proposal including a budget for the event to the Board.
- 2.3 Budgets and funding for meetings and workshops will be decided by the Board.

3. ELECTIONS

- 3.1 **NOMINATIONS.** The Elections Committee, led by the Executive Secretary, will provide for publication on the website, newsletter, or other media, an announcement of positions to be filled in the next election, requesting a response from interested members with qualification information for publication, including an updated, detailed CV.
- 3.2 The Position of President is filled by the President-Elect in accordance with the Bylaws.
- 3.3 All election processes will be performed as laid out in the Society's Bylaws, Section 3.3.3.

4. FISCAL

4.1 EXPENSE PAYMENTS

4.1.1 All payments are subject to the following rules. No checks are to be made payable to cash, and split payments are not to be used to circumvent the following rules. Without the required documentation, the next higher level of approval is required.

- 4.1.1.1 Any amount below one hundred dollars (\$100.00) – Requires prior approval by the Treasurer. Payment upon presentation of bill/receipt(s).
- 4.1.1.2 Any amount over one hundred dollars (\$100.00) but not exceeding four hundred dollars (\$400.00) – Requires prior approval by the President. Payment upon presentation of bill/receipt(s).
- 4.1.1.3 Any amount over four hundred dollars (\$400.00) – Requires prior approval by the Board. Payment upon presentation of bill/receipt(s).

4.2 DEPOSITS

- 4.2.1 All accounts shall be in ASTEE's or function's name.
- 4.2.2 Funds are to be deposited so as to obtain maximum interest without restricting access for operational needs.
- 4.2.3 The Treasurer shall have signature authority on the primary account(s).
- 4.2.4 No person shall open an account in the name of the Society without prior approval of the Board.
- 4.2.5 All accounts are subject to regulations in these Administrative Rules.
- 4.2.6 All special accounts are to be closed as soon as the purpose is completed, and all checks have cleared.
- 4.2.7 All statements, checks, etc. are to be sent to the Treasurer

5. WEBSITE

- 5.1 The website shall serve as a means to disseminate information related to the Society and shall be updated as appropriate.
- 5.2 CONTENT AND SOURCES
 - 5.2.1 Trace Evidence and other Forensic Science related information which may be posted on the website includes, but is not limited to:
 - 5.2.1.1 Technical information and other submitted material.
 - 5.2.1.2 Employment opportunities.
 - 5.2.1.3 Regional and National meeting information including, but not limited to, dates, registration information, workshop and meeting details.
 - 5.2.1.4 President's message.
 - 5.2.1.5 Upcoming workshop and training opportunities.
 - 5.2.1.6 Minutes and other reports of the meeting. (Officers)
 - 5.2.1.7 Request for nomination of candidates. (Executive Secretary)
 - 5.2.1.8 List of the candidates with brief resumes. This can also be done by other electronic means such as electronic voting. (Executive Secretary)
 - 5.2.1.9 List Membership information and application. (Membership Committee Chair)
 - 5.2.1.10 Trace Evidence Procedural and Protocol Guidelines (ASTMs, SWGs, Others).
 - 5.2.1.11 Certification programs available.
 - 5.2.1.12 Bylaws, Administrative Rules, and Operating Policy and Procedures.
- 5.3 DISTRIBUTION
 - 5.3.1 The "Members Only" section will be made available to all members in good standing.

6. BOARD OF DIRECTORS

- 6.1 The Board will consist of the offices of President, President-Elect, Secretary, Treasurer, and three (3) Directors.
- 6.2 The Executive Secretary, appointed by the President in accordance with the Bylaws, Section 3.4, will be a non-voting member of the Board.
- 6.3 The Board may appoint any Past President to be an *ex officio* member of the Board.
- 6.4 The Board will, upon request, consider reimbursement for travel expenses incurred by Board members in order to attend Board meetings.

7. OFFICE OF THE PRESIDENT

- 7.1 DUTIES – The following includes some of those prescribed by the Bylaws:
 - 7.1.1 Preside at Society and Board meetings.
 - 7.1.2 Conduct the business of the Society and promote the fulfillment of its objectives.
 - 7.1.3 Designate Committee Chairs unless predetermined by the Bylaws. Appoint other committees and positions from the membership as deemed necessary.

- 7.1.4 Approve expenditures between \$100.00 and \$400.00.
- 7.1.5 Serve as a member of the Elections Committee for two (2) years following service as the President.

8. OFFICE OF THE PRESIDENT-ELECT

- 8.1 DUTIES – The following includes some of those prescribed by the Bylaws:
 - 8.1.1 Fulfill the President's duties should the President be absent, leave office, or become incapacitated.
 - 8.1.2 Serve as Member of the Audit Committee.

9. OFFICE OF THE SECRETARY

- 9.1 DUTIES – The following includes some of those prescribed by the Bylaws:
 - 9.1.1 Record minutes of meetings.
 - 9.1.2 Record members' attendance at all business meetings.
 - 9.1.3 Draft copies of Board meeting minutes will be supplied to Board members within two weeks of a Board meeting.
 - 9.1.4 Maintain a file of Society correspondence, reports, and other information related to Society business.
 - 9.1.5 Maintain a supply of letterhead and other ASTEE forms.
 - 9.1.6 Maintain a working knowledge of Robert's Rules of Order.
 - 9.1.7 Maintain a file with the current Bylaws, Administrative Rules and Code of Ethics received from the Bylaws Committee Chair.

10. OFFICE OF THE TREASURER

- 10.1 DUTIES – The following includes some of those prescribed by the Bylaws:
 - 10.1.1 Submit the financial reports with any appropriate comments or suggestions regarding expenditures for approval at meetings. The financial reports may be a summary of account holdings, deposits, and expenditures.
 - 10.1.2 Maintain financial records, including revenues, expenses and receipts.
 - 10.1.3 Assist the Audit Committee with the yearly audits.
 - 10.1.4 Provide changes of address to the Communications Officer.
 - 10.1.5 Prepare and submit appropriate IRS Forms.
 - 10.1.6 File (or appoint agent to file) any and all necessary documents with the state of New Jersey.

11. OFFICE OF EXECUTIVE SECRETARY

- 11.1 DUTIES
 - 11.1.1 Serve as liaison between Appointed Standing Committees detailed below and the Board.
 - 11.1.2 Represent the committees in the Board meeting.
 - 11.1.3 Serve as Chair of the Elections Committee.
 - 11.1.4 Supervise the tabulation of ballots regarding elections or other Society votes.

12. DIRECTORS

12.1 DUTIES

- 12.1.1 Act on duties related to the Society at the direction of the Board.
- 12.1.2 Participate on or Chair a committee.

13. WEBMASTER

13.1 At the discretion of the Board, the Webmaster may be appointed from the membership or designated as a contract position to be filled by an outside service provider.

- 13.1.1 If the Webmaster is appointed from the membership, the Webmaster will also serve as a member of the Communications Committee.

13.2 DUTIES

- 13.2.1 Maintain the website as prescribed in the Administrative Rules.
- 13.2.2 Post and update required documents of ASTEE as necessary.

14. AUDIT COMMITTEE

14.1 RESPONSIBILITIES

- 14.1.1 Conduct and complete an audit of the Society's books following each fiscal year and present a report to the Board.
- 14.1.2 The report shall be made available to members at the next business meeting, via electronic communication, posted in "Members Only" section of website, or available in the ASTEE newsletter.

14.2 MEMBERS

- 14.2.1 The Chair shall be appointed by the President.
- 14.2.2 Interested members in good standing appointed by the President.
- 14.2.3 The President-Elect.
- 14.2.4 No committee member (including the Chair) can have acted as President or Treasurer during the fiscal year(s) being audited.

15. BYLAWS & ADMINISTRATIVE RULES COMMITTEE

15.1 RESPONSIBILITIES

- 15.1.1 Review and recommend changes to Bylaws, Administrative Rules, and ASTEE Code of Ethics.

15.2 MEMBERS

- 15.2.1 The Chair shall be appointed by the President.
- 15.2.2 At least three interested members in good standing appointed by the President.
- 15.2.3 The Committee must include at least one Board member.

16. MEMBERSHIP COMMITTEE

16.1 RESPONSIBILITIES

- 16.1.1 Investigate the qualifications of each applicant.
- 16.1.2 Prepare and publish an application form.
- 16.1.3 Make recommendations for actions on membership applications to the

Board.

16.1.4 Notify applicants of actions taken.

16.2 MEMBERS

16.2.1 The Chair shall be appointed by the President.

16.2.2 Interested members in good standing appointed by the President.

16.2.3 Should include at least one member of the previous year's committee.

17. ELECTIONS COMMITTEE

17.1 RESPONSIBILITIES

17.1.1 Prepare a slate of candidates for Board positions to be filled in the next election.

17.1.2 Prepare candidate biographical documents for publication on website or other means of distribution no less than fourteen (14) calendar days prior to the annual election.

17.1.3 Prepare ballots for distribution.

17.1.4 Tabulate and provide election results to the Board. The Elections Committee Chair may select members, other than committee members, to tabulate results.

17.1.5 Notify candidates of outcomes of the election and provide election results for dissemination to members.

17.1.6 Address challenges made to election processes or results.

17.2 MEMBERS

17.2.1 The Executive Secretary serves as Chair of the Elections Committee.

17.2.2 The previous two (2) Past Presidents are automatically members of the Elections Committee.

17.2.3 Three (3) interested members in good standing appointed by the President.

18. COMMUNICATIONS COMMITTEE

18.1 RESPONSIBILITIES

18.1.1 Provide communication support to members and partners on behalf of ASTEE and the Board.

18.1.2 Prepare and present information to membership on the website and through email.

18.1.3 Coordinate with the Membership Committee and keep an updated list of contact information to ensure communications reach all members.

18.1.4 Support communication with sponsors and event coordinators as needed.

18.2 MEMBERS

18.2.1 The Chair shall be appointed by the President.

18.2.2 Interested members in good standing appointed by the President.

18.2.3 Should include at least one member of the previous year's committee.

18.2.4 If appointed from the membership, the Webmaster will also serve as a member of this committee.

19. AWARDS COMMITTEE

19.1 RESPONSIBILITIES

- 19.1.1 Review applications and nominations submitted for a given award.
- 19.1.2 Submit the name(s) of the selected recipient(s) to the Board for final approval.
- 19.1.3 Update the award criteria as necessary, including but not limited to, the wording of the solicitation, the type of award, and the amount of the award offered by the Society. Substantive changes to award criteria shall be approved by the Board.
- 19.1.4 Work with the Communications Committee to advertise and send out information related to the award.
- 19.1.5 All awards are contingent upon the availability of funds.
- 19.1.6 The titles, requirements, and conditions of the awards offered (as outlined below in Section 19.3) are all subject to modification with approval from the Board.
- 19.1.7 Additional awards may be created subject to approval from the Board.

19.2 MEMBERS

- 19.2.1 The Chair shall be appointed by the President.
- 19.2.2 Interested members in good standing appointed by the President.
- 19.2.3 Should include at least one member of the previous year's committee.

19.3 AWARDS

19.3.1 Edmond Locard Award for Excellence in Trace Evidence

- 19.3.1.1 Presented annually to a nominee who has made a significant impact in the field, whether through teaching, training, research, or innovations in techniques, methods, or instrumentation.
- 19.3.1.2 Nominees are required to have been active in the field of Trace Evidence for at least ten years; they do not have to be ASTEE members.
- 19.3.1.3 Those making nominations shall be ASTEE members in good standing.
- 19.3.1.4 The award is presented in the form of a plaque.
- 19.3.1.5 Prior nominations may be reactivated by sending an e-mail to the nominating committee requesting that the nomination for that individual be refreshed.
- 19.3.1.6 Nominations should include a summary of the nominee's background and the reason(s) for the nomination.

19.3.2 Hooke College of Applied Science Training Award

- 19.3.2.1 Offered in partnership with and funded by Hooke College of Applied Sciences.
- 19.3.2.2 Presented annually contingent on the availability of applicable courses.
- 19.3.2.3 Provides registration for any upcoming course offered by Hooke College of Applied Sciences and up to a \$500 reimbursement for travel. Virtual training courses qualify for this award but will not include the \$500 travel stipend.
- 19.3.2.4 Applicants shall be current ASTEE members in good standing.
- 19.3.2.5 Applicants shall submit a letter, which includes their name, address, occupation, phone number and email where they can be reached, information detailing the course they would like to attend at Hooke College, and explain how this class will benefit them.

19.3.3 Professional Development Award

- 19.3.3.1 Offered in partnership with and funded by the McCrone Research Institute.

- 19.3.3.2 Presented annually contingent on the availability of applicable courses.
- 19.3.3.3 Provides registration for any upcoming McCrone Research Institute class and up to a \$500 reimbursement for travel. Virtual training courses qualify for this award but will not include the \$500 travel stipend.
- 19.3.3.4 Applicants shall be current ASTEE members in good standing.
- 19.3.3.5 Applicants shall submit a letter which includes their name, address, occupation, phone number and email where they can be reached, information detailing the course they would like to attend at McCrone Research Institute, and explain how this class will help with their Trace Evidence professional development.
- 19.3.4 Research Grant Award
 - 19.3.4.1 Created to promote research to advance the field of Trace Evidence.
 - 19.3.4.2 Presented annually in the amount of \$1000.
 - 19.3.4.3 The applicant must be an ASTEE member in good standing.
 - 19.3.4.4 Members of the ASTEE Board of Directors are not eligible for this award.
 - 19.3.4.5 Applicants submit a written research proposal (less than 1000 words) detailing their research goals, how the research will benefit Trace Evidence, the length of time anticipated to complete the research, how the grant will help them accomplish their research, and whether it is supported by their department. The applicant should also describe their background in Trace Evidence.
 - 19.3.4.6 The award recipient shall be required to send a summary of their research results to the ASTEE Board of Directors within one year of receiving the grant.
 - 19.3.4.6.1 Extensions may be granted at the discretion of the Board.
 - 19.3.4.6.2 Failure to submit the results of this research to the ASTEE Board of Directors within one year of being granted the award will require the award winner to return the \$500 research project award to ASTEE.
 - 19.3.4.7 The recipient is encouraged to publish their results in the ASTEE Journal.
- 19.3.5 Scholarship Award
 - 19.3.5.1 Award is presented to a graduate student who has demonstrated academic excellence in the field of Forensic Science, with an emphasis in Trace Evidence
 - 19.3.5.2 Presented annually in the amount of \$1000.
 - 19.3.5.3 Includes a 2 year membership in ASTEE.
 - 19.3.5.4 Applicants shall be currently enrolled in a Forensic Science or related science program with plans on pursuing work in the Trace Evidence field
 - 19.3.5.5 Applicants shall submit an essay of no more than 1000 words in which they detail their personal goals with regards to Trace Evidence, their achievements, and why they feel they should be considered for this award.

- 19.3.5.6 Applicants shall provide an official school transcript which must include semester grades for the most recent completed semester, and a letter of recommendation from a professor in the applicant's graduate curriculum.
- 19.3.5.7 Applicants shall submit the Scholarship Applicant form and the Scholarship Recommendation Form with their application materials.
- 19.3.6 Travel Award
 - 19.3.6.1 For travel greater than 50 miles to attend and present at joint meetings
 - 19.3.6.2 Typically offered in the amount of \$500.
 - 19.3.6.3 When offered, an email shall be sent to the membership and specific award details including deadlines shall be posted on the website.
 - 19.3.6.4 The applicant shall be an ASTEE member in good standing
 - 19.3.6.5 Applicants shall send an essay of a maximum of 1000 words detailing why the applicant should be given this award, ASTEE membership number, the best address for the award, and details regarding the oral or poster presentation they will be giving at the meeting.
- 19.3.7 Additional (ad hoc) awards may be added at the discretion of the BOD and facilitated by the Awards Committee.

20. PUBLICATIONS COMMITTEE

20.1 RESPONSIBILITIES

20.1.1 Oversee the publication of the Society Newsletter to include the solicitation of material and the responsibility of editing content.

20.1.1.1 The committee reserves the right to deny solicited content from publication and/or to edit the content as deemed necessary.

20.1.1.2 If significant edits to the content are deemed necessary, the publication committee shall attempt to notify the author(s).

20.1.2 Oversee the publication of the Society Journal (JASTEE)

20.1.2.1 Solicits manuscripts.

20.1.2.2 Oversees the double-blind review process and evaluating revisions as necessary.

20.1.2.3 Responsible for compiling manuscripts into an issue and formatting of JASTEE.

20.2 MEMBERS

20.2.1 The Chair shall be appointed by the President.

20.2.2 Interested members in good standing appointed by the President.

21. ETHICS COMMITTEE (See Bylaws for Code of Ethics)

21.1 RESPONSIBILITIES

21.1.1 Review all complaints received that specify a violation of the Code of Ethics.

21.1.2 Upon review of such complaints, recommend a course of action to the Board. The final decision on all committee recommendations shall rest with the Board.

21.2 MEMBERS

21.2.1 The committee is an *ad hoc* committee that will consist of at least five members in good standing appointed by the President or President-Elect as required to review ethics violations.

21.2.2 Includes two current Board members.

21.2.3 Includes three non-Board members.

21.2.4 Should any Board members be the subject of, or involved with, the complaint they may not serve on the committee.

21.3 PROCEDURE

21.3.1 A written complaint alleging violation(s) of the Code of Ethics must be submitted to the President (or President-Elect if the President is the subject of the complaint).

21.3.2 The President (or President-Elect) shall acknowledge the receipt of the complaint by certified mail or other traceable means, within thirty (30) calendar days, to the individual submitting a complaint (complainant).

21.3.3 The President (or President-Elect) shall appoint a committee, including a Chair, and as defined in section 21.2 above, to investigate the complaint.

21.3.4 The Chair shall evaluate the complaint to determine whether additional information or clarification is needed to ascertain the nature and circumstances of the alleged violation.

21.3.4.1 The Chair may request the complainant to provide additional or clarifying information.

- 21.3.4.2 The Chair shall determine whether the Ethics Committee has jurisdiction and whether the complaint alleges a violation of the Code of Ethics.
 - 21.3.4.3 If the Chair finds that the Ethics Committee does not have jurisdiction or that the complaint does not allege a violation of the Code of Ethics, the complaint shall be dismissed. In the event of dismissal, the complainant shall be notified of the dismissal in writing, and 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.
 - 21.3.4.4 The Ethics Committee shall make a written report to the Board explaining its actions, including all documents received in this complaint, within sixty (60) calendar days.
- 21.3.5 If the Chair finds that the Ethics Committee has jurisdiction and that the complaint alleges a violation of the Code of Ethics, the respondent shall be notified of the filing of the complaint and provided with a copy of the complaint and all materials submitted with the complaint.
- 21.3.5.1 The respondent shall be advised that he/she may submit, within thirty (30) calendar days of the date of the notice, a written reply and any documents the respondent desires to have considered by the Ethics Committee to determine if probable cause exists to proceed with a hearing on the matters raised in the complaint. After the expiration of the reply period, the Ethics Committee shall consider the complaint, any reply, and all materials submitted by the complainant or the respondent and determine whether there is probable cause to believe that the allegations of the complaint are true.
 - 21.3.5.2 If probable cause is not found, the Ethics Committee shall make a written report to the Board explaining its actions, including all documents received on this complaint, within sixty (60) calendar days. If probable cause is not found, the complaint shall be dismissed, and the complainant and the respondent notified of the dismissal.
 - 21.3.5.3 If probable cause is found to exist, the Ethics Committee shall schedule and conduct a hearing as provided in Section 21.4 of these Rules.
- 21.3.6 If probable cause is found to exist and a hearing is, or is to be, scheduled, the Ethics Committee should conduct an investigation of the matters raised in the complaint and secure written statements and documents for consideration by the Committee. Copies of any materials submitted to the Ethics Committee by any committee member shall be made available for inspection by the complainant and the respondent.
- 21.3.7 This process may be suspended at any time at the discretion of the Ethics Committee if it becomes known that the circumstances surrounding a complaint are being dealt with by any court or other competent body, pending its resolution.
- 21.3.7.1 The complainant, the respondent, and the Board shall be notified in writing of the suspension within sixty (60) calendar days of the decision.

- 21.3.7.2 At the discretion of the Ethics Committee, the investigation may be resumed within sixty (60) calendar days from notification of the completion of the external process. The complainant, respondent, and the Board will be notified in writing of the Ethics Committee's decision to either resume or close the complaint.

21.4 HEARING ON THE COMPLAINT

21.4.1 The complainant and respondent shall be notified by certified mail or other traceable means with respect to the nature and particulars of the complaint; the date, time, and location of the Ethics Committee hearing; the rights of the parties to submit written statements for consideration at this hearing; and the rights of the parties to confront one another.

21.4.1.1 This notification is to be made at least thirty (30) calendar days prior to the hearing. All written submissions from the complainant and the respondent (or their representatives) must be received at least seven (7) calendar days prior to the hearing.

21.4.1.2 The complainant and/or respondent may be present at the hearing and address the Ethics Committee prior to the committee's decision. The complainant and respondent shall be responsible for any expenses incurred by them to attend this hearing. Additional witnesses may be heard; legal representatives for all parties involved may be present.

21.4.2 A quorum of the Ethics Committee will be fifty (50) percent plus one (1).

21.4.3 All documents and physical items collected to date will be presented to the Ethics Committee.

21.4.4 Both sides may present their views and opinions in an orderly fashion, although time to do this may be limited by the Ethics Committee (by a simple majority vote of the Committee members present) to whatever length they deem reasonable.

21.4.5 Any member of the Ethics Committee may question all persons making presentations. The Ethics Committee will decide by a simple majority vote who may be present at any part of this hearing.

21.4.6 The Chair shall provide a written report of the outcome of the hearing to the Board within sixty (60) calendar days from the date of the Ethics Committee hearing. The report is to present a concise summary of the facts for both parties, with regard to the credibility of the evidence, and conclude with recommendations for action by the Board.

21.4.7 The report and its contents shall be treated as confidential and not publicized.

21.4.8 The complainant and the respondent shall be notified in writing of the recommendations being made by the Ethics Committee to the Board but shall not be provided with a copy of the report.

21.5 BOARD OF DIRECTORS ACTION

21.5.1 The Board shall consider the Ethics Committee report at the next meeting of the Board. The complainant and respondent shall be notified by certified mail or other traceable means as to the date, time, and location of the Board meeting.

21.5.2 If the respondent and/or complainant wish to attend this meeting, notification to the President must be made at least fifteen (15) calendar days prior to the meeting. The respondent and/or complainant will be responsible for any personal expenses incurred to attend the meeting.

21.5.3 The Board will decide by a three-fourths (3/4) vote what action should be taken with the complaint. The action of the Board can be one of the following:

21.5.3.1 Dismiss the complaint, with no further action.

21.5.3.2 Uphold the complaint and issue a letter of reprimand, with or without sanctions.

21.5.3.3 Revoke membership.

21.5.4 The President of ASTEE shall notify the respondent and complainant of the decision by certified mail or other traceable means within ten (10) calendar days of the decision.

21.5.5 A former member who has been expelled may appeal to the membership for reinstatement in ASTEE. A member who has been reprimanded and/or sanctioned may appeal to the membership for a reversal of the decision.

21.5.5.1 The appellant must file a written appeal, along with any supporting statements on the appellant's behalf, with the Secretary not less than ninety (90) calendar days prior to the next membership meeting. (A membership meeting may be one of the following, pursuant to the Bylaws, Section 2.5: a business meeting, a general meeting, a special meeting, or an on-line notification made to the membership.) The Secretary shall immediately advise the members of the Board of the appeal and shall send each of them a copy of the appeal and supporting statements.

21.5.5.2 The Board will then prepare a written statement of the reasons for its decision and file a copy with the Secretary not less than sixty (60) calendar days prior to the next membership meeting.

21.5.5.3 The Secretary will provide to each voting member of ASTEE a copy of the appellant's appeal and supporting documents, as well as a copy of the Board's statement, thirty (30) calendar days prior to the next membership meeting.

21.5.5.4 Termination may be reversed pursuant to the Bylaws, Section 2.4.3.

21.5.6 If the Board takes action as specified in Section 21.5.3 without appeal, then the Board shall prepare a written statement of the reasons for its decision and file a copy with the Secretary not less than sixty (60) calendar days prior to the next membership meeting.

21.5.6.1 The Secretary will forward, to each voting member of ASTEE, a copy of the Board's statement not less than thirty (30) calendar days prior to the next membership meeting.

21.5.6.2 The statement will be presented to the membership at the membership meeting and the Board will explain its actions.

21.5.6.3 The membership will approve or disapprove the actions of the Board, in all or in part, by a three-fourths (3/4) majority vote of the members present at a membership meeting.

21.5.7 The Board's decision becomes final only upon a vote of approval. Disapproval by the membership will overturn the Board's decision.

21.5.8 No other private or public statement will be made by any Board or Committee member. No record or testimony provided to the Board or Ethics Committee members will be released regarding ASTEE's action on the complaint and its resolution, except as noted above.

21.6 DISPOSITION OF THE RECORDS.

21.6.1 The Board shall decide the disposition of all reports, records, documents, and physical items that are generated by these procedures. They can destroy or retain all or portions of the above as they deem appropriate by a simple majority vote.

22. OTHER COMMITTEES

22.1 Other committees may be appointed by the President to serve in the interest of the organization as outlined in the Bylaws. These could include the Education Committee, Events Committee, Research Committee, Sponsorship Committee, and/or other special or temporary committees.