



# INTERNATIONAL ASSOCIATION OF BLOODSTAIN PATTERN ANALYSTS

## BYLAWS

Amended October 7, 2016

### **PREAMBLE**

The objectives of the International Association of Bloodstain Pattern Analysts are to promote education and encourage research in the discipline of bloodstain pattern analysis. The Association shall encourage the study, improve the practice, elevate the standards, and advance the cause of this discipline by promoting the standardization of bloodstain pattern analysis, training, and reporting.

The purpose of these Bylaws is to provide rules for conducting the business of the International Association of Bloodstain Pattern Analysts.

### **ARTICLE I: Name, Organization, Purposes, and Powers**

#### **Section 1: Name**

The name of this association is the "International Association of Bloodstain Pattern Analysts." Its acronym is "IABPA" and will hereafter be referred to in this document as the "Association." The Association is incorporated as a non-profit corporation in the state of Delaware.

#### **Section 2: Organization**

The Association is incorporated as a non-profit corporation under the laws of the State of Delaware, organized exclusively as a business league within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986 (Code). All references to the Code herein are deemed to include corresponding sections of any future federal tax code.

#### **Section 3: Office**

The Association's Board shall select the location(s) of the administrative office.

#### **Section 3: Purposes**

The purposes of the International Association of Bloodstain Pattern Analysts are to promote education and encourage research in the discipline of bloodstain pattern analysis. The Association shall encourage the study, improve the practice, elevate the standards, and advance the cause of this discipline by promoting the standardization of bloodstain pattern analysis, training, and reporting.

#### **Section 4: General Restrictions**

The Association shall not provide or perform particular services for individual persons, engage in a regular business of a kind ordinarily for profit, or engage in any other activity or exercise any power, whether express or implied, that would cause it to cease to qualify as an exempt organization under Section 501(c)(6) of the Code.

### **ARTICLE II: Membership**

All members shall endorse and adhere to the Association's Code of Ethics.



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A “member in good standing” shall be one whose membership dues are current, who is not under sanction for breach of the Association’s Code of Ethics. When a request is made by the Ethics Committee, acting in its official fact-finding capacity, it shall be the duty of every member to assist the Committee to the extent that the member is reasonably able to do so.

### **Section 1: Eligibility**

Because the discipline of bloodstain pattern analysis may be competently and ethically practiced by individuals from various professions (including, but not limited to, science, law enforcement, and medicine), membership shall not be restricted based on profession. No individual who has been convicted of an offense which could be punishable by a term of imprisonment of at least one year may gain membership or retain membership in the Association. Membership in the Association shall be available only to individuals of professional competence, integrity, and good moral character. To be eligible for membership, an individual must endorse and adhere to the Association’s Code of Ethics and must meet the minimum requirements as set out in Article II Section 2: Classes of Membership, and Section 3: Application Process.

### **Section 2: Classes of Membership**

#### **A. Associate Member**

An Associate Member must demonstrate an interest in bloodstain pattern analysis. An Associate Member applicant need not have taken a Basic Bloodstain Pattern Course. An application for Associate Membership shall be evaluated and processed by the Membership Committee Chair.

##### **1. An Associate Member:**

- a. May attend and participate in discussions at Business Meetings.
- b. May attend and participate in Association meetings and social functions.
- c. Does not have voting privileges at Business Meetings or for Board Elections.
- d. May not hold office in the Association.
- e. May not sponsor an applicant for membership.
- f. May not chair committees, but may serve on committees.

#### **B. Provisional Member**

A Provisional Member must have successfully completed a basic bloodstain pattern analysis course the contents of which must comply with the recommended IABPA Basic Course.

A Provisional Member must meet the following requirements:

1. Has submitted an “Application for Membership” form and a certificate of successful course completion to the Membership Committee Chair.
2. Has received a recommendation for acceptance of their application pursuant to Article II, Section 3.G.
3. A Provisional Member
  - a. May attend and participate in discussions at Business Meetings.
  - b. May attend and participate in Association meetings and social functions.
  - c. Does not have voting privileges at Business Meetings or for Board Elections.



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- d. May not hold office in the Association.
- e. May not sponsor an applicant for membership.
- f. May not chair committees, but may serve on committees.

## C. Full Member

At the time the revised Bylaws were adopted prior to June of 2001, members of the Association in good standing became Full Members. Thereafter, a Full Member must meet the following requirements:

- 1. Has been a Provisional Member for at least one year.
- 2. Has submitted a "Request for Promotion" form to the Membership Committee Chair.
- 3. Is actively engaged in practicing the discipline of bloodstain pattern analysis, or, has advanced the cause of bloodstain pattern analysis in a notable manner.
- 4. Has received a recommendation for acceptance of their application pursuant to Article II, Section 3.G.
- 5. Fees and dues: there is no application fee.
- 6. A Full Member:
  - a. May attend and participate in discussions at Business Meetings.
  - b. Has voting privileges at Business Meetings and for Board Elections.
  - c. May hold office in the Association.
  - d. May attend and participate in Association meetings and social functions.
  - e. May sponsor an applicant for membership.
  - f. May chair and serve on committees.

## D. Distinguished Member

A Distinguished Member meets the following requirements:

- 1. Is a member in good standing as defined in Article II.
- 2. Meets at least one of the following criteria:
  - a. Has rendered significant service to the discipline of bloodstain pattern analysis.
  - b. Has rendered significant service to the Association.
  - c. Has achieved special qualifications in the discipline of bloodstain pattern analysis.
- 3. Has been nominated for Distinguished Membership. The nomination must meet the following requirements:
  - a. Submitted in writing by a Full or Distinguished Member in good standing.
  - b. Delivered to the President or the Membership Committee Chair at least sixty days before the Business Meeting where the membership can vote on the nominee; the President or Chair shall then forward it to the Membership Committee.
  - c. The Membership Committee's recommendation for acceptance of the nomination must be voted on at a Business Meeting. Passage of the recommendation shall be by a majority vote. Not more than one person may be invited to become a Distinguished Member in a calendar year.
- 4. A Distinguished Member:



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- a. May attend and participate in discussions at Business Meetings
- b. Has voting privileges at Business Meetings or for Board Elections.
- c. May hold office in the Association.
- d. May attend and participate in Association meetings and social functions.
- e. May sponsor an applicant for membership.
- f. May chair and serve on committees.
- g. May hold this membership status for life.
- h. Membership dues and conference fees are waived.

### Section 3: Application Process

- A. All requests for membership or promotion must be submitted on Association application forms.
  1. The application must be complete.
  2. Applications must be mailed or emailed to the Membership Committee Chair.
  3. Fees and dues: Application fees are required upon application for membership and are the same regardless of membership type. Annual membership dues are also the same and are due at the start of each new year.
  4. An application for Provisional Membership or for promotion to Full Membership must be submitted at least sixty days prior to a Business Meeting in order to be voted on at that meeting.
- B. An application for Associate Membership or Provisional Membership may be denied at the discretion of the Membership Committee and the Board with no reason given. Such a denial is final and is not subject to appeal.
- C. An application for Associate Membership shall be evaluated and processed by the Membership Committee Chair. Evaluation criteria shall be:
  - a. Applicants for Associate Membership do not require an IABPA sponsor.
  - b. The applicant must meet the requirements stated in Article II, Section 1 and Section 2.
  - c. The Membership Committee Chair shall re-classify the application as one for Provisional Membership, to be voted on at a Business Meeting, if the applicant submits proof to the Chair, within a year of the application's date of submission, of having attended an approved basic bloodstain pattern analysis course.
- D. The Membership Committee Chair shall forward a copy of an application for Provisional Membership or a request for promotion to Full Membership to the Vice President residing over the region in which the applicant resides. If that Vice President sponsored the applicant or trained the applicant in an approved basic bloodstain pattern analysis course, the Chair shall choose another Vice President to whom the Chair shall send the form instead.
- E. The Vice President shall do the following prior to the next Business Meeting at which the membership could vote on the applicant:
  1. Review applications based on the following criteria:
    - a. The application must be complete.
    - b. The applicant must meet the requirements stated in Article II, Section 1.
    - c. The applicant must meet the minimum requirements of the membership class for which he or she applied, as defined in Article II, Section 2.



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2. Contact the instructor of the approved basic bloodstain pattern analysis course for which the applicant submitted a certificate and verify the applicant attended the course.
  3. Confirm that a Full or Distinguished Member is sponsoring the applicant.
  4. Make every attempt to contact all listed references for promotion to Full Membership.
  5. Give the Membership Committee Chair a complete report of the results of the review and a recommendation for or against acceptance of the application.
- F. The Membership Committee Chair shall advise the membership, prior to the next Business Meeting at which the membership could vote on the applicant, the name of each individual whose application a Vice President recommended for acceptance.
- G. A majority vote at a Business Meeting is required for a recommendation for acceptance of a member to pass.

## **Section 4: Censure, Suspension, or Expulsion of Members**

- A. A member who has been found by the Association to have breached the Association's Code of Ethics (pursuant to the Association's Code of Ethics Enforcement Policy) may be liable to a Letter of Reprimand, suspension of the rights and privileges of membership in the Association for a period of time determined by the Board, removal of Distinguished Membership status, or expulsion from the Association.
- B. Annual membership dues for any given year are due by December 31 of the preceding year. Any member who fails to pay membership dues by December 31 shall be considered not to be a member in good standing, unless an action of the Board has ruled otherwise based on good cause. Any member who fails to pay membership dues by December 31 may be expelled by action of the Board. Membership status may be reinstated solely by action of the Board through one of the following means:
1. Former members may be reinstated with their original membership number only upon payment of all delinquent annual membership dues.
  2. Former members may be readmitted and shall be given a new membership number upon payment of the current fiscal year's membership dues. Original membership numbers shall not be applicable after a lapse of two years or more of non-payment of fees.

## **ARTICLE III: MEETINGS**

### **Section 1: Annual Conference**

The Board shall select the time and place to hold the Annual Conference. The agenda shall include a scientific program and a Business Meeting.

- A. Funding:
1. The host shall attempt to obtain full funding for the Annual Conference from registration fees, sponsors, vendors, and other sources.
  2. The Treasurer, may advance funds to the host to assist in planning and organizing the Annual Conference.
  3. Within sixty days from the end of the Annual Conference, the host shall:
    - a. Give the Treasurer a complete detailed financial accounting of the Annual Conference.



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- b. Repay advanced funds to the Treasurer to the extent that the Annual Conference proceeds allow.
- c. Remit to the Treasurer any excess funds generated by the Annual Conference.
- 4. If the Annual Conference results in a financial loss, the Treasurer shall pay the deficit from the Association accounts.
- B. Representation:  
The host shall present all bids, proposals, and contracts to the Treasurer or the Treasurer's designee for review. Approved bids, proposals, and contracts shall be signed by the Treasurer or the Treasurer's designee.

### Section 2: Business Meeting

A Business Meeting shall be on the agenda of the Annual North American Conference. Other Business Meetings may be called only at the discretion of the Board.

- A. A quorum to conduct a Business Meeting shall be equal to the number of voting members present.
- B. No proxy votes shall be allowed.

### Section 3: Board Meeting

The President or a majority of Officers may call for a Board Meeting by notifying the Secretary in ample time of the date, time, location or technological medium, and purpose of the proposed meeting.

- A. A quorum to conduct an Board Meeting consists of a majority of its Officers.
- B. A majority vote of the Officers participating in an Board meeting shall be required for an action of the Board to pass, unless otherwise stated in the Bylaws. Each Officer shall have one vote. If the offices of Secretary and Treasurer are held by one person, that person shall have one vote. The President shall not vote except in the event of a tie, in which case the President shall cast the tie-breaking vote.
- C. Board meetings may occur by any technological medium that allows communication by all Participants.

## ARTICLE IV: OFFICERS AND THE BOARD

### Section 1: Officers

The following Officers shall serve on the Board: President, Vice Presidents, Secretary, Treasurer, Historian, and Sergeant-at-Arms. The offices of Secretary and Treasurer may be held by one person who is in a permanent location. There shall be one Vice President from each region described below:

- Region 1: Pacific time zone, Hawaii, and Alaska
- Region 2: Mountain time zone
- Region 3: Central time zone
- Region 4: Eastern time zone and the maritime regions of Canada
- Region 5: Europe
- Region 6: Oceanic-Asean Region (Formerly Pacific Rim)

#### A. Nomination

Only Full and Distinguished Members in good standing may become Officers. Officers shall





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be nominated at the Business Meeting that is concurrent with the Annual Conference. The nomination shall be either a recommendation by the Board or a motion from a voting member in attendance.

### B. Election

The election of Officers shall be by ballot, accessible via the Members section of the Association's website. Voting commences when announced via electronic notification, as soon as practical after nominations during the Training Conference. Voting availability continues until midnight, December 31st, EST (the time zone of the Association's incorporation). Upon submission, ballots are saved within the website's software and will be archived for two years.

On January 1st or as soon as logistically practical, the Webmaster will access the voting data and prepare an election result based on unspoiled votes (spoiled votes are repeated ballot submissions by a member or ballot submissions from members who are not in good standing or ballot submissions from members who are not Full members). The results will be forwarded to the Secretary for notification to the Board. All results will then become official.

Within two days of becoming official, if a result is contested in writing by a Full member in good standing, the Secretary will conduct a recount by accessing the website data. The results will be forwarded to the Board and to the contesting member. If there are no disparities, the results will remain official. If there is disparity, the Secretary and Webmaster will make the necessary correction and notify the Board, at which time the voting results will be final.

### C. Term of Office

The term of each office shall be one year, starting on the first of January immediately following the election. Consecutive terms for the President, Vice Presidents, and Sergeant-at-Arms are limited to three.

## Section 2: Duties of the Board

- A. General management of the Association, including levying fees, dues, and other assessments.

## Section 3: Duties of the President

- A. Preside over Board Meetings and Business Meetings, fulfilling such duties as custom, as parliamentary usage, or as the Board requires.
- B. Appoint members in good standing as committee members and chairs. Amend and discharge all committees, standing and special, except as otherwise stated in the Bylaws.
- C. Submit for publication on the Association's website a current committee duty statement within 30 days of formation of a new committee, and within 30 days of any change to a committee's duties.
- D. Submit for publication on the Association's website the names of Officers, committee chairs, and committee members within 30 days of any changes.
- E. Annually update the President's Duties Statement, which shall be published on the Association's website.



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## **Section 4: Duties of the Vice President**

- A. Assist the President with their duties as requested by the President.
- B. Represent their region.
- C. Assume tasks assigned to the Vice President by the President.
- D. Serve on the Membership Committee pursuant to Article II, Section 3.
- E. Annually update the relevant Vice President's Duties Statement, which shall be published on the Association's website.

## **Section 5: Duties of the Secretary**

- A. Record and store records and minutes of Business Meetings and Board Meetings.
- B. Read the minutes of the last Business Meeting at each Business Meeting.
- C. Maintain a current membership roster and give quarterly updates to the Editor of the Journal of Bloodstain Pattern Analysis
- D. Chair the Membership Committee and process membership applications pursuant to Article II.
- E. Notify Officers of the date, time, location, and purpose of Board meetings.
- F. Assume tasks assigned to the Secretary by the President.
- G. Maintain all records and memorabilia concerning the daily business activities of the Association.
- H. Annually update the Secretary's Duties Statement, which shall be published on the Association's website.

## **Section 6: Duties of the Treasurer**

- A. Receive all moneys due to the Association and keep accurate records of all monetary transactions.
- B. Maintain Association accounts and sign cheques on behalf of the Association.
- C. Present current financial statements at Board meetings and Business Meetings.
- D. Assume tasks assigned to the Treasurer by the President.
- E. Perform duties as described in Article III, Section 1.
- F. Annually update the Treasurer's Duties Statement, which shall be published on the Association's website.

## **Section 7: Duties of the Historian**

- A. Maintain records and memorabilia of the Association, as well as other documentation appropriate to the office.
- B. Annually update the Historian's Duties Statement, which shall be published on the Association's website.

## **Section 8: Duties of the Sergeant-at-Arms**

- A. Maintain control and security at the Business Meeting.
- B. Assume tasks assigned to the Sergeant-at-Arms by the President.
- C. Annually update the Sergeant-at-Arms' Duties Statement, which shall be published on the Association's website.





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### **Section 9: Vacancy in Office**

- A. In the event of a vacancy in the office of the President, an interim President shall be selected from the current Regional Vice Presidents. The selection should be an interested senior Vice President, and must be voted upon by the existing board. The interim President shall serve as President for the remainder of the term.
- B. Any vacancy in office, except that of the President, shall be filled by the President for the remainder of the term or until the President appoints a voting member in good standing to fill the position for the remainder of the term.

### **Section 10: Remuneration**

No Officer shall directly or indirectly receive any salary or compensation for their service as an Officer.

### **Section 11: Access to Association Records**

- A. Association archives, files, books, and records held by any member of the Association shall be open at all times to inspection and examination by Officers.
- B. Upon vacating office for any reason, the past Officer shall turn over all archives, files, books, and records to their successor or to a Board designee if a successor has not yet been appointed.

## **ARTICLE V: STANDING COMMITTEES**

### **A. Education Committee**

The Education Committee shall consist of at least three voting members in good standing. Each member shall serve a three-year term and the terms may be staggered. The second year of the term shall be served as the Education Committee Chair. Committee responsibilities are as follows:

1. Promote education and training in bloodstain pattern analysis.
2. Define, continually update, and publish the minimum content expected of an approved basic bloodstain pattern analysis course.
3. Address any membership matters that the President or the Board deem necessary and appropriate.

### **B. Ethics Committee**

The Ethics Committee shall consist of at least three voting members in good standing. Each member shall serve a three-year term and the terms shall be staggered. The second year of the term shall be served as the Ethics Committee Chair. Committee responsibilities are as follows:

1. Investigate allegations of the breach of the Association's Code of Ethics committed by a member. The investigation shall be carried out pursuant to the IABPA Code of Ethics Enforcement Policy.
2. Act as an advisory body, rendering opinions on the ramifications of contemplated actions by any member with respect to the Association's Code of Ethics.



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### **C. Membership Committee**

The Membership Committee Chair shall be the Secretary. Committee members shall be the Vice Presidents. Committee responsibilities are as follows:

1. Process applications pursuant to Article II.
2. Evaluate, as needed for membership applications, basic bloodstain pattern analysis courses and recommend to the Board those that meet the minimum content expected.
3. Maintain a record of current and past approved basic bloodstain pattern analysis courses.
4. Address any membership matters that the President or the Board deem necessary and appropriate.

### **D. Publication Committee**

The Publication Committee Chair shall be the Editor of the Association's official publication, *Journal of Bloodstain Pattern Analysis*. Subject to approval by the Board, the Editor may select members in good standing to serve on the committee. The Editor may print the Editor's viewpoint in a column within the journal. Committee responsibilities are as follows:

1. Produce the *Journal of Bloodstain Pattern Analysis*.
2. Committee members assist the Editor

## **ARTICLE VI: FUNDS AND EXPENDITURES**

### **Section 1: Income and Expenditures**

Funds for Association meeting expenses are to be obtained from annual dues, application fees, the Annual Conference registration fees, sponsors, and vendors; assessments; voluntary contributions; and such income as may come to the Association through the collective efforts of its membership. All dues, fees, and assessments must be in United States currency. No member of the Association has the authority to represent the Association in verbal or signed contracts without Board approval, unless otherwise stated in the Bylaws. All disbursements shall be made by the Treasurer.

### **Section 2: Fiscal Year**

The Association's fiscal year is from January 1 through December 31.

## **ARTICLE VII: DEDICATION AND DISSOLUTION**

### **Section 1: Prohibition against Sharing in Association's Earnings**

No part of the Association's net earnings shall inure to the benefit of or be distributable to its members, officer, or other private persons, except that the Association 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 Article I.

### **Section 2: Dissolution**

On dissolution of the Association, any funds remaining after payment of all obligations shall be distributed to one or more "Qualifying Organizations," as the Board shall determine.



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For purposes of this section, a “Qualifying Organization” is a corporation or other organization operated exclusively for charitable, educational, scientific, or other purposes which will at the time qualify either (i) as exempt from federal income tax under Section 501(a) of the Code by reason of being an organization described in Section 501(c) of the Code; or (ii) as a corporation or other organization, contributions to which are deductible under Section 170(c)(1) of the Code.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1: Notice and Vote**

Any part of the Bylaws may be amended by a three-fourths (75%) vote at any Business Meeting that is attended by a majority of the Board. Notification of the proposed amendments must be made to all voting members at least sixty days in advance of the Business Meeting.

### **Section 2: Adoption**

Amendments become effective immediately upon approval pursuant to Article VII, Section 1.

#### AMENDMENTS:

October 7, 2016

October 2, 2013

October 5, 2011

October 9, 2008

October 7, 2005

October, 2001

The dates of amendments and ratification prior to October, 2001 are unavailable.