



TEXAS ASSOCIATION OF CRIME LABORATORY DIRECTORS

BYLAWS

1-31-2021

Article 1 – NAME

- §1. The name of the Association is Texas Association of Crime Laboratory Directors.

Article 2 – PURPOSE

- §2. STATEMENT OF PURPOSE. The purposes of the Association are:
- §2.1. To encourage and promote the highest standards of practice in the field of forensic laboratory science.
 - §2.2. To encourage and promote the exchange of information between the forensic science laboratories.
 - §2.3. To encourage and promote increased public awareness and understanding of forensic laboratory sciences.
 - §2.4. To review and evaluate proposed legislation with the potential to impact forensic science; to make the results of such review and evaluation available to policy makers.

Article 3 – ETHICS

- §3. ASSOCIATION ETHICAL STANDARDS.
- §3.1 Members of the Texas Association of Crime Laboratory Directors (TACLD), in their management positions, are responsible for the integrity of their laboratories and must adhere to the highest level of ethical standards. TACLD members will comply with the American Society of Crime Laboratory Directors (ASCLD) Code of Conduct and will report any instance of professional misconduct by a TACLD member to the TACLD President.
 - §3.1.1 The TACLD President will convene a committee to investigate and propose penalties in relation to the magnitude of the misconduct, up to and including removal from the TACLD organization.
 - §3.1.2 The voting members will decide the penalty by 2/3 majority vote.



§3.2 TACLD adopts the definitions of Professional Misconduct and Professional Negligence stated in the legislation that governs the Texas Forensic Science Commission (TFSC) and applied to TACLD members.

§3.2.1 “Professional Misconduct” means the forensic analyst or crime laboratory through a material act or omission, deliberately failed to follow a standard of practice that an ordinary forensic analyst or crime laboratory would have followed, and the deliberate act or omission would substantially affect the integrity of the results of a forensic analysis. An act or omission was deliberate if the forensic analyst or crime laboratory was aware of and consciously disregarded an accepted standard of practice.

Article 4 – MEMBERSHIP

§4. ASSOCIATION MEMBERSHIP REQUIREMENTS

§4.1. **REGULAR MEMBER.** Regular membership in the Association is open to all persons:

- §4.1.1 Who are employed by a forensic science laboratory in the State of Texas; and
- §4.1.2. Whose major job duties include the direction, management or supervision of technical, administrative or quality assurance activities; and
- §4.1.3. Who adhere to the purposes of the Association; and
- §4.1.4. Who are elected to membership by a simple majority of the voting members voting as part of a regular meeting of the Association.

§4.2. **VOTING MEMBER.** Voting membership in the Association will be open to all persons:

- §4.2.1. Who are employed as the Director of a forensic science laboratory; and
- §4.2.2. Who are so employed by a forensic science laboratory that is located in the State of Texas and that is accredited by the Texas Forensic Science Commission under Texas Code of Criminal Procedure Title 1, Chapter 38, Art. 38.01.; and
- §4.2.3. Who adhere to the purposes of the Association; and



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- §4.2.4. Who are elected to voting membership by a simple majority of the voting members voting as part of a regular meeting of the Association.
- §4.2.5. A total of three (3) individuals will serve as voting members for the multi- laboratory Texas Department of Public Safety (DPS) Crime Laboratory. The Director of the DPS Crime Laboratory will name these individuals.
- §4.3. **INACTIVE MEMBERSHIP**
- §4.3.1 **VOTING MEMBERS:** the Secretary of the Association will remove a voting member from the voting membership roster after the member fails to attend (in person, by proxy, or electronically) three (3) consecutive regular meetings.
- §4.3.2 The inactive voting member may submit a written appeal to the Secretary of the Association. The officers of the Association will consider reinstatement of the voting member based on the written appeal.
- §4.3.2.1 An inactive voting member is a regular member of the Association and does not count toward a quorum and does not retain voting rights.
- §4.3.3 An inactive voting member will become an active voting member by:
- §4.3.3.1 Attending two (2) regular meetings of the Association; and
- §4.3.3.2 A simple majority of the voting members electing the inactive voting member to voting membership as part of a regular meeting of the Association; or
- §4.3.3.3 Reinstatement to voting member status through a successful written appeal to the officers of the Association.
- §4.3.4 **REGULAR MEMBERS:** the Secretary of the Association will remove a regular member from the membership roster after the member fails to attend (in person or electronically) three (3) consecutive regular meetings.
- §4.3.4.1 The inactive regular member may submit a written appeal to the Secretary of the Association. The officers of the Association will consider reinstatement of the voting member based on the written appeal.
- §4.3.4.2. An inactive regular member will become an active regular member by:



- §4.3.4.2.1. Attending two (2) regular meetings of the Association; and
- §4.3.4.2.2. A simple majority of the voting members electing the inactivated member to regular membership as part of a regular meeting of the Association; or
- §4.3.4.2.3. Reinstatement to regular member status through a successful written appeal to the officers of the Association

- §4.3.5. The Secretary will withdraw from the membership roster any regular or voting member who no longer meets the membership requirements as stated in Article 3 §1 or §2, respectively, and will notify the officers of the Association of such withdrawals.

§4.4. **RESIGNATION.**

- §4.4.1. Any member may resign from membership by notifying the President in writing.

§4.5. **REMOVAL OF A MEMBER.**

- §4.5.1. A member may be removed from membership for cause by a vote of the voting members.

- §4.5.2. Removals of membership will be conducted as special business.

Article 5 – DUES AND FEES

- §5.1. No dues or fees are required for membership in the Association.

Article 6 – MEETINGS

- §6.1. ANNUAL MEETING. The first regular meeting of the calendar year will be the annual meeting of the Association.

- §6.2. REGULAR MEETINGS. Regular meetings will be held at least once per year.

Article 7 – OFFICERS

- §7.1. The officers of the Association will be the President and the Secretary.
 - §7.1.1. The election of officers will be conducted at the Annual Meeting of the Association.

§7.2. QUALIFICATIONS



§7.2.1. The President will be a voting member of the Association.

§7.2.2. The Secretary will be a regular or voting member of the Association.

§7.3. **PRESIDENT.** The President will:

§7.3.1. Call meetings of the Association.

§7.3.2. Authorize invited guests at meetings of the Association.

§7.3.3. Preside at meetings of the Association.

§7.3.4. Verify and certify at each meeting the Secretary's quorum determination.

§7.3.5. Sign correspondence on behalf of the Association.

§7.3.6. Prepare the agenda of each meeting of the Association.

§7.3.7. Send out notifications of special business matters for mail-in vote.

§7.3.8. Receive mail-in votes on special business matters.

§7.4. **SECRETARY.** The Secretary will:

§7.4.1. Attend meetings of the Association.

§7.4.2. Prepare and distribute the minutes of the meetings of the Association.

§7.4.3. Determine if a quorum of voting members is in attendance at each meeting of the Association.

§7.4.4. Tabulate and record the results of all votes conducted as part of the meetings of the Association.

§7.4.5. Be the repository of all current and historical records of the Association.

§7.4.6. Maintain a current membership role.

§7.4.7. Tabulate and record the results of mail-in votes on special business matters.

§7.5. **TERMS OF SERVICE.**

§7.5.1. The President and Secretary will be elected to terms of service of two (2) years.



§7.5.1.1. The term of service of an incoming officer will begin at the close of the regular meeting at which the applicable election takes place.

§7.5.1.2. The term of service of an outgoing officer will end at the close of the regular meeting at which the applicable election takes place.

§7.5.2. The terms of service of the President and Secretary will be staggered.

§7.6. **ABSENCE OF OFFICERS.** In the event that an Officer is unable to attend a regular meeting of the Association, the voting members of the Association who attend the meeting will elect an acting officer who will be empowered to perform the duties of the absent officer as they pertain to the meeting.

Article 8– OPERATING POLICIES

§8.1. MEETINGS

§8.1.1. Meetings will be called by the President.

§8.1.2. Meetings will be open to all regular members and voting members.

8.1.2.1. Invited guests may attend meetings with the authorization of the President.

§8.1.3. A voting member may name an individual to act as his/her proxy for voting purposes at meetings of the Association by communicating with the President prior to the regular meeting.

§8.1.4. In order to act as a proxy for a voting member, an individual must be a member of the Association.

§8.2. **QUORUM.** In order to conduct business of the Association, a minimum of 60% of voting members or their designated proxies must be in attendance at a meeting.

§8.2.1. A member will be in attendance if he/she physically attends the meeting, or if he/she participates in the meeting via teleconferencing when that option is available.

§8.3. REGULAR BUSINESS

§8.3.1. All business conducted at a regular meeting will be considered regular business unless it is determined to be special business as described below.

§8.3.2. Regular business will be any business not designated as special business.

§8.3.3. Regular business will be conducted by simple majority vote of voting members present a regular meeting.



§8.4. SPECIAL BUSINESS

§8.4.1. Business matters may be designated as special business by a majority vote of the voting members present at a regular meeting.

§8.4.2. Business designated as special business will be conducted by a mail-in vote sent to all voting members.

§8.4.2.1. The mail-in vote may be conducted by electronic mail.

§8.4.3. Voting members will be sent notice of a mail-in vote at least 30 days prior to the deadline for the vote.

§8.4.4. Special business will be conducted by simple majority vote of voting members.

§8.4.4.1. For special business items to be decided, at least 51% of voting members must cast a vote.

Article 9 – COMMITTEES

§9.1. FORMATION.

§9.1.1. Committees will be created and dissolved by the voting members of the Association by simple majority vote.

§9.2. COMMITTEE MEMBERSHIP

§9.2.1. Committees will be comprised of members of the Association.

§9.2.2. Committee assignments will be a matter of regular or special business of the Association.

§9.2.3. A committee member may resign membership by written notice to the President.

§9.3. SCOPE OF RESPONSIBILITIES

§9.3.1. Committees will be empowered to act in accordance with the directions of the Association as determined by majority vote of the voting members.

§9.3.2. The scope of a committee's responsibilities will be limited to those defined by the Association as part of its regular or special business.

ARTICLE 10 – AMENDING THE BYLAWS



§10.1. The bylaws will be amended only as special business and will require a mail-in vote of the voting members.

ARTICLE 11 – DISSOLUTION

§11.1 The Association may be dissolved by the voting members.

§11.2. Dissolution of the Association must be conducted as a matter of special business.