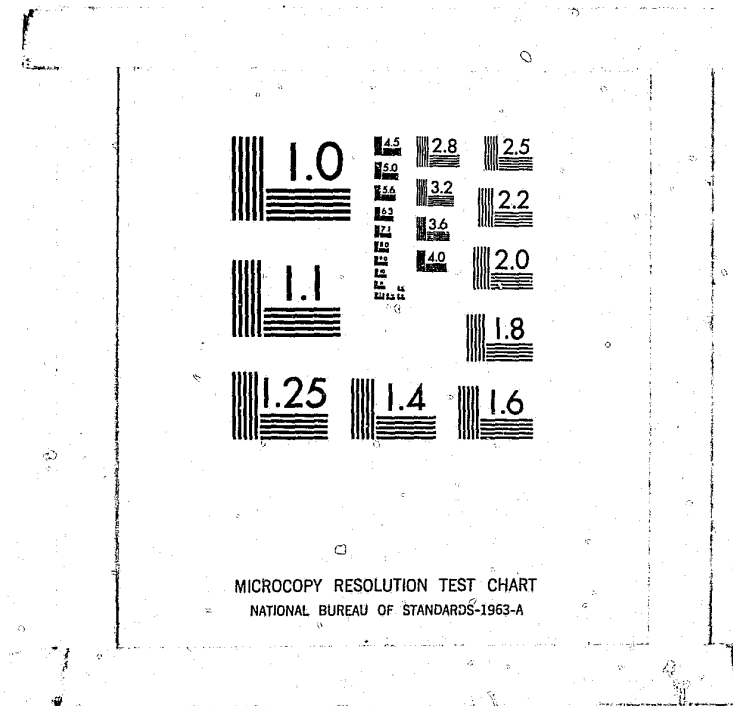


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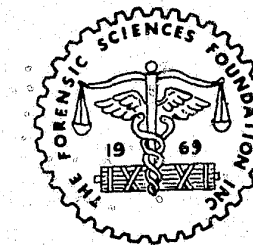
National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

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7-9-81

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FINAL REPORT
Grant - #76NI-99-0101
Period: May 24, 1976 - September 30, 1977
Forensic Sciences Certification Program



A Tax Exempt
Non-Profit Corporation
Identification Number: 237050691

THE FORENSIC SCIENCES FOUNDATION, INC.
11400 ROCKVILLE PIKE • ROCKVILLE, MARYLAND 20852 • (301) 770-2723

FINAL REPORT
Grant - #76NI-99-0101

Period: May 24, 1976 - September 30, 1977

Forensic Sciences Certification Program

Submitted to:

Grants and Interagency Agreements Branch
Law Enforcement Assistance Administration
U.S. Department of Justice
633 Indiana Avenue, N.W.
Washington, D.C. 20531

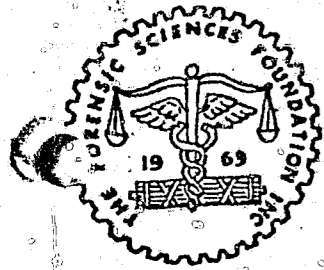
ATTENTION: Ms. Margaret Snoddy
January 31, 1978

Prepared under Grant Number 76NI-99-0101 from the National Institute of Law Enforcement and Criminal Justice, Law Enforcement Assistance Administration, U.S. Department of Justice.

Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

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A Tax Exempt
Non-Profit Corporation
Identification Number: 237050691

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January 31, 1978

Ms. Margaret Snoddy
Grant Administration Specialist
Law Enforcement Assistance Administration
Grants & Interagency Agreements Branch
U.S. Department of Justice
633 Indiana Avenue
Washington, D.C. 20531

Subject: Draft, Final Report Grant #76NI-99-0101

Dear Ms. Snoddy:

This is a letter of transmittal for the FINAL REPORT on
Grant #76NI-99-0101 which is attached.

The period covered by this report is May 24, 1976 to
September 30, 1977.

This report is submitted in compliance with the verbal
direction of the Project Monitor and Grant Award letter
dated May 20, 1976.

Sincerely,

Joseph L. Peterson
Joseph L. Peterson, D. Crim.
Executive Director

JLP:dah

Enclosure: Draft Final Report

SECTION I

ABSTRACT

ABSTRACT

ABSTRACT

There is a growing public demand for professional accountability and competence in the forensic sciences work force and the goal of the Forensic Sciences Certification Program is to attain this through:

- Step 1 -- Certification
- Step 2 --- Continuing Education
- Step 3 -- Recertification

We are now at the threshold, the first step. The goal can only be fully satisfied through the completion of the full cycle, Steps 1, 2, and 3, and the eventual publication of a "Directory of Diplomates" which provides to the courts an increased number of highly qualified "expert witnesses" and a means to identify them.

The program was initially constituted to facilitate the deliberation, research structuring and field testing efforts of eight separate forensic science certification planning committees by providing each committee with the following: research support, administrative support, the means to conduct two working research planning committee meetings per committee; and the capability to promulgate research findings, information, and instructions. . . to the end that the myriad tasks involved in the research/design of certification programs will be accomplished in an orderly and timely manner.

Under the grant, planning committees have been formed, five (5) committees have been incorporated into a Board structure, formal intradiscipline dialogue has taken place throughout the period and formulations of and

research on various concepts for certification are well underway in six (6) disciplines. Three (3) of the disciplines (Forensic Toxicology, Forensic Odontology and Forensic Psychiatry) have progressed to the point of implementing modest certification programs. During the period of this grant, Jurisprudence and Accreditation of Crime Laboratories were deleted from the funding by LEAA, thus reducing the planning groups to six (6).

Finally, a Directory of Diplomates, the publication of which has been made possible through funds from two (2) LEAA grants will be available for nation-wide distribution in January, 1978. This Directory will fulfill a serious need in the Criminal Justice System by providing to the Courts seventy-eight (78) highly qualified "expert witnesses" in the disciplines of toxicology and odontology and the means to identify them.

EXECUTIVE
SUMMARY

EXECUTIVE SUMMARY.

GENERAL

Former President Mason of the American Academy of Forensic Sciences through the issuance of the Mason White Papers, February 20, 1974, declared:

"If the AAFS does not have an operating certification program embracing all of the defined subdivisions of the forensic sciences, thus spelling out requirements for practice at the highest level, then the risk that other agencies will make the recommendations to be imposed becomes very great. It therefore seems proper that the Academy should carefully consider the question of whether to undertake certification. Because of the many issues involved in terms of desirability and the complexities of implementation, it is an appropriate task for a committee which includes members having experience with other certification programs. I have, therefore, appointed such a committee to be charged with (a) making a recommendation regarding desirability and feasibility of an Academy certification program, and (b) if desirable and reasonable, outlining a structure of implementation for considerations."

In keeping with this initial mandate, the American Academy of Forensic Sciences Committee on Certification pursued its assigned task by correspondence, telephone and through individual personal contacts and finally on February 6, 1975, the Committee Chairman reported as follows:

"That steps be taken to implement certification immediately, since if not accomplished by the Academy, it would probably be accomplished by another organization or organizations forthwith. The importance of initiating this procedure at once was emphasized, and it was suggested that such a process should include not only members of the Academy but all those recognized as experts outside the membership of the Academy. The Committee felt that the vehicle best suited to accomplish this task was the Forensic Sciences Foundation, emphasizing that the Foundation would serve only as an administrative unit to affect the certification procedure enacted by the Academy membership."

With initial guidance well in hand, the Foundation took over the dual task of seeking funds for the Program and expanding on the initial guidance to the field. Requests for funds were dispatched to the Ford Foundation, the National Science Foundation, and to the Law Enforcement Assistance Administration. Both the Ford Foundation and National Science Foundation indicated an interest in the project but lacked funds to offer any financial assistance. LEAA

responded favorably and on May 20, 1976 a grant was approved for a Certification Program in the amount of \$140,434.

PERIODIC REPORT BY DISCIPLINE

A. Toxicology

The American Board of Forensic Toxicology (ABFT) was incorporated in the District of Columbia November 6, 1975 and assumed operations as a Board with formal approval of the minutes of its first organizational meeting completed on January 3, 1976.

During the second reporting period:

- The Certification Planning Group (ABFT) held its first meeting under the LEAA Grant in New York City, October 23-24, 1976 in conjunction with the annual meeting of the National Society of Toxicologists.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California at no expense to the LEAA Grant.

During the final reporting period:

- An additional seventeen (17) applications for an overall total of one hundred and two (102) were received.
- Eight (8) additional applicants were certified for an overall total of forty-four (44) Diplomates of the American Board of Forensic Toxicology (ABFT).
- A total of five (5) applicants were rejected for certification.

Phases I and II under the original plan of action were completed and Phase III is in the initial stage of field testing.

B. Odontology

The American Board of Forensic Odontology (ABFO) was incorporated in the District of Columbia February 4, 1976 and assumed operation as a Board with the formal approval of the minutes of its first organizational meeting completed on February 7, 1976.

During the second reporting period:

- The Certification Planning Group (ABFO) held its first meeting under the LEAA Grant in Las Vegas, Nevada, November 15, 16 and 17, 1976 in conjunction with the annual meeting of the American Dental Association.

During the third reporting period:

- The Group held official meetings under the LEAA Grant (five (5) individuals) at San Diego, California in conjunction with the Annual Meeting of the American Academy of Forensic Sciences.

During the final reporting period:

- An additional three (3) applications for an overall total of sixty-three (63) were received.
- Five (5) additional applicants have been certified for an overall total of thirty-four (34) Diplomates of the American Board of Forensic Odontology (ABFO).

Phases I and II under the original plan of action were completed and Phase III is in the initial stage of field testing.

C. Psychiatry

The American Board of Forensic Psychiatry (ABFP) was incorporated in the District of Columbia on June 24, 1976, and assumed operations as a Board with the formal approval of the minutes of its first organizational

meeting completed on August 1, 1977.

During the first reporting period:

- An initial meeting under the LEAA Grant of five individuals (three (3) for two (2) days, and two (2) additional for one (1) day) was held in Arlington, Virginia, June 12-13, 1976.

During the second reporting period:

- The Certification Planning Group (ABFP) held its second meeting under the LEAA Grant in San Francisco, California, October 20-21, 1976, in conjunction with the Annual Meeting of the American Academy of Psychiatry and the Law.

During the third reporting period:

- The Group held an official meeting under the LEAA Grant (five (5) individuals) at San Diego, California in conjunction with the Annual Meeting of the American Academy of Forensic Sciences.

During the final period of this report:

- The American Board of Forensic Psychiatry mailed two hundred and twenty-four (224) requests for information on Certification and at the end of this reporting period had received thirteen (13) applications.

Phase I and Phase II under the original plan of action were completed and Phase III is in the initial stage of field testing.

D. Criminalistics

1) Accreditation:

During the second reporting period:

- The Laboratory Accreditation Committee held its first meeting under the LEAA Grant in St. Louis, Missouri, August 25-27, 1976 and in October, 1976 presented the general findings to the

membership of the American Society of Crime Laboratory

Directors (ASCLD) to include a Timetable of Tasks.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California, February 14-15, 1976 at no expense to the LEAA Grant.

During the final reporting period:

- The Accreditation Planning Group was deleted from LEAA funding.

2) Certification

During the third reporting period:

- The Certification Planning Committee held its first meeting under the LEAA Grant in St. Louis, Missouri, December 15-16, 1976.

During the final reporting period:

- The Certification Planning Committee/ABC held its second meeting under the LEAA Grant in Chicago, Illinois at the McCrone Research Institute, April 27-28, 1977.
- By direction of LEAA, an additional meeting was authorized under this first year grant and the meeting was held in Chicago, Illinois September 30- October 1, 1977.

E. Anthropology

The American Board of Forensic Anthropology was incorporated in the District of Columbia on January 10, 1977. The Board has not yet assumed an operational status.

During the second reporting period:

- The Certification Planning Group held its first meeting

under the LEAA Grant (five (5) individuals) in Cleveland, Ohio, October 1-2, 1976.

During the third reporting period:

- The Group held its second meeting under the LEAA Grant (six (6) individuals) in conjunction with the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California, February 14-15, 1977.

Phase I under the original plan of action has been completed.

F. Document Examiners

The American Board of Forensic Document Examiners was incorporated in the District of Columbia on January 10, 1977. The Board has not yet assumed an operational status.

During the second reporting period:

- The Certification Planning Group held its first meeting under the LEAA Grant in Arlington, Virginia on November 5-7, 1976.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California at no expense to the LEAA Grant.

During the fourth reporting period:

- The Group held its second meeting under the LEAA Grant in Arlington, Virginia, March 26-28, 1977.

G. Jurisprudence

During the final reporting period:

- The Group held its first meeting under the LEAA Grant in Arlington on May 6-8, 1977.
- The Certification Planning Group of this discipline was deleted from LEAA funding.

H. Pathology

Forensic Pathology has had a certification program in being for several years and thus will limit its involvement to the critical problem of continuing education. . . as it pertains to recertification. During the period of this report, four (4) seminars were presented at the 1977 Annual meeting of the American Academy of Forensic Sciences, all of which were approved for AMA Category 1 credit. Plans for the 1978 Program call for a total of five (5) seminars, all of which entitle the participant to AMA Category 1 credit.

PROBLEMS AND ACTIONS -- CURRENT AND ANTICIPATED

No serious problems have occurred and as originally indicated in the several briefings to LEAA officials, this project was programmed for two or more years and with LEAA approval of funding for a second year, no serious problems are anticipated.

FSF received LEAA approval for the reallocation of \$5,250 in funds to allow for a thorough outside evaluation of the work accomplished during the initial twelve months of the project.

This professional evaluation was contracted with the Center of Occupational and Professional Assessment (COPA) of Princeton, New Jersey.

COPA reviewed all available documents and materials of the separate Boards to ascertain if the proper groundwork has been established to proceed into

the next phases of the project. This analysis, with findings and recommendations, is included in Section IV.

A number of general findings were formed at the conclusion of the first year of this project and they follow:

- "Traditional" inertia has been overcome and the Forensic Sciences Community has shown a growing acceptance for a nation-wide Certification Program.
- Marked progress has been made toward stated goals.
- The critical need to maintain this hard earned momentum is evident.
- Disciplines with only the one speciality could accomplish all phases of work in the initial two-year period of the Program, whereas others, i.e. Criminalistics, are concerned with several subspecialities and will be hard pressed to complete all phases during a three year period.
- A year of operation has reaffirmed the twenty-six (26) year lesson of comparable certification bodies in the health field that an undertaking of this complexity cannot be translated into functional reality by mail or telephone communication by part-time volunteers, however dedicated.
- Group decisions by a process of due deliberation and substantial agreement are vital and can only be obtained by meeting together, unincumbered by conflicting obligations.

In response to these findings, the Forensic Sciences Foundation has formulated several recommendations as follows:

- That LEAA funds in the amount of \$160,000 be made available to the current six (6) disciplines for a third year to maintain the momentum gained to date.

- That in addition to the sum indicated above, \$30,000 be allocated to reinstitute an accreditation program for Crime Laboratories.
- That an additional sum to be determined after consultation with ETS, Princeton, New Jersey, to be allocated for evaluation of examinations within each discipline program.

STATUS OF
DISCIPLINES SUMMARY

GENERAL STATUS OF DISCIPLINES (30 September 1977)

DISCIPLINES	Initial Planning Group/Board	Incorporated Dist. of Columbia	Bylaws	Standards	Operational Board	Applications Received	Applicants Certified	Meetings under LEAA Grant			Phase I*	Phase II*	Phase III*	Remarks
								1st	2nd	3rd				
Toxicology	X	X	X	X	X	102	44	X			X	X	W →	Held one meeting for 10 individuals rather than 2 meetings with 5 people.
Odontology	X	X	X	X	X	63	34	X	X		X	X	W →	Phase I*: Design of the research mechanism to accomplish the tasks ahead.
Psychiatry	X	X	X	X	X	13	-	X	X		X	X	W →	Phase II*: Research to structure a certification system.
Anthropology	X	X	X	X	W →			X	X		X			Phase III*: Field test of designed components.
Document Examiners	X	X	X	W →				X	X		X			
Criminalistics (Certification)	X		W →					X	X	X				
Criminalistics (Accreditation)	X		W →					X	Informal San Diego Quantico					Funds for Accreditation of Crime Laboratories deleted during this Report period by direction of LEAA.
Pathology	—	—	—	—	—	—	—	—	—	—	—	—	→	Board in operation several years. Participation under LEAA Grant will be in areas of continuing education-recert.
Jurisprudence	X		W →					X						Funds for Jurisprudence planning deleted during this period by direction of LEAA.

Legend: X -- Task Completed
W -- Continuing work toward

WORK PRODUCTS
SUMMARY

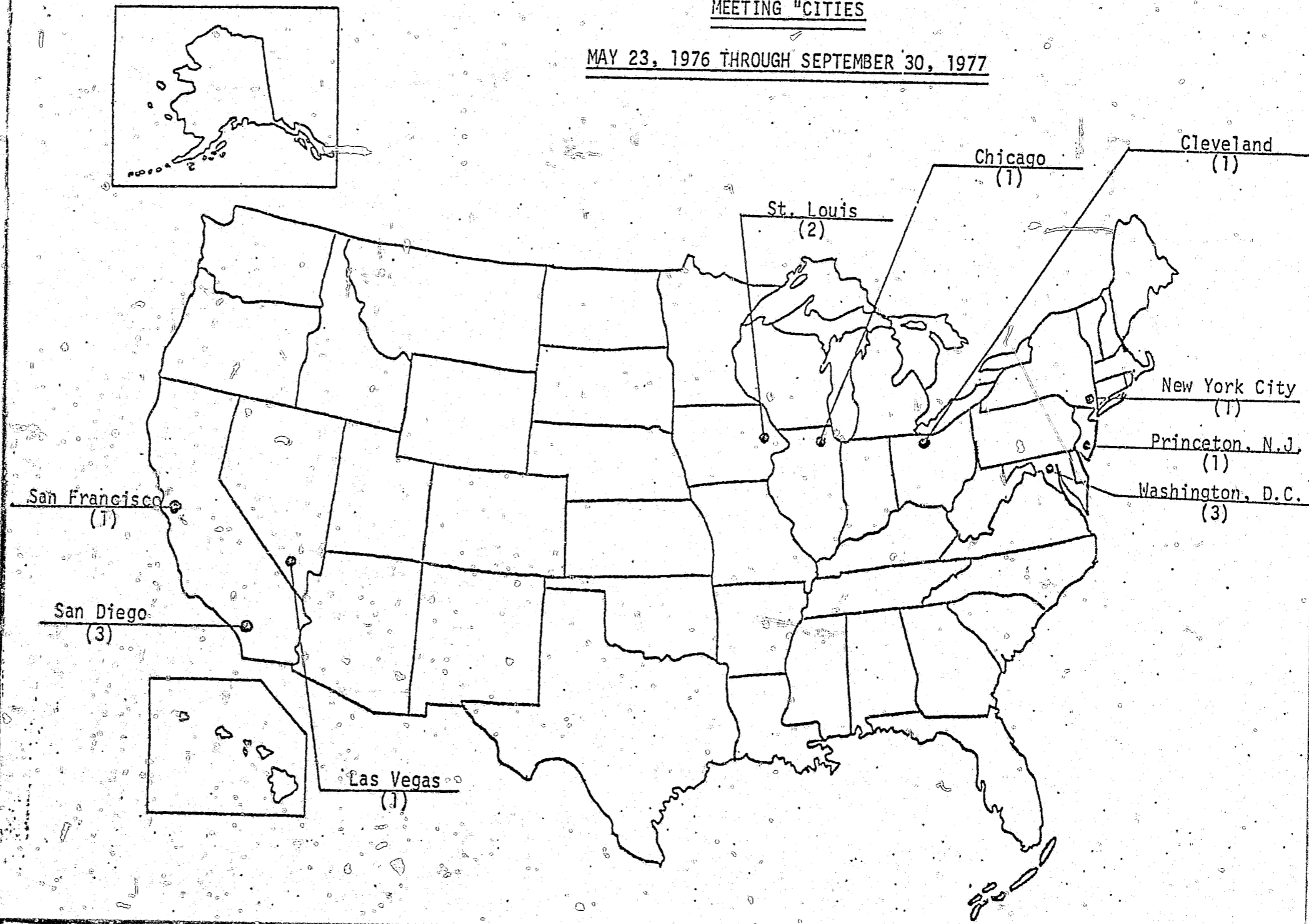
	Articles of Incorporation	Bylaws	Standards	Brochure	WORK PRODUCTS (September 30, 1977)				Criminalistics Accreditation Report	Criminalistics Certification Group 1) Benefits - Nat'l. Program 2) Interim Report	Jurisprudence Concept Paper for Certification
					Letter of Interest	Letter of Instruction	Application	Directory of Diplomates			
Toxicology	X	X	X	X	X	X	X	X			
Odontology	X	X	X	X	X	X	X	X			
Psychiatry	X	X	X	X	X	X	X	January 1979			
Anthropology	X	X	X	X	X	X	X	January 1979			
Document Examiners	X	X	X	-	-	-	-	January 1979			
Criminalistics Certification	-	-	-	-	-	-	-	-	X		
Criminalistics Accreditation	-	-	-	-	-	-	-	-	X		
Jurisprudence	-	-	-	-	-	-	-	-	-	X	
Pathology	-	-	-	-	-	-	-	-	-	-	

→ Board in operation several years. Participation under LEAA Grant be in areas of continuing education and accreditation.

MAP OF
MEETING CITIES

MEETING "CITIES"

MAY 23, 1976 THROUGH SEPTEMBER 30, 1977



SECTION II

MANDATE

February 20, 1974
THE MASON WHITE PAPERS
(Background Information)

During his term as president of the Academy, President Mason became increasingly aware of the nation's recognition of the role of the forensic scientist in the criminal justice system. With this recognition there is developing a need to study the nature and structure of our organization and its relationship to the forensic scientist and his methods. President Mason addressed communications to the 1973-1974 Executive Committee outlining his thinking in three major areas of concern and seeking approval to appoint long-term ad hoc committees of past and present officers to study these proposals. This action met with the approval of the Executive Committee with the understanding that the details of these proposals, the method of study, and the committees appointed to conduct these studies be disseminated to each member of the Academy with instructions that they be urged to communicate their thoughts on these matters to appropriate committee members. The proposals in their entirety follow.

1. CONCERNING CERTIFICATION OF FORENSIC SCIENTISTS:

Over a period of many years the Academy has remained hesitant about dealing in depth with the problems of certification. This, I believe, was in part due to many of the early members strongly favoring keeping the Academy inclusive rather than exclusive in its posture, and thus with minimal requirements for membership. The multidisciplinary makeup of the Academy is such that, of necessity, great differences actually existed in extra-Academy sectional requirements for membership and intra-Academy sectional requirements imposed or suggested. For example, statutory requirements at once determined that a pathologist had five or six years* of post-university or

* Under certain circumstances this may now be reduced to four or five years.

college training and at least two additional years were spent if he were Board-certified, whereas in some sections much less or no college training was specified. Presently all sections require at least a baccalaureate degree.

Developments in respect to health care such as those embodied in the Clinical Laboratory Improvement Act (CLIA) and the more recent law having to do with Professional Standards Review Organizations (PSROs) and the imminent National Health Insurance legislation re-emphasized the increasing intensity of the Federal effort to improve quality of professional services by mechanisms which include defining the education, past and continuing training and/or experience required of individuals directly or indirectly providing health care. Inasmuch as various segments of the Criminal Justice system are now heavily subsidized by Federal agencies, there is every reason to believe that similar efforts will be directed toward it. It will be well for the Academy, by its own example, to be a model for specification of educational requirements for practice of the forensic sciences and to be a source of consultative advice in respect to any forthcoming legislation.

It is likely that present studies of the forensic sciences, including the assessment being prepared under the grant to FSF Inc. will provide a great deal of material to be of value in defining formal educational requirements and/or experience appropriate for the practice of the various elements of the forensic sciences at specified levels of responsibility. It seems reasonable to utilize this and other such information in establishment of an in-house Board Certification program. If effective, it is highly likely

that it would be recognized in the actions of legislative bodies.* If the AAFS does not have an operating certification program embracing all of the defined subdivisions of the forensic sciences, thus spelling out requirements for practice at the highest level, then the risk that other agencies will make the recommendations to be imposed becomes very great. There seems little doubt that a certification program would enhance the image of the Academy as a professional organization. Certification for many years has been recognized (indeed, established) as an effective means of improving professional status in connection with the various medical specialties, these being representative of rather sharply defined exclusive components of the statutorily closely regulated activity. Certification, however, has also been found useful by more inclusive professional groups which presently either have no statutory limitations or only very modest ones--e.g., the American Association of Clinical Chemists through the American Board of Clinical Chemistry (also certifying in toxicological chemistry) and the American Industrial Hygiene Association through the American Board of Industrial Hygiene. (The latter, dealing with a multi-disciplinary structure analogous to the Academy, grants separate certification in comprehensive practice, toxicological aspects, engineering aspects, chemical aspects, radiological aspects, air pollution aspects, and acoustical aspects.)

It therefore seems proper that the Academy should carefully consider the question of whether to undertake certification. Because of the many issues

* As was, very importantly, the certification program of the American Board of Clinical Chemistry in connection with the Clinical Laboratory Improvement Act.

involved in terms of desirability and the complexities of implementation, it is the appropriate task for a committee which includes members having had experience with other certification programs.

I have, therefore, appointed such a committee to be charged with (a) making a recommendation regarding desirability and feasibility of an Academy certification program, and (b) if desirable and reasonable, outlining a structure of implementation for consideration by the Executive Committee.

The decision on desirability and feasibility should be reported to the Executive Committee prior to its 1974 mid-year meeting. If the second item of the charge is pursued, a report to the Executive Committee by the fall of 1974 would be hoped for, as a subsequent preparation of the reports for consideration by the membership would be another and time-consuming task.

The Fellows asked to act on this Committee on Certification were Dr. Kurt Dubowski, Chairman, Dr. James Weston, Dr. Milton Feldstein, Dr. Charles Kingston, Mr. Ordway Hilton, Dr. Ellis Kerley and Dr. Don Harper Mills.

2. OTHER MAJOR AREAS OF CONCERN:

Major areas 2 and 3 mentioned in paragraph 1 above are not pertinent to this report.

3. CHRONOLOGY OF EVENTS

In keeping with the initial mandate, the American Academy of Forensic Sciences, (AAFS) Committee on Certification pursued its assigned task by correspondence, telephone and through individual personal contacts. Excerpts

from the Interim Meeting, 1974-1975, Executive Committee held at the Holiday Inn, Wichita, Kansas, May 24, 1974 follow:

1-3. X X X X

4. Report of the Ad Hoc Committees Authorized by the Executive Committee in Support of the Proposals contained within the Mason White Papers.

a-b. X X X X

c. The chairman next reported on the Ad Hoc Committee on Certification. He indicated that the Committee's activity was limited in view of the short interval between receipt of the Morton Mason White Paper and Executive Committee Meeting. However, correspondence received from the committee indicated the gist of the recommendations to be as follows:

(1) Such a proposal was indeed feasible and desirable. It is further suggested by members of the committee that such certification be conducted parallel with the membership requirements of the Academy, i.e., as an adjunct to the existing membership requirements, and that this be conducted wherever possible, using already existing certification programs which the Academy might recognize as its official mechanism. He further indicated that a number of the members of the committee had suggested the possibility of the Foundation as the funding corporate mechanism to accomplish this certification in accordance with the wishes of the respective disciplines. Acceptance of this report was moved by James Weston and seconded by Edward Whittaker. The motion was carried unanimously.

The Certification Committee continued with its primary task through 1974 and rendered its final report to the Executive Committee as follows:

Excerpts from the minutes of the meeting of 1974-1975, Executive Committee, Hyatt Regency Hotel, Chicago, Illinois, February, 1975:

1-9. X X X X

10. AD HOC COMMITTEE ON CERTIFICATION

The Chairman was asked to summarize the gist of his very detailed committee report dated February 6, 1975. He suggested that the Committee concur on the following:

That steps be taken to implement certification immediately since if not accomplished by the Academy, it would probably be accomplished by another organization or organizations forthwith. He emphasized the importance of initiating this procedure at once and suggested that such a process should include not only members of the Academy but those recognized as experts outside the membership of the Academy. The Committee felt that the vehicle best suited to accomplish this task was the Foundation, emphasizing that the Foundation would serve only as an administrative unit to affect the certification procedure enacted by the membership. The chairman further emphasized the need for each of the sections to develop its own certification procedure exclusive of the other section, i.e., a peer review process wherein there would have to be of necessity some consideration to "grandfathering" of the individuals already accepted as experts within the disciplines. It was thereafter moved by James Weston, seconded by June Jones, that the report of the Committee on Certification be accepted and the concept of certification as outlined in this Committee report be endorsed

and supported by the Executive Committee. This motion was carried unanimously.

Excerpts from the minutes of the General Business Meeting, Hyatt Regency Hotel, Chicago, Illinois, February, 1975:

X X X X

REPORT OF SPECIAL COMMITTEE ON CERTIFICATION.

President Crown asked the chairman of the Ad Hoc Committee on Certification to render a report of his committee's deliberations and recommendations as follows:

The Committee concluded that a suitable scheme for certification of forensic sciences is desirable and feasible. The report continued as follows:

1. Attitudes toward and demand for certification of individual forensic scientists are currently in a state of marked flux, with the entire spectrum represented from strong demand for certification to total disinterest. In addition to AAFS, several other well-established or newly organized groups with interest in the forensic sciences are contemplating appropriate roles in certification of individuals within their respective professional fields (e.g. American Society of Crime Laboratory Directors, NAME, Society of Toxicology).
2. In several disciplines with a recognized forensic sciences subspecialty (e.g. pathology), functional and apparently adequate certification programs for forensic science practitioners now exist. No immediate changes in these arrangements seem necessary.
3. In other professions with a recognized forensic science subspecialty (e.g. toxicology), various separate groups are

currently active in the formulation and consideration of new certification programs. None of these currently under consideration will adequately meet the needs of forensic practitioners (or meet public need with respect to forensic scientists).

4. No single organization has so far assumed or achieved leadership in the development and implementation of a broadly based certification program ultimately applicable to all major forensic science disciplines. There are strong indications that several of these disciplines will very soon proceed toward certification independently, unless a suitable certification program is rapidly developed and implemented by an appropriate umbrella group within which they can function satisfactorily.
5. It is the consensus of the Committee on Certification that a meaningful certification program in the forensic sciences is unquestionably necessary, that there is a great urgency in initiating at least a pilot program of certification of forensic scientists, and that the American Academy of Forensic Sciences and/or the Forensic Sciences Foundation are suitably situated to undertake this task in the immediate future.

The Committee believes that the following guiding principles should underlie the certification effort, being necessary for maintenance of the competence, integrity, and sound development of any certification program:

1. The credentialing process should be entirely separate from AAFS (or other) membership affairs, and available on an equal basis to all qualified persons (not only AAFS members).

2. Credentialing of individuals (i.e. evaluation of qualifications and background; examination, and granting of certificates of qualification) should be carried out as a strict peer-review system. Applicants for certification in a given discipline or field (e.g. criminalistics) should be evaluated entirely and exclusively by recognized practitioners in the same field, with due allowance for subspecialization.
3. The certifying body should be an independent, single-purpose organization, so organized as to be free from inappropriate pressures of any kind from its founders or any other organization, group or individual. A modular concept should prevail in the organization of the certifying body. Those disciplines currently desiring certification could at once designate parallel but separate credentialing groups of rotationally elected members of their own profession, while other disciplines could subsequently join the operation in a parallel manner. The structure of the certifying body should be subject to change to meet new problems and situations, but by a process of due thought, sound deliberation, and substantial agreement.
4. Qualifications for certification should be initially established at the highest feasible level under present circumstances, and raised if and when subsequent conditions require and permit.

The chairman indicated that the Executive Committee in 1974-75 unanimously concurred with and supported the recommendations of his committee. This committee consisted of the following individuals: Kurt Dubowski, Chairman, Milton Feldstein, Ordway Hilton, Ellis R. Kerley, Charles R. Kingston, Don Harper Mills, James T. Weston and Morton F. Mason.

Thereupon, the following was moved by the Chairman, regularly seconded, and unanimously carried.

1. Endorse the principle of certification in the forensic sciences of qualified individuals, and
2. In keeping with the recommendations of the AAFS Committee on Certification and the action of the AAFS Executive Committee, urge the Executive Committee to request the Forensic Sciences Foundation to initiate forthwith a program of certification in the Forensic sciences through separate peer group bodies representing the disciplines affected, in accordance with the action of the AAFS Executive Committee and in cooperation with the American Academy of Forensic Sciences.

With initial guidance well in hand, the Forensic Sciences Foundation took over the dual task of seeking funds for the Program and expanding on the initial guidance to the field. It was decided that initial funding should be for a two-year planning and implementation period.

Time was highly important since the U.S. Department of Commerce had initiated actions to accredit laboratories in the United States and admittedly, although Commerce's concern was laboratory accreditation, the relationship between certification and accreditation was close.

During the months of March and April of 1975, the following letter was dispatched to the Ford Foundation, the National Sciences Foundation, and to LEAA:

"Dear Sir:

The Forensic Sciences Foundation, together with its sponsor, the American Academy of Forensic Sciences, asks your consideration of the attached concept paper: 'Certification of Forensic Scientists'. This particular certification program is concerned with a worthy

ultimate goal: the improvement of the quality of justice through the upgrading of the professionals within the several disciplines comprising the forensic sciences. As such, aside from its mechanical features, the proposed project is essentially an education effort-- with a direct impact on the curricula of colleges and universities. We have included a brochure on the American Academy of Forensic Sciences which also briefly describes the Foundation. The Foundation would be pleased to answer any questions concerning the concept paper."

Both the Ford Foundation and the National Science Foundation indicated an interest in the project but lacked the funds to offer any financial assistance. LEAA acknowledged our efforts as timely and important.

Further justification of the need for certification of the forensic science work force developed as a result of findings and recommendations of a study completed in June 1975 by the Forensic Sciences Foundation for LEAA -- "Assessment of the Personnel of the Forensic Sciences Profession" Grant #73-NI-99-0052-G, the triple purpose of which was:

- To provide a state of the art assessment of the counseling, education, recruitment, training and work experience of forensic scientists serving the criminal justice system in the United States.
- To provide a similar state of the art assessment of evidence technicians in their role as specialists in the search for physical evidence at crime scenes.
- To make recommendations concerning the implementation of selected findings or to recommend further study of unresolved areas.

The study revealed shortcomings, primarily in the areas of Education, Training, Personnel Management, Communication, Research and Certification.*

Upon receipt of the findings and recommendations to the Forensic Sciences Foundation's "Assessment Study" in June 1975, the LEAA Forensic Sciences Program Monitor indicated that funds could be made available by LEAA to support certain recommendations made in this Study. Liaison with the profession indicated an immediate need for a continuation of Laboratory Proficiency Testing and a Certification Program.

Meanwhile, during the mid-year meeting of the 1975-76 Executive Committee at the Chase Park Hotel, St. Louis, Missouri, July 12-13, 1975, the Certification Committee Chairman continued with his periodic reports on certification as follows:

1-3. X X X X

4. CERTIFICATION AND EDUCATION COMMITTEES

General introductory comments were made by Dr. Weston, who expressed the feeling that certification is basically a function of the section, requiring little or no action, at this time, by the Academy. He introduced Dr. Dubowski as vice-chairman of the Certification Committee. He also reported on various proposals and implementation plans and the status thereof. He also discussed the mechanics of going forth on the basis of grant proposals currently under consideration.

Dr. Weston then moved, seconded by Dr. Dubowski, that the direction of the certification committee be such that the committee be composed

* Of 1,363 judges and trial lawyers queried, 92% desired greater utilization of forensic science personnel skills because of their credibility in the legal decision making process and 74% stated that a system of certification was an "important" criteria in determining the qualifications of prospective "expert witnesses".

of the chairmen of the certification committees within those sections that have developing certification programs, and that the first order of business of this committee be the development of a game-plan or modus operandi for each section to start to consider; and that the principal business of the Academy's certification program be the transmission of information and procedures from one section to the others.

After extensive discussion, Dr. Matte moved, as an amendment of the prior motion, with a second from Mr. Whittaker, that the Academy committee which deals with matters of certification be renamed the Committee on Certification Liaison.

The amendment carried. Thereupon the main motion as amended was voted upon and carried.

The Chairman then continued the discussion with his own extensive report on certification, primarily within the toxicology field. He also stated that on August 7, the toxicology certification committee would meet and, unless the Executive Committee objected, would incorporate the credentialing body. He asked for a declaration of intent to support or for the sponsorship of the American Board of Forensic Toxicology if that be the name of the credentialing organization to be formed. Discussion centered on the extent of "sponsorship" or responsibility and the chairman explained such sponsorship would not involve any financial or other liability on the part of the Academy. Thereupon, a motion was made by Dr. Blanke, seconded by Dr. Levine, that the Academy so sponsor the board. The motion carried unanimously. The Chairman also reported on and discussed national and international "diplomate programs" and how they fit in the credentialing process.

As a result of this discussion, Dr. Weston moved, seconded by Dr. Dubowski, that the Academy refrain from taking any action or affiliation with international organizations at this time in our own development in the field of credentialing. Following extended discussion, the motion carried unanimously.

Conferences and daily liaison between the Director of FSF and the LEAA Forensic Sciences Program Monitor revealed the lack of and definite need for a Forensic Science Five Year (5) Research and Development Plan.

The Foundation assumed the task of developing this plan in consonance with the LEAA Program Monitor and after several meetings on format, content, etc., a draft was submitted on September 2, 1975 and a finalized version on October 8, 1975.

After an initial cursory review, the LEAA Project Monitor requested that FSF submit a formal proposal on Certification and on November 20, 1975, this proposal was presented to LEAA, in the amount of \$312,418 for a period of 24 months.

The detailed review which followed at LEAA, indicated that they would consider for further review, a package proposal to include both Certification and a continuation of the on-going Proficiency Testing Program in the amount of \$225,000 for a period of one year and a revised Certification proposal was resubmitted December 23, 1975 in the amount of \$142,930. Further revisions were directed by LEAA and a final version in the amount of \$140,434 was resubmitted on January 22, 1976.

On May 20, 1976 the grant was approved by the LEAA Administrator, Richard W. Velde in the amount of \$140,434.

On March 31, 1977 a second proposal in the amount of \$219,664 was submitted to LEAA for a grant to enable the FSF to continue its current Certification Program for a second year.

Letter from LEAA dated April 5, 1977 indicated that the proposal had been entered into LEAA application processing system as of April 5, 1977 and assigned an application number 0224-99-NI-77.

Letter of April 26, 1977 from LEAA Office of the Comptroller requested clarification of certain sections of our Proposal. Items were clarified and revisions submitted to LEAA on May 10, 1977, thus reducing our proposal to \$209,421.

During the month of June, 1977, FSF was advised by the Project Monitor that funds would not be provided in the proposal submitted for either Criminalistics (Accreditation of Laboratories) or Jurisprudence, and each of these sections would have to be deleted from the proposal.

Further revisions during the early part of July were submitted to LEAA on July 18, 1977, thus reducing the proposal to \$171,836. During the period March through August 1977, certain adjustments to the first year grant #76NI-99-0101 were requested of LEAA and approved.

#1 March 15, 1977 -- reducing the total telephone toll

from \$4,758 to a revised budget of \$3,758. Adjustment approved on April 8, 1977.

#2 May 23, 1977

1) reducing the total budget for supplies by \$3,250 from \$6,310 to a revised budget of \$3,060.

2) reducing the total telephone budget of \$2,000 from \$3,758 to a revised budget of \$1,758.

The reduction of \$5,250 was redesignated in the budget under Evaluation Services for COPA.

Adjustment was approved on June 2, 1977.

#3 May 27, 1977 -- reducing the Contractual budget of \$4,050 by \$1,250 to a revised budget of \$2,800 and adding new item, Legal Counsel, \$1,250. Adjustment approved on June 2, 1977.

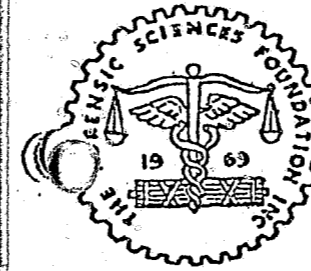
#4 May 2, 1977 -- request to extend grant from May 24, 1977 to June 30, 1977. Extension approved May 10, 1977.

#5 June 20, 1977 -- request to extend grant from June 30, 1977 through July 31, 1977. Extension approved June 23, 1977.

#6 July 18, 1977 -- request to extend grant from July 31, 1977 through August 31, 1977. Extension granted July 20, 1977.

#7 August 23, 1977 -- request to extend grant from August 31, 1977 through September 30, 1977. Extension granted August 25, 1977.

Finally, on August 26, 1977, the FSF was notified that the second year grant award had been approved in the amount of \$171,836.



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CERTIFICATION PROGRAM NARRATIVE

The initial goal of this program was to facilitate the deliberation, research structuring and field testing efforts of eight separate forensic science certification planning committees by providing each committee with the following: research support, administrative support, the means to conduct two working research planning committee meetings per committee; and the capability to promulgate research findings, information, and instructions...to the end that the myriad tasks involved in the research/design of certification programs will be accomplished in an orderly and a timely manner.

FIRST YEAR PROGRAM NARRATIVE

I. OBJECTIVES AND NEED FOR THIS ASSISTANCE

a. Objectives

- To organize eight separate forensic science discipline-oriented certification planning and research committees composed of nationally recognized leaders in the disciplines concerned.
- To research the problems and requirements unique to each discipline and to formulate separate, detailed plans for the certification of professionals within each discipline.
- To field-test each component of each voluntary certification program as developed...to include complete systems if developed during the time frame of this project.
- To inform the professionals concerned, the "users" of the end products and the public of the research effort and the value of each program.

b. Need

1.) Quality and Equality

The United States through its people and through its organized network of governments, is continually dedicated to the task of improving the quality and equality of justice -- whether through the enactment of laws or by the improvement of the system in which the laws are implemented.

One of the many facets of the justice system in need of minimum standards is the forensic science work force.

There is a direct correlation between the improvement of the qualifications of an individual in the system and the improvement of the quality of the system. Similarly, there is a direct correlation between the improvement of the qualifications of all related persons in the system and the improvement in national equality of justice.

Professional credentialing is a complex, multifaceted activity, involving determination and recognition of the professional qualifications of three distinct entities: individuals; operating agencies; educational and training institutions.

Recently, the membership of the prestigious American Academy of Forensic Sciences (AAFS) officially endorsed the concept of individual certification and directed its Certification Committee to actively support efforts in this area. As a result, the following disciplines within the forensic sciences are included in this program.

- Criminalistics
- Forensic Toxicology
- Forensic Odontology
- Forensic Physical Anthropology
- Questioned Document Examination
- Forensic Psychiatry
- Forensic Jurisprudence
- Forensic Pathology*

(* Forensic Pathology has a certification program and thus will limit its involvement to the critical problem of continuing education... as it pertains to recertification.)

It is the consensus of opinion of leading law practitioners, legal scholars and students of the law that legal proof is rapidly evolving into a multidisciplinary mosaic of law, science and technology. As a consequence of our modern age, in which increasing specialization is deemed a desirable means of solving difficult problems, *scientific evidence* and *expert testimony* have become indispensable in many types of criminal investigations and in the trial of criminal cases. Adding to the cause of scientific evidence have been the limitations placed on the traditional methods of suspect interrogation.

The term "scientific evidence" covers, of course, a range of evidence varying widely in probative value, weight and persuasiveness. Some sciences accommodate the formulation of an opinion with mathematical certainty; others are less precise. The various sciences and techniques are allied, however, in at least one respect: *their secrets are unlocked by specially trained experts.*

2.) Quantity

The evidentiary use of the expert witness in the field of Forensic Science is on the upswing. Scientific evidence is highly credible, both to judges and jurors.* Expert scientific opinions based

* LEAA study "Assessment of the Personnel of the Forensic Sciences Profession"--Grant #73-NI-99-0052-G, June, 1975: of 1363 judges and trial lawyers queried, 92% desire greater utilization of forensic science personnel skills because of their credibility in the legal decision making process and 74% stated that a system of certification was an "important" criteria in determining the qualifications of prospective expert witnesses.

on scientific analysis of evidence related to a crime provide, in countless cases each year, evidence which pushes the probability of an accused's innocence or guilt beyond a reasonable doubt.

Present judicial procedures direct that the trial judge must decide whether a witness is qualified to testify as an expert. Logic suggests that the witness must have special knowledge or experience relating to the subject at hand. Unfortunately, in practice, judges cannot keep up with the rapidly advancing state-of-the-art and, therefore may base their decision on the question of whether the person has previously testified as an expert in his field of knowledge. Unfortunately, such a means of qualifying may have little real value in measuring current professional qualifications in the forensic sciences. Needed is a national system of individual certification . . . a system that culls those who do not meet logical, reasoned minimum professional and ethical standards.

As noted earlier, the American Academy of Forensic Sciences (AAFS) has had under study for several years the matter of certification of forensic scientists. Historically, all certification programs for individuals and all companion accreditation programs for facilities and educational institutions have met with opposition from within the profession. It is therefore of considerable significance that the approximately 1,500 scientific members of the AAFS approved the principle of certification and directed the Forensic Sciences Foundation to implement their decision.

3.) Uniform/Equal Support

Although each of the disciplines involved has a distinctly different certification problem to address and an equally distinct environment in which to operate . . . each has a need for a minimum level of planning and research support. In this instance such support ranges from the time donated by discipline experts who can make substantive contributions to the solution of the problems to the financial support needed to pay for essential research by the staff and through committee meetings and for the administrative backup necessary for such an effort.

2. RESULTS OR BENEFITS EXPECTED

Funds generated for this proposal will be utilized to greatly enhance the contribution made by the forensic sciences to the quality/equality of justice by providing for a higher degree of professionalism within the multidisciplinary work force. In a time related manner this benefit will be reflected in:

- An increase in "analyzed physical evidence" (in quantity and in quality).
- A material contribution to a reduction in the number of cases entering our overloaded court system by improving pretrial screening, i.e. allowing decisions to be made as to whether a case merits a court hearing to be based more on scientific fact than on circumstantial evidence.

- A potential decrease, nationwide, in court time by providing an increased number of highly qualified expert witnesses available to the courts...and a means to identify them.

3. APPROACH

a. General

The pivotal task to be performed under this program will be the conduct of Research Planning Committee meetings -- since each such meeting will:

- Utilize the products of off-meeting research planning activities.
- Produce selected end products.
- Direct further research activities.

MEET

RESEARCH

PLAN

The research planning committees are temporary organizational conveniences by which to structure publicly useful certification systems for the professions involved.

In practice, a research planning committee takes its direction from the roles and missions of the certifying or specialty board that will eventually be created to implement the approved certification

system. Following are the primary functions of such boards -- and, thus, the current goals of the research planning committees:

- 1) To establish and periodically to enhance standards of competence for the practice of a specified profession (e.g., criminalistics, forensic toxicology, etc.).
- 2) To conduct investigations, evaluations, and examinations to determine the competence of voluntary applicants to engage in the practice of the profession.
- 3) To grant and issue certificates of qualification to candidates who successfully demonstrate their fitness therefor, as evidence of their competence.
- 4) To stimulate and assist in the establishment and development of adequate educational and training programs and facilities.
- 5) To advise prospective entrants into the profession concerning recommended courses of study and training required.
- 6) To make available to the public at large and to various interested parties (such as bench and bar) periodically revised lists of persons who have been granted certificates of qualification.

A specialty board carries out its certifying functions by complete documentation of an applicant's background and by application of identical, nondiscriminatory standards. Board action is based upon the candidate's moral, ethical, and professional record, education, experience and attainments - plus the results of formal examinations, oral or written.

b. Plan of Action

Given the above goals each research planning committee will proceed to develop its certification system in three phases.*

- Phase I will be concerned with the design of the research mechanism needed to accomplish the tasks ahead.
- Phase II will be devoted to the research needed to structure a certification system.
- Phase III will consist of field tests of designed components.

Some research planning committees will accomplish all phases of work in less than two years while others will be hard pressed to complete Phases I and II during the two year period of this program.

c. Task Descriptions

Phase I (Organization):

1. Committee Selection. The major criteria will include
 - a) public interest
 - b) representation regardless of affiliations
 - c) leadership in the field
2. Operating Procedure.
 - a) chairmanship
 - b) communications
 - c) voting, etc.

* It should be noted that each discipline, eight in all, will work independently. Some will approach problems one way...some another, i.e., criminalistics will be concerned with several subspecialties while others have only one specialty. Some disciplines will be more concerned with formal education than others. Forensic Pathology will concentrate on continuing education in view of the fact that they already have a program of certification, etc.

3. Liaison.

- a) communications with all professional groups involved in the discipline concerned
- b) responsibilities

4. Communications Means.

- a) types
- b) schedule and format
- c) responsibilities

5. Mailing Rosters.

- a) appeal for names and addresses in all known professional publications
- b) professional association rosters
- c) consolidation and mailing labels

6. Views.

- a) open petition for alternative, individual views and philosophies
- b) solicited views of professional associations

7. Plan Outline.

- a) The sequence of research to be addressed

8. Meeting Schedules.

- a) general dates
- b) places
- c) agenda

9. Progress Reports.

- a) to LEAA
- b) to profession

Phase II (Research):

1. Formal Organization.

- a) non-profit, public certification incorporation requirements
- b) IRS considerations
- c) alternatives

2. Officers and Directors.

- a) titles
- b) qualifications
- c) terms
- d) nominations
- e) responsibilities
- f) alternatives

3. Charter and Bylaws.

- a) purpose and objectives
- b) membership
- c) elections, meetings and voting
- d) committees
- e) indemnification, seal
- f) amendments, authority
- g) dissolution conditions
- h) alternatives

4. Standards.

GENERAL REQUIREMENTS: citizenship (or other status), geographical limitations, age, moral character, ethical standing, etc.

PROFESSIONAL EDUCATION: Acceptable field(s), acceptable institutions, specified core subject matter or courses, degree(s), formal specialized training, post-degree requirements, etc.

PROFESSIONAL EXPERIENCE: Nature, character, duration, exclusions, time limitations (recency), current status (as pertaining to both analytic work and testimony)

EXAMINATIONS: Nature, subject matter, exclusions, initial waivers, reexamination(s)

RECERTIFICATION: Frequency, additional professional education, training, and experience requirements, alternative qualifications, examinations and waivers, etc.

CATEGORIES OF CERTIFICATION/RECERTIFICATION AND SUB-SPECIALIZATION: Field(s), additional or alternative qualifications, etc.

CANCELLATION OR WITHDRAWAL OF RECOGNITION: Revocation of certificates, grounds, elements, etc.

5. Measurement.

- a) procedure for grading
- b) quantified scoring

6. Financial.

- a) application fees
- b) testing and retesting charges
- c) annual charges

7. Continuing Education.

- a) course requirements
- b) hours
- c) procedure to attain accreditation of specific presentations
- d) records

8. Recertification.

- a) procedures
- b) frequency

9. Promulgation.

- a) annual registry
- b) distribution
- c) user and public education

10. Office of Record.

- a) content
- b) location
- c) access

Phase III (Field Test):

As accomplished by individual committees, selected aspects of each facet of certification will be field tested for feasibility and practicability. In particular, the practicability of procedures and forms will be tested -- to include:

- Applications: forms, receipt of transcripts and letters of recommendation, etc.

- Evaluations: forms, establishment of review committees, reports
- Examinations: forms, questions, grading, reports
- Réexaminations
- Certify: certificates, rosters
- Publicity: rosters to "users", public
- Continuing Education: petition for accreditation, individual records, review, reports
- Cancellations: petitions, boards, rules, findings, reports

PERIODIC REPORT BY DISCIPLINE

A. Toxicology

The American Board of Forensic Toxicology (ABFT) was incorporated in the District of Columbia November 6, 1975 and assumed operations as a Board with formal approval of the minutes of its first organizational meeting completed on January 3, 1976.

During the second reporting period:

- The Certification Planning Group (ABFT) held its first meeting under the LEAA Grant in New York City, October 23-24, 1976 in conjunction with the annual meeting of the National Society of Toxicologists.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California at no expense to the LEAA Grant.

During the final reporting period:

- An additional seventeen (17) applications for an overall total of one hundred and two (102) were received.
- Eight (8) additional applicants were certified for an overall total of forty-four (44) Diplomates of the American Board of Forensic Toxicology (ABFT).
- A total of five (5) applicants were rejected for certification.

Phases I and II under the original plan of action were completed and Phase III is in the initial stage of field testing.

B. Odontology

The American Board of Forensic Odontology (ABFO) was incorporated in the District of Columbia February 4, 1976 and assumed operation as a Board with the formal approval of the minutes of its first organizational meeting completed on February 7, 1976.

During the second reporting period:

- The Certification Planning Group (ABFO) held its first meeting under the LEAA Grant in Las Vegas, Nevada, November 15, 16 and 17, 1976 in conjunction with the annual meeting of the American Dental Association.

During the third reporting period:

- The Group held official meetings under the LEAA Grant (five (5) individuals) at San Diego, California in conjunction with the Annual Meeting of the American Academy of Forensic Sciences.

During the final reporting period:

- An additional three (3) applications for an overall total of sixty-three (63) were received.
- Five (5) additional applicants have been certified for an overall total of thirty-four (34) Diplomates of the American Board of Forensic Odontology (ABFO).

Phases I and II under the original plan of action were completed and Phase III is in the initial stage of field testing.

C. Psychiatry

The American Board of Forensic Psychiatry (ABFP) was incorporated in the District of Columbia on June 24, 1976, and assumed operations as a Board with the formal approval of the minutes of its first organizational

meeting completed on August 1, 1977.

During the first reporting period:

- An initial meeting under the LEAA Grant of five individuals (three (3) for two (2) days, and two (2) additional for one (1) day) was held in Arlington, Virginia, June 12-13, 1976.

During the second reporting period:

- The Certification Planning Group (ABFP) held its second meeting under the LEAA Grant in San Francisco, California, October 20-21, 1976, in conjunction with the Annual Meeting of the American Academy of Psychiatry and the Law.

During the third reporting period:

- The Group held an official meeting under the LEAA Grant (five (5) individuals) at San Diego, California in conjunction with the Annual Meeting of the American Academy of Forensic Sciences.

During the final period of this report:

- The American Board of Forensic Psychiatry mailed two hundred and twenty-four (224) requests for information on Certification and at the end of this reporting period had received thirteen (13) applications.

Phase I and Phase II under the original plan of action were completed and Phase III is in the initial stage of field testing.

D. Criminalistics

1) Accreditation:

During the second reporting period:

- The Laboratory Accreditation Committee held its first meeting under the LEAA Grant in St. Louis, Missouri, August 25-27, 1976 and in October, 1976 presented the general findings to the

membership of the American Society of Crime Laboratory Directors (ASCLD) to include a Timetable of Tasks.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California, February 14-15, 1976 at no expense to the LEAA Grant.

During the final reporting period:

- The Accreditation Planning Group was deleted from LEAA funding.

2) Certification

During the third reporting period:

- The Certification Planning Committee held its first meeting under the LEAA Grant in St. Louis, Missouri, December 15-16, 1976.

During the final reporting period:

- The Certification Planning Committee/ABC held its second meeting under the LEAA Grant in Chicago, Illinois at the McCrone Research Institute, April 27-28, 1977.
- By direction of LEAA, an additional meeting was authorized under this first year grant and the meeting was held in Chicago, Illinois September 30- October 1, 1977.

E. Anthropology

The American Board of Forensic Anthropology was incorporated in the District of Columbia on January 10, 1977. The Board has not yet assumed an operational status.

During the second reporting period:

- The Certification Planning Group held its first meeting

under the LEAA Grant (five (5) individuals) in Cleveland, Ohio, October 1-2, 1976.

During the third reporting period:

- The Group held its second meeting under the LEAA Grant (six (6) individuals) in conjunction with the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California, February 14-15, 1977.

Phase I under the original plan of action has been completed.

F. Document Examiners

The American Board of Forensic Document Examiners was incorporated in the District of Columbia on January 10, 1977. The Board has not yet assumed an operational status.

During the second reporting period:

- The Certification Planning Group held its first meeting under the LEAA Grant in Arlington, Virginia on November 5-7, 1976.

During the third reporting period:

- The Group held an informal meeting of members present at the Annual Meeting of the American Academy of Forensic Sciences in San Diego, California at no expense to the LEAA Grant.

During the fourth reporting period:

- The Group held its second meeting under the LEAA Grant in Arlington, Virginia, March 26-28, 1977.

G. Jurisprudence

During the final reporting period:

- The Group held its first meeting under the LEAA Grant in Arlington on May 6-8, 1977.
- The Certification Planning Group of this discipline was deleted from LEAA funding.

H. Pathology

Forensic Pathology has had a certification program in being for several years and thus will limit its involvement to the critical problem of continuing education. . . as it pertains to recertification. During the period of this report, four (4) seminars were presented at the 1977 Annual meeting of the American Academy of Forensic Sciences, all of which were approved for AMA Category 1 credit. Plans for the 1978 Program call for a total of five (5) seminars, all of which entitle the participant to AMA Category 1 credit.

PROBLEMS AND ACTIONS -- CURRENT AND ANTICIPATED

No serious problems have occurred and as originally indicated in the several briefings to LEAA officials, this project was programmed for two or more years and with LEAA approval of funding for a second year, no serious problems are anticipated.

FSF received LEAA approval for the reallocation of \$5,250 in funds to allow for a thorough outside evaluation of the work accomplished during the initial twelve months of the project.

This professional evaluation was contracted with the Center of Occupational and Professional Assessment (COPA) of Princeton, New Jersey.

COPA reviewed all available documents and materials of the separate Boards to ascertain if the proper groundwork has been established to proceed into

the next phases of the project. This analysis, with findings and recommendations, is included in Section IV.

A number of general findings were formed at the conclusion of the first year of this project and they follow:

- "Traditional" inertia has been overcome and the Forensic Sciences Community has shown a growing acceptance for a nation-wide Certification Program.
- Marked progress has been made toward stated goals.
- The critical need to maintain this hard earned momentum is evident.
- Disciplines with only the one speciality could accomplish all phases of work in the initial two-year period of the Program, whereas others, i.e. Criminalistics, are concerned with several subspecialities and will be hard pressed to complete all phases during a three year period.
- A year of operation has reaffirmed the twenty-six (26) year lesson of comparable certification bodies in the health field that an undertaking of this complexity cannot be translated into functional reality by mail or telephone communication by part-time volunteers, however dedicated.
- Group decisions by a process of due deliberation and substantial agreement are vital and can only be obtained by meeting together, unincumbered by conflicting obligations.

In response to these findings, the Forensic Sciences Foundation has formulated several recommendations as follows:

- That LEAA funds in the amount of \$160,000 be made available to the current six (6) disciplines for a third year to maintain the momentum gained to date.

- That in addition to the sum indicated above, \$30,000 be allocated to reinstitute an accreditation program for Crime Laboratories.
- That an additional sum to be determined after consultation with ETS, Princeton, New Jersey, to be allocated for evaluation of examinations within each discipline program.

SECTION III

GENERAL STATUS OF DISCIPLINES (30 September 1977)

DISCIPLINES	Initial Planning Group/Board	Incorporated Dist. of Columbia	Bylaws	Standards	Operational Board	Applications Received	Applicants Certified	Meetings under LEAA Grant			Phase I*	Phase II*	Phase III*	Remarks
								1st	2nd	3rd				
Toxicology	X	X	X	X	X	102	44	X			X	X → W →		Held one meeting for 10 individuals rather than 2 meetings with 5 people.
Dentology	X	X	X	X	X	63	34	X	X		X	X → W →		Phase I*: Design of the research mechanism to accomplish the tasks ahead.
Psychiatry	X	X	X	X	X	13	-	X	X		X	X → W →		Phase II*: Research to structure a certification system.
Anthropology	X	X	X	X → W →				X	X		X →			Phase III*: Field test of designed components.
Document Examiners	X	X	X	X → W →				X	X		X →			
Criminalistics (Certification)	X →		W →					X	X	X				
Criminalistics (Accreditation)	X →		W →					X	Informal San Diego Quantico					Funds for Accreditation of Crime Laboratories deleted during this Report period by direction of LEAA.
Pathology	—	—	—	—	—	—	—	—	—	—	—	—	→	Board in operation several years. Participation under LEAA Grant will be in areas of continuing education-recert.
Jurisprudence	X →		W →					X						Funds for Jurisprudence planning deleted during this period by direction of LEAA.

Legend: X -- Task Completed
W -- Continuing work toward

GENERAL STATUS OF DISCIPLINES

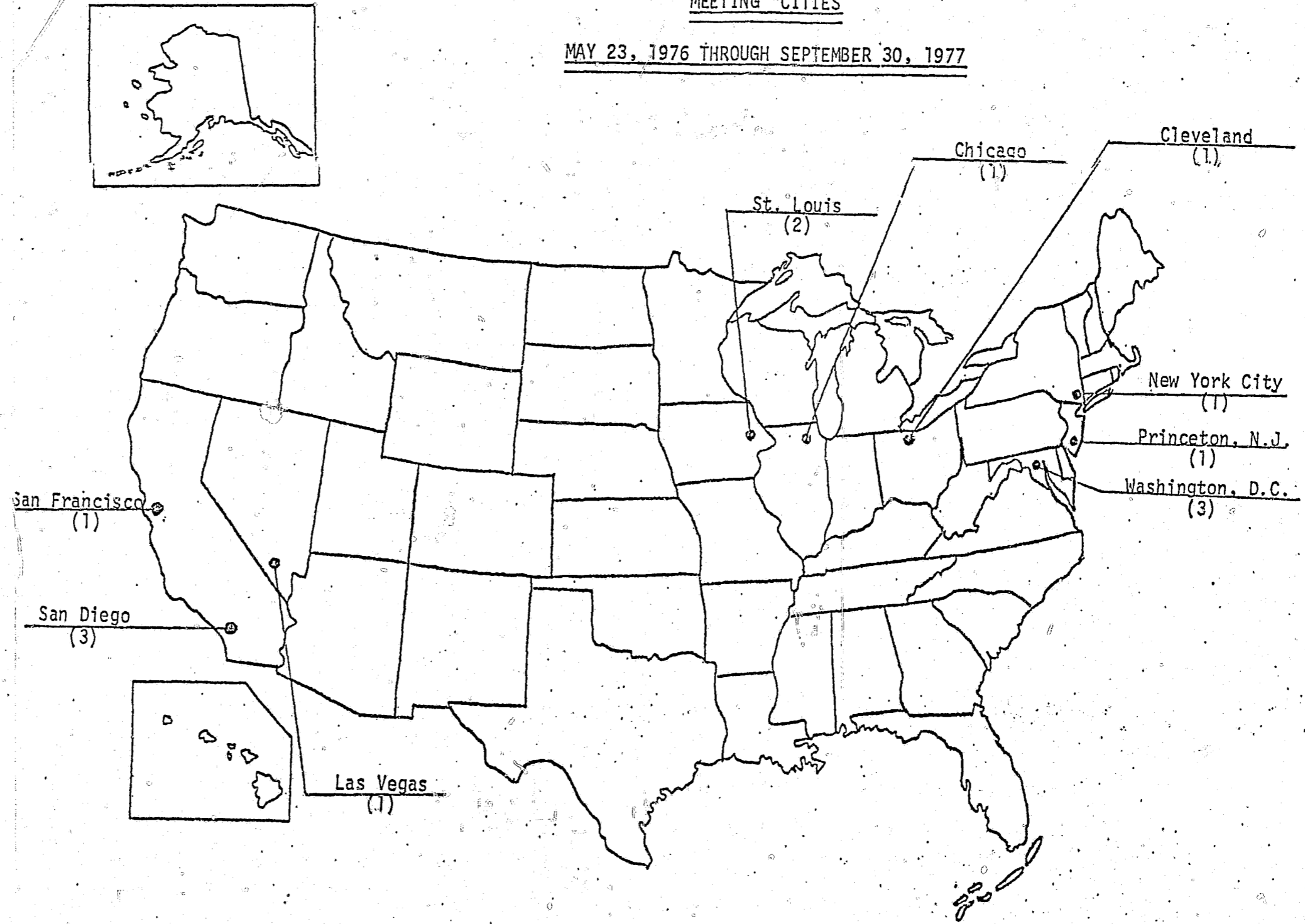
	WORK PRODUCTS (September 30, 1977)										
	Articles of Incorporation	By Laws	Standards	Brochure	Letter of Interest	Letter of Instruction	Application	Directory of Diplomates	Criminalistics Accreditation Report	Criminalistics Certification Group 1) Benefits - Mat. I. Program 2) Interim Report	Jurisprudence Concept Paper for Certification
Toxicology	X	X	X	X	X	X	X	X			
Dentology	X	X	X	X	X	X	X	X			
Psychiatry	X	X	X	X	X	X	X	X			January 1979
Anthropology	X	X	X	X	X	X	X	X			January 1979
Document Examiners	X	X	X	-	-	-	-	-			January 1979
Criminalistics Certification	-	-	-	-	-	-	-	-		X	
Criminalistics Accreditation	-	-	-	-	-	-	-	-	X		
Jurisprudence	-	-	-	-	-	-	-	-			X
Pathology	-	-	-	-	-	-	-	-			

→ Board in operation several years. Participation under LEAA Grant be in areas of continuing education and accreditation.

WORK PRODUCTS

MEETING "CITIES

MAY 23, 1976 THROUGH SEPTEMBER 30, 1977



MEETING CITIES

TOXICOLOGY

Articles
of
Incorporation

OFFICE OF RECORDER OF DEEDS, D. C.

Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE

THIS IS TO CERTIFY that all provisions of the District of Columbia Non-profit Corporation Act have been complied with and ACCORDINGLY this Certificate of _____ Amendment _____

is hereby issued to the AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.

as of the date hereinafter mentioned.

Date August 6, 1976

PETER S. RIDLEY,
Recorder of Deeds, D. C.

Margurite C. Stokes
Margurite C. Stokes
Assistant Superintendent of Corporations

ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION
OF

AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.

TO: The Recorder of Deeds, D. C.
Washington, D. C.

FILED
AUG 6 1976
BY: SMCB

Pursuant to the provisions of the District of Columbia Non-Profit Corporation Act, the undersigned adopts the following Articles of Amendment to its Articles of Incorporation:

FIRST: The name of the corporation is: American Board of Forensic Toxicology, Inc.

SECOND: The following amendment of the Articles of Incorporation was adopted by the Corporation in the manner prescribed by the District of Columbia Non-Profit Corporation Act.

Add to Article SECOND: To establish, maintain, alter, amend, and repeal rules and regulation, standards, qualifications, and requirements for the suspension, surrender, revocation, or other termination of certificates or other recognition.

THIRD: The amendment was adopted in the following manner:

The amendment was adopted at a meeting of the Board of Directors held on February 15, 1976, and received the vote of a majority of the Directors in office, there being no members having voting rights in respect thereof.

July 27, 1976

DATE
(Corporate Seal)

AMERICAN BOARD OF
FORENSIC TOXICOLOGY, INC.

By _____
President

ATTEST:

Secretary

Office of Recorder of Deeds

CORPORATION DIVISION

WASHINGTON



This is to certify that the pages attached hereto constitute a full, true,
and complete copy of CERTIFICATE AND ARTICLES OF INCORPORATION OF
AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC., AS RECEIVED AND
FILED NOVEMBER 6, 1975.

as the same appears of record in this office.

In Testimony Whereof,

I have hereunto set my hand and caused
the seal of this office to be affixed, this

the 7th day of

November A. D. 1975.

PETER S. RIDLEY,
Recorder of Deeds, D. C.

By Margaret C. Stone
Assistant Superintendent of Corporations, D. C.

OFFICE OF RECORDER OF DEEDS, D. C.

Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE


THIS IS TO CERTIFY that all provisions of the District of Columbia
Non-profit Corporation Act have been complied with and ACCORD-
INGLY this Certificate of _____ Incorporation

is hereby issued to the AMERICAN BOARD OF FORENSIC TOXICOLOGY,
INC.

as of the date hereinafter mentioned.

Date November 6, 1975

PETER S. RIDLEY,
Recorder of Deeds, D. C.


David H. Cole Superintendent of Corporations

ARTICLES OF INCORPORATION

OF

AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.

✓ We, the following named persons,

Mary M. Schneider
717 Barr Building
910 17th Street, N. W.
Washington, D. C. 20006

Janice K. Ellingson
508 Bentwood Drive
Oxon Hill, Maryland 20021

Frances Mesirov
3909 W. Thornapple Street
Chevy Chase, Maryland 20015

all natural persons of the age of twenty-one or over and
citizens of the United States, desiring to act as incorporators
of a corporation pursuant to the provisions of Title 29, Chapter
10, District of Columbia Code 1973 Edition, as amended, do
declare and certify as follows:

✓ FIRST: The name of the corporation is AMERICAN BOARD OF
FORENSIC TOXICOLOGY, INC.; hereafter sometimes referred to as
the "Board" or "corporation".

✓ SECOND: The corporation is organized exclusively for
scientific, educational literary, and charitable purposes, and
its objects and purposes, in the public interest, shall be:

FILED

NOV 6 1975

BY: 

To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic toxicology.

To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic toxicologists.

To grant and issue certificates, or other recognition, in cognizance of special qualifications in forensic toxicology to voluntary applicants who conform to the standards established by the Board, and, who in accordance with the By-Laws and Rules and Regulations of the Board, have established their fitness and competence therefor.

To establish, maintain, alter, amend, and repeal rules and regulations, standards, qualifications, and requirements for the granting, issuing and renewal of certificates or other recognition.

To exercise and enjoy all powers, rights, and privileges granted to or conferred upon corporations of similar character by the laws of the District of Columbia now or hereafter in force.

To do any or all of the things herein set forth as principal, agent or otherwise, alone or in company with others.

The objects and purposes specified herein shall be regarded as independent objects and purposes and, except where otherwise expressed, shall in no way be limited or restricted by reference to or inference from the terms of any other provision of these Articles of Incorporation.

The foregoing shall be construed both as objects and powers and the enumeration thereof shall not be held to limit or restrict in any manner the general powers conferred on the corporation by the laws of the District of Columbia.

THIRD: The corporation is not organized for pecuniary profit and shall not have authority to issue capital stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE SECOND hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

SEE
AMENDMENT
TO ARTICLES

✓ FOURTH: The duration of the corporation shall be perpetual.

✓ FIFTH: The corporation shall not have members.

SIXTH: The Board of Directors of the corporation shall consist of at least nine (9) and not more than twenty-five (25) persons, and shall be vested with the management and control of the property, business and affairs of the corporation.

The initial Board of Directors, who shall number eleven (11) and shall consist of the persons named in ARTICLE SEVENTH hereof, shall serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors or until their successors have been duly elected and qualified. Thereafter, the members of the Board of Directors shall be elected by the Directors, in accordance with the By-Laws, from lists of nominees supplied by one or more nominating organizations, designated as such from time to time by a two-thirds (2/3) affirmative vote of the Directors, or from among other eligible persons at-large. The right of such nominating organization(s) to submit nominees may be revoked or annulled at any time by a two-third (2/3) affirmative vote of the Directors.

The Board of Directors shall have the power to adopt, alter, amend, and repeal such By-Laws of the corporation as will not conflict with these Articles of Incorporation or the law, for the regulation and management of the affairs of the corporation.

The corporation may in its By-Laws confer other powers upon

the Directors, in addition to the powers and authorities expressly conferred upon them by law and these Articles of Incorporation.

SEVENTH: The initial Board of Directors shall number eleven (11) and shall consist of the following persons listed by name, professional affiliation, and address, who are to serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors, or until their successors have been duly elected and qualified:

<u>NAME</u>	<u>AFFILIATION AND ADDRESS</u>
1. Robert V. Blanke, Ph.D.	Virginia Commonwealth University Box 696, MCV Station Richmond, Virginia 23298
2. Robert H. Cravey, B.S.	Office of Sheriff-Coroner of Orange County P. O. Box 449 550 N. Flower Street Santa Ana, California 92702
3. Leo A. Dal Cortivo, PH.D.	Division of Medical Legal Investigation & Forensic Sciences Suffolk County Office Building Hauppauge, New York 11787
4. Kurt M. Dubowski, Ph.D.	University of Oklahoma College of Medicine P. O. Box 26901 Oklahoma City, Oklahoma 73190
5. Larry B. Howard, Ph.D.	Georgia Crime Laboratory Georgia Bureau of Investigation P. O. Box 1456 Atlanta, Georgia 30301
6. Morton F. Mason, Ph.D.	Univ. of Texas Southwestern Medical School Department of Pathology, B-167A 5323 Harry Hines Boulevard Dallas, Texas 75235

7. Neal Reading, Ph.D. Connecticut Department of Health
P. O. Box 1689
Hartford, Connecticut 06101
8. Robert H. Reeder, J.D. Northwestern University
Traffic Institute
405 Church Street
Evanston, Illinois 60204
9. Jane H. Speaker, Ph.D. Office of Medical Examiner
321 University Avenue
Philadelphia, Pennsylvania 19103
10. Irving Sunshine, Ph.D. Cuyahoga County Coroner's Laboratory
2121 Adelbert Road
Cleveland, Ohio 44106
11. Jack E. Wallace, Ph.D. Univ. of Texas Health Science Center
Department of Pathology
7703 Floyd Curl Drive
San Antonio, Texas 78284

EIGHTH: The territory in which the operations of the corporations are to be conducted is the United States of America and its territories and possessions, and in such other places as the Board of Directors may from time to time authorize and direct. Meetings of the Board of Directors and committees may be held within or without the District of Columbia. Subject to any provision contained in the applicable statutes, the corporation may have an office or offices and keep its books within or without the District of Columbia at such place or places as may, from time to time, be designated by the Directors or in the By-Laws of the corporation.

NINTH: The private property of the Directors of the corporation shall not be subject to the payment of corporate debts to any extent whatever.

TENTH: In the event of and upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the District of Columbia in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ELEVENTH: The corporation's initial registered agent shall be MARY M. SCHNEIDER. The principal office of the corporation in the District of Columbia is c/o Mary M. Schneider, 910 17th Street, N. W., Suite 717, Washington, D. C. 20006.

TWELFTH: The corporation shall have, and may exercise, all of the corporate powers enumerated in Title 29, Chapter 10 of the District of Columbia Code, 1973 Edition, as amended, provided that none of the assets, funds, or income of the corporation shall inure to the benefit of any private individual and no substantial

part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in or intervene in (including by the publishing or distributing of statements), any political campaign on behalf of any candidate for public office, and further provided that the corporation may do any and all things necessary or advisable for or incident to carrying out the aforesaid purposes of the corporation, but shall not otherwise engage in activities which in themselves are not in furtherance of one or more exempt purposes except as the same do not represent a substantial part of its activities.

THIRTEENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in the Articles of Incorporation, in the manner now or hereafter prescribed by statute, and rights conferred upon the corporation and the Board of Directors herein are granted subject to this reservation.

IN WITNESS WHEREOF, we have executed these Articles of Incorporation in duplicate original.

Mary M. Schneider
MARY M. SCHNEIDER

Subscribed and sworn to before me this 3rd day of

November, 1975.

Marion H. Alperin
Notary Public

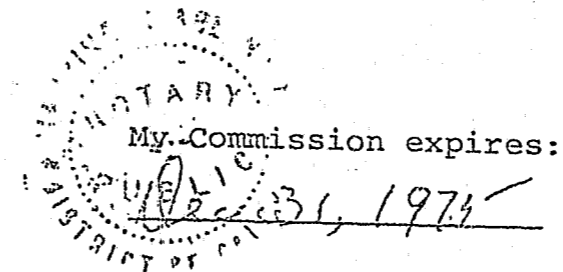
My Commission expires:

Dec. 31, 1975

JANICE K. ELLINGSON

Subscribed and sworn to before me this 3rd day of

November, 1975.



Marion H. Alperin
Notary Public

FRANCES MESIROW
FRANCES MESIROW

Subscribed and sworn to before me this 4th day of

November, 1975.

My Commission Expires:
CHRISTINE A. KOTARSKI
NOTARY PUBLIC, D.C.
MY COMMISSION EXPIRES JULY 31, 1977

Christine A. Kotarski
Notary Public

CONTINUED

1 OF 4

AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.

BYLAWS

ARTICLE I

Definitions

Section 1. All definitions of terms and words herein, unless applicable law otherwise requires, shall be as defined by the Articles of Incorporation, the Bylaws, or the Board of Directors, in that order of precedence.

ARTICLE II

Name and Purposes

Section 1. Name. The name of this organization shall be the AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC., hereinafter referred to as the "Board" or the "Corporation."

Section 2. Purposes. The purposes of the Board, in the public interest, shall be:

- (a) To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic toxicology.
- (b) To encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic toxicology.
- (c) To grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic toxicology to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor.
- (d) To cooperate with the several branches of federal and state governments and appropriate governmental and private agencies and organizations, and to

secure general recognition and acceptance of Certification by the American Board of Forensic Toxicology.

(e) To maintain and furnish lists of individuals who have been granted Certificates by the Board (hereinafter referred to as Diplomates).

(f) To engage in any activities, not prohibited by law or the Board's Articles of Incorporation, which may contribute to the above purposes or which are in furtherance of the objects and purposes enumerated in the Articles of Incorporation.

ARTICLE III

Sponsors

Section 1. Initial Sponsors. The Board is sponsored by the American Academy of Forensic Sciences and the National Society of Forensic Toxicologists.

Section 2. Other Sponsors. The Board of Directors may, by two-thirds (2/3) affirmative vote of the Directors, invite organizations having a legitimate interest in forensic toxicology, other than the organizations named in Section 1 of this Article, to become sponsors of the Board.

Section 3. Termination of Sponsorship. A sponsoring organization may, in its discretion, terminate its sponsorship of the Board upon written notice to the Board. Such sponsorship may also be terminated by a two-thirds (2/3) affirmative vote of the Directors.

Section 4. Responsibility of Sponsors. A sponsoring organization shall not have any obligations for financial support of the Board and shall not, by vir-

tue of its sponsorship of the Board, have authority over or responsibility for any of the Board's operations or activities. The principal role of a sponsoring organization is endorsement and support of the objectives and purposes of the Board and recognition of the Board's activities and programs.

ARTICLE IV

Offices

Section 1. Office of Record. The office of record of this Board shall be in the City of Washington, District of Columbia at 910 17th Street N.W., Washington, D.C. 20006.

Section 2. Other Offices. The Board may have such other offices at such locations, within or without the District of Columbia, as the Board of Directors may, from time to time, designate.

ARTICLE V

Officers

Section 1. Officers of the Corporation. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. They shall be elected annually by the Board of Directors from its membership.

Section 2. Officers of the Board of Directors. The officers of the Corporation shall serve, in the same respective capacities, as officers of the Board of Directors of the Corporation.

Section 3. Functions and Duties. The functions and duties of the President, Vice President, Secretary, and Treasurer shall be such as usually and customarily pertain to their respective offices, and also such other functions and duties as may, from time to time, be delegated or designated by the Board of

Directors or as are herein prescribed. The President shall be the Chief Executive Officer of the Board.

ARTICLE VI ✓

Nominating Organizations

Section 1. Designation. The Board of Directors may, from time to time, designate such organization(s) as it deems appropriate and proper as Nominating Organization(s), and may, in its discretion, revoke or annul any such designation. Designation of Nominating Organization(s) and revocation or annulment of such designation shall require a two-thirds (2/3) affirmative vote of the Directors. The resolution designating a Nominating Organization shall specify the number of positions on the Board of Directors for which such Nominating Organization shall be entitled, from time to time, to submit nominations.

Section 2. Privileges and Duties.

(a) Nominating Organizations currently designated as such by the Board of Directors shall be entitled to nominate persons, meeting the qualifications set forth in Article VII hereof, for any eligible vacancy on the Board of Directors, as provided in Section 1 of this Article.

(b) Each Nominating Organization shall, upon timely request, submit names of at least two (2) qualified nominees for each vacancy to be filled from among its nominees. Should any Nominating Organization fail to nominate at least two (2) qualified persons for each eligible vacancy at least fifteen (15) days prior to a scheduled election, the Board of Directors may, in their discretion, elect any qualified person(s) to fill the vacancy or vacancies.

ARTICLE VII

Board of Directors

Section 1. Authority. The governing body of the Corporation shall be a Board of Directors, which shall be empowered to have, hold, control, manage and administer all of the property, funds, business, affairs and operations of the Board pursuant to its Articles of Incorporation; with authority to do everything necessary and desirable in the conduct of the affairs and business of the Board and in accordance with these Bylaws.

Section 2. Composition. The Board of Directors shall consist of at least nine (9) and not more than twenty-five (25) persons, elected by the Directors from among qualified persons at-large and from among qualified nominees solicited from designated Nominating Organizations. Insofar as possible and practicable, the Board of Directors shall include at least one (1) person originally nominated by each currently designated Nominating Organization.

Section 3. Qualifications of Directors.

(a) Directors, whether elected at-large or from among nominees of designated Nominating Organizations, shall be chosen with due regard for their general attainments and their professional qualifications and experience in forensic toxicology and/or closely related fields.

(b) Except for the initial Board of Directors, every person elected as a Director shall be a Diplomate of this Board; provided, however, that one (1) position on the Board of Directors may be held by a duly qualified attorney at law who shall not be required to be a Diplomate of this Board.

(c) Any Diplomate of the Board may be elected as a member at-large of the Board of Directors whenever an eligible vacancy exists.

Section 4. Duties and Functions. The duties and functions of the Board of Directors shall be as follows:

(a) The Board of Directors shall exercise overall control over the affairs and operations of the Board.

(b) The Board of Directors shall be charged with establishing professional standards for forensic toxicology in accordance with the Articles of Incorporation and these Bylaws. These standards shall not be discriminatory and shall apply on an equal basis to all persons applying for Certification.

(c) The Board of Directors shall hold at least one (1) meeting annually and may hold additional meetings on reasonable notice upon the call of the President of the Board or upon the written request of a majority of the Directors.

(d) The Board of Directors may, from time to time, designate qualified persons (who need not be Directors) or organizations to act on behalf of the Board in performing such duties and functions as the Board may direct. Such persons and organizations may be compensated for their services and reimbursed for the actual and necessary expenses incurred in the discharge of such duties and functions, and shall serve at the pleasure of the Board of Directors.

ARTICLE VIII

Executive Committee

Section 1. Composition. The Executive Committee of the Board of Directors shall consist of the President, who shall serve as its chairman, the Vice President, the Secretary, and the Treasurer. A quorum of the Executive Committee shall consist of a majority of its members, and its formal actions shall require a majority vote unless otherwise provided herein.

Section 2. Authority. The Executive Committee shall have full authority and power to act for and on behalf of the Board of Directors between meetings of said Board, except as herein otherwise provided. Actions taken by the Executive Committee on behalf of the Board of Directors shall be reported to the Board of Directors as soon as practicable.

ARTICLE IX

Committees

Section 1. General. The Board of Directors may, by resolution adopted by a majority of the Directors in office, designate and establish, and determine the scope of authority, functions and duties of, such standing and special committees as, from time to time, it deems necessary.

Section 2. Composition. Each standing or special committee shall consist of two (2) or more persons, as designated by the Board of Directors. The chairman of each committee shall be a member of the Board of Directors; other members of a committee may be members of the Board of Directors or other qualified persons. The President shall be an ex-officio member of all committees.

Section 3. Appointment and Authority. The chairman and other members of each standing or special committee, unless otherwise provided herein, shall be appointed by the President of the Board with the advice and consent of the Board of Directors. Every committee may, unless otherwise provided herein, exercise the authority of the Board of Directors in the manner and to the extent provided for in the resolution establishing the committee.

Section 4. Term of Office. Unless otherwise provided herein or in the resolution of the Board of Directors establishing a standing or special committee, the chairman and other members of every standing or special committee shall

serve one (1) year terms and be eligible for reappointment.

ARTICLE X

Elections and Terms of Office

Section 1. Election of Officers. The Board of Directors shall annually elect from its membership a President, a Vice President, a Secretary, and a Treasurer. The election shall be by ballot, and a majority of votes cast shall be required to elect an officer.

Section 2. Officers' Terms of Office. The officers shall take office on July 1 following their election, and each shall hold office for one (1) year, or until his or her successor has been duly elected and qualified.

Section 3. Vacancies among Officers. The Vice President shall fill a vacancy in the office of President occurring during his or her term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail ballot.

Section 4. Election of Directors. Prior to the annual meeting of the Board of Directors, the Board shall solicit nominations from the designated Nominating Organizations, to fill eligible vacancies on the Board of Directors. Thereafter, the Board of Directors shall elect Directors to fill the vacancies which will occur during the ensuing Board year. A majority of votes cast shall be required to elect a nominated Director.

Section 5. Election of Directors at-Large. Any Diplomat of this Board may be elected by the Board of Directors as a member at-large of the Board of Directors

at the annual meeting, at any special meeting, or by mail ballot, whenever an eligible vacancy exists. Such election shall require a two-thirds (2/3) affirmative vote.

Section 6. Term of Office of Directors. During the first year of operation, the initial Directors shall meet as soon as practicable and shall determine the term of office of each of the initial Directors in such a way that one-third (1/3) of the total number of Directors, or the closest whole number thereto, shall be designated to hold terms of office of one (1) year, two (2) years, and three (3) years, respectively. Thereafter, the terms of all Directors shall be three (3) years, unless otherwise specified herein. A nominated Director may serve not more than two (2) consecutive full terms without an intervening period, unless otherwise specified herein. A full term shall be three (3) years. There shall be no limit upon the number of terms, consecutive or otherwise, which a Director at-large may serve; nor shall prior service as a nominated Director be a bar to election as a Director at-large. Each Director's term of office shall commence on July 1 following election and shall end on June 30 of his or her final year in that office, or when his or her successor has been duly elected and qualified.

Section 7. Vacancies among Directors. A vacancy in the office of a Director shall be filled by vote of the remaining Directors as soon as practicable after the vacancy occurs and for the unexpired term of said office. Such election may be conducted by mail ballot.

ARTICLE XI

Indemnification and Surety

Section 1. Indemnification. The Corporation shall indemnify any person made

a party to any action, suit or proceeding, by reason of the fact that such person, or such person's testator or intestate, is or was a Director, officer or employee of the Corporation, or of any corporation which such person served as such at the request of the Corporation, against the reasonable expenses, including attorneys' fees actually and necessarily incurred by such person in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that there was negligence or misconduct in the performance of such person's duties. The Corporation may also reimburse to any such Director, officer or employee the reasonable costs of settlement of any such action, suit or proceeding, if it shall be found by a majority of a committee composed of the Directors not involved in the matter in controversy (whether or not a quorum) that it was in the interests of the Corporation that such settlement be made and that such Director, officer, or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer or employee may be entitled apart from the provisions of this section.

Section 2. Surety. The Board of Directors may, in their discretion, procure or cause to be procured, at the Board's expense, appropriate liability insurance coverage for the Board's officers, Directors, agents and employees.

Section 3. Fidelity Bonds. The Treasurer of the Board and such other officers, Directors, agents and employees of the Board as the Board of Directors may, from time to time, determine may be required to furnish, at the expense of the Board, an appropriate fidelity bond approved by the Board of Directors, in such sum as the Board of Directors shall prescribe.

ARTICLE XII

Meetings and Operations

Section 1. Annual Meeting. The annual meeting of the Board shall be held at the call of the President, at a location designated by him or her within or without the District of Columbia. Notice of the annual meeting shall be given to each Director at least thirty (30) days before the meeting date. An annual meeting may be conducted by mail or by conference upon the written consent of two-thirds (2/3) of the Directors in office.

Section 2. Special Meetings. Special meetings of the Board may be called by the President, or upon the written request of a majority of the Directors in office, on a date and at a time and location to be designated by the President, within or without the District of Columbia. Notice of a special meeting shall be given to each Director at least fifteen (15) days before the meeting date, with information regarding the subject(s) to be considered.

Section 3. Quorum. A quorum for all purposes herein, unless otherwise provided, shall consist of a majority of the Directors. In the event less than this number are present at a meeting, the President may adjourn the meeting, from time to time, until a quorum is present. No Director shall be entitled to vote through use of a proxy.

Section 4. Conduct of Board Business

(a) Business of the Board including that of an annual meeting may be conducted by mail, by conference, or by a committee of the Board comprised of not less than two (2) persons when authorized by a majority of the Directors in office.

(b) When such business conducted by mail requires a vote of the Board of Directors, a two-thirds (2/3) affirmative vote shall be required to carry a motion.

(c) Business of the Board carried on by conference or by standing or special committees of the Board shall be conducted in such manner as the Board of Directors may direct, or in the absence of such directions as the committees may elect in accordance with the general spirit of these Bylaws and the requirements of the Articles of Incorporation.

Section 5. Territory. The operations of the Board are to be conducted in the United States of America and its territories and possessions, and in such other place(s) as the Board of Directors may, from time to time, authorize and direct.

ARTICLE XIII

Finances

Section 1. Fiscal Year. The fiscal year of the Board shall be from July 1 through June 30, inclusive.

Section 2. Income. The income of the Board shall be derived from application fees and other fees and charges, from gifts, grants and contributions, and from such other sources and activities as may be approved by the Board of Directors. All monies accruing to the Board shall be collected by such person(s) as the Board of Directors may designate.

Section 3. Compensation and Reimbursements. No member of the Board of Directors shall be paid any salary or fee for services as a Director or an officer. Subject to the availability of funds, a Director or an officer may be reimbursed for actual and necessary expenses incurred in attending meetings of the Board or in performing other duties or functions on behalf of the Board. The Board of Directors shall determine the compensation and reimbursements to be paid to other

parties than officers and Directors of the Board, for services performed or for activities carried out on behalf of the Board.

ARTICLE XIV

Certification

Section 1. Standards. The Board of Directors shall establish, maintain, and revise as necessary, standards and qualifications for the granting, issuing, and renewing of Certificates and/or other forms of recognition in cognizance of special qualifications in forensic toxicology.

Section 2. Evaluation of Applicants. The Board of Directors shall arrange for suitable means to evaluate the fitness, competence, and qualifications of persons seeking Certification by the Board. This function may be carried out, in part, by a Credentials Committee whose membership shall include at least two (2) Directors, and, in part, by a Committee on Examinations whose membership shall include at least two (2) Directors.

Section 3. Certificates. The Board of Directors shall have authority to issue or cause to be issued Certificates of Qualification in Forensic Toxicology to persons who have met the standards of the Board and have fully complied with all applicable requirements. Certificates of Qualification shall be in such forms as prescribed or approved by the Board of Directors and shall be valid for such period of time as the Board of Directors may determine. Each Certificate shall be and remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked. A person holding a valid, unrevoked Certificate of Qualification issued by this Board shall be entitled to use the designation "Diplomate of the American Board of Forensic Toxicology."

Section 4. Fees. The Board of Directors shall annually establish the fees and other charges incident to application for and granting, issuing, and renewal of Certificates of Qualification and/or other forms of recognition.

Section 5. Denial and Revocation of Certificates. The right to deny Certification and to suspend or revoke Certificates of Qualification shall reside with the Board of Directors. Certificates issued by the Board are subject to revocation only for one or more of the following reasons:

(a) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board of its representative(s).

(b) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the opinion of the Board of Directors, moral turpitude.

(c) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

Action to suspend or revoke Certification may only be taken after at least thirty (30) days advance written notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

ARTICLE XV

Parliamentary Authority

Section 1. Parliamentary Authority. Unless otherwise provided in its

Articles of Incorporation or Bylaws the conduct of meetings of the Board shall be governed by rules promulgated by the Board of Directors or, in the absence of such rules, by the rules contained in Robert's Rules of Order, Newly Revised, latest edition available. Any question as to priority of business shall be decided by the chair without debate.

Section 2. Suspension of Rules. The rules promulgated by the Board of Directors governing the conduct of meetings may be suspended at any meeting by a majority vote of the Directors present.

ARTICLE XVI

Seal and Insignia

Section 1. The Board shall have a corporate seal, and may have other devices and insignia, of such design as the Board of Directors adopt.

ARTICLE XVII

Amendments

Section 1. These Bylaws may be amended, altered, or repealed, in whole or in part, in the following ways:

(a) Upon two-thirds (2/3) affirmative vote of the Directors present at a meeting of the Board of Directors at which a quorum is present, provided that a copy of the proposed change(s) has been submitted to all Directors at least thirty (30) days prior to such meeting;

(b) Upon two-thirds (2/3) affirmative vote by mail ballot of the Directors within sixty (60) days after a copy of the proposed change(s) has been sub-

mitted to all Directors; provided that a consent in writing to use of a mail ballot has been signed by all of the Directors in office;

(c) by the unanimous written consent of all members of the Board of Directors.

ARTICLE XVIII

Effective Date of Bylaws

Section 1. These Bylaws shall become effective upon adoption by all of the Directors of the Board.

AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.

STANDARDS FOR CERTIFICATION IN FORENSIC TOXICOLOGY

Section 1. General Qualifications.

(a) Applicants must be persons of good moral character, high integrity, and good repute and must possess high ethical and professional standing.

(b) Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada and its territories.

Section 2. Educational Qualifications.

(a) Applicants for Certification must possess an earned Doctor of Philosophy or Doctor of Science degree in one of the natural sciences from an institution acceptable to the Board. {Such institutions include colleges and universities accredited by Regional Accrediting Commissions recognized by the U. S. Office of Education, and those institutions whose pertinent educational programs, e.g., in chemistry, have been accredited by one or more national specialized accrediting agencies recognized by the U. S. Office of Education.}

(b) Applicants shall have had appropriate undergraduate and graduate education, of a nature, character and extent acceptable to the Board, in (1) biology, (2) chemistry, and (3) pharmacology or toxicology. {An example of appropriate and adequate undergraduate education in chemistry,

in the view of the Board, is satisfactory completion of at least 32 semester hours or 48 quarter hours of college level studies in chemistry including accredited courses in inorganic, organic, analytical, and physical chemistry.}

Section 3. Professional Experience Qualifications.

(a) Applicants for Certification must possess professional experience in forensic toxicology acceptable to the Board and acquired subsequent to receipt of the doctoral degree, in one or more of the following categories or appropriate combination thereof: (1) Postdoctoral education/training in toxicology {or closely related discipline(s)} in program(s) acceptable to the Board, (2) practice, (3) research, (4) teaching, (5) administration.

(b) All such professional experience must have been obtained in laboratories, institutions, or agencies maintaining standards in forensic toxicology acceptable to the Board.

(c) Such professional experience shall consist of a minimum of three (3) years of acceptable full-time training and/or experience (or the part-time equivalent thereof) in forensic toxicology. At least one (1) year of such experience must have been acquired during the five (5) years immediately preceding the date of application.

(d) Each applicant shall be required to document, by means acceptable to the Board, a record of appropriate professional activities in *forensic toxicology*, in keeping with the definition "Forensic Toxicology is the study

and practice of the application of toxicology to the purposes of the law."

(e) The applicant must be engaged in the practice of forensic toxicology at the time the application is submitted.

Section 4. Examinations.

(a) Applicants who meet the requirements and qualifications set forth in Sections 1, 2, and 3 shall be admitted to comprehensive written and/or oral examinations provided by the Board and based upon broad principles of toxicology, and shall be required to receive passing grades in such examination(s). Applicants remain eligible to undergo examination for a period of two (2) years after admission to the examination.

(b) An applicant who fails to pass the examination(s) may apply within one (1) year for re-examination, without payment of an additional fee. After unsuccessful re-examination, an applicant must file a new application and pay an additional fee before further examination.

Section 5. Temporary Waivers.

(a) For the period ending December 31, 1977, the requirement of an earned doctoral degree is waived for otherwise qualified applicants who (1) possess an earned baccalaureate or higher academic degree in one of the natural sciences (chemical science or closely related discipline) from an institution acceptable to the Board, and (2) possess at least six (6) years of full-time *postbaccalaureate* professional experience (or the part-time equivalent thereof) in forensic toxicology acceptable to the Board (which may include graduate education in toxicology or closely related discipline), as outlined in Section 3.

Section 6. Application Procedures and Fees.

(a) Applications for issuance of a Certificate of Qualification in Forensic Toxicology must be submitted on the form(s) available from the Board, in full compliance with the instructions furnished, and must be accompanied by an application fee of \$150.

(b) The applicant must also arrange for submission of an official transcript of his/her academic record at every institution of higher education attended (irrespective of whether or not a degree was received). Such transcript(s) must be submitted directly by the registrar of each institution to the Board office.

(c) Every application must also be supported by letters of reference from three (3) persons qualified to judge the applicant's character and professional qualifications, sent directly by each such reference to the Board office.

(d) If an applicant, for any reason except failure in a Board examination, is deemed ineligible for Certification by the Board, all except \$75 of his fee will be refunded. However, no refund is made after an applicant has been officially accepted for examination, whether or not he/she undergoes examination.

Section 7. Denial or Withdrawal of Certification.

(a) The right to deny Certification is reserved.

(b) Certificates granted and issued by the Board may be suspended or revoked for any of the following reasons:

(1) A misstatement or misrepresentation, or concealment or

ommission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(2) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the judgment of the Board of Directors, moral turpitude.

(3) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

(4) Unethical conduct or other conduct, by a holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of forensic toxicology into disrepute.

(c) Action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

(d) Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within sixty (60) days after the issue date of such notification.

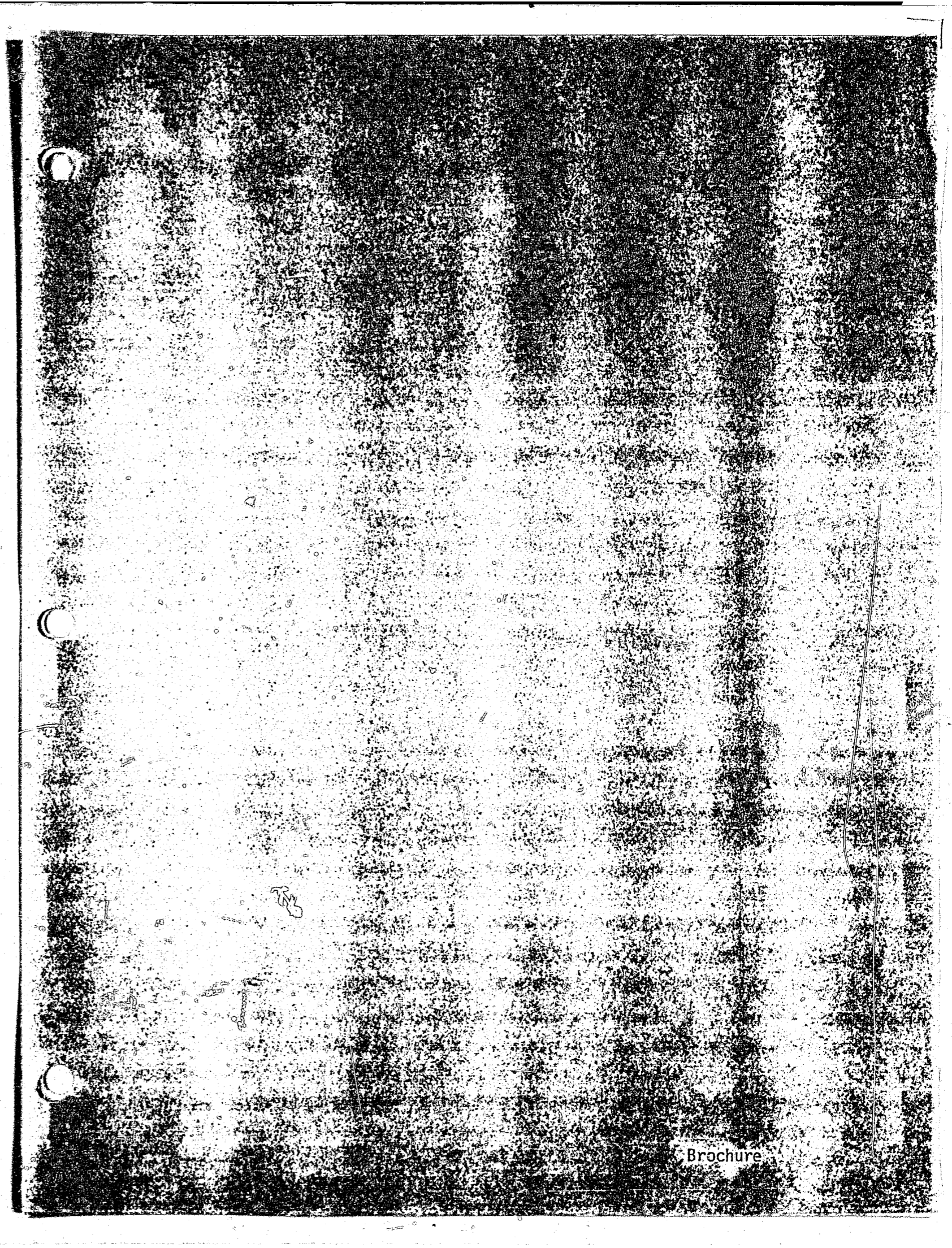
Section 8. General Provisions.

(a) Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Toxicology."

(b) Certificates of Qualification in Forensic Toxicology are valid for three (3) years and renewable according to standards and under conditions established by the Board.

(c) Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked.

Adopted November 14, 1975



Brochure

**AMERICAN BOARD
OF
FORENSIC
TOXICOLOGY, INC.**

SPONSORING ORGANIZATIONS:

American Academy of Forensic Sciences
National Society of Forensic Toxicologists
California Association of Toxicologists

A brief introduction to the nature and purposes
of the Board, with a summary of requirements
for Certification and application procedures.

December 1975

**BACKGROUND, FUNCTIONS, and PURPOSES
of the
AMERICAN BOARD of
FORENSIC TOXICOLOGY, INC.**

The need unequivocally to identify forensic scientists qualified to provide essential professional services for the nation's judicial and executive branches of government has been long recognized. In response to this professional mandate, the American Board of Forensic Toxicology was organized in 1975 to provide, in the interest of the public and the advancement of the science, a program of certification in forensic toxicology. In purpose, function, and organization, the ABFT is thus analogous to the certifying boards in various medical specialties and scientific fields.

The objective of the Board is to establish, enhance, and revise as necessary, standards of qualification for those who practice forensic toxicology, and to Certify as qualified specialists those voluntary applicants who comply with the requirements of the Board. In this way, the Board aims to make available to the judicial system, and other publics, a practical and equitable system for readily identifying those persons professing to be specialists in forensic toxicology who possess the requisite qualifications and competence.

Certification is based upon the candidate's personal and professional record of education and training, experience, and achievement, as well as on the results of a formal examination.

The Board is a non-profit organization incorporated in the District of Columbia. Its initial sponsors are the American Academy of Forensic Sciences and the National Society of Forensic Toxicologists. The Board is composed of officers and other directors, who serve staggered terms and are elected from among nominees of designated nominating organizations, or serve at-large.

Excerpts from the Board's STANDARDS FOR CERTIFICATION IN FORENSIC TOXICOLOGY are contained in the statement on "Qualifications and Requirements for Certification in Forensic Toxicology" which follows.

**QUALIFICATIONS and REQUIREMENTS
for CERTIFICATION in
FORENSIC TOXICOLOGY**

1. General Qualifications

- a. Applicants must be persons of good moral character, high integrity, and good repute, and must possess high ethical and professional standing.
- b. Only permanent residents of the United States of America and its territories and possessions, or of Canada and its territories, are eligible for Certification.

2. Education

[Also See Section 5 Below]*

- a. Applicants must possess an earned Doctor of Philosophy or Doctor of Science degree in one of the natural sciences, from an institution acceptable to the Board. (Acceptable institutions are those accredited by Regional Accrediting Commissions recognized by USOE, those whose pertinent educational programs, e.g., in chemistry, were at the time accredited by national accrediting agencies recognized by USOE, and other institutions in the discretion of the Board.)
- b. Applicants must have had adequate undergraduate and graduate education in biology, chemistry, and pharmacology or toxicology. (An example of adequate undergraduate education in chemistry is satisfactory completion of at least 32 semester hours or 48 quarter hours of college level studies in chemistry including accredited courses in inorganic, organic, analytical, and physical chemistry.)

3. Professional Experience

[Also See Section 5 Below]*

- a. Applicants must possess at least three (3) years of full-time professional experience (or the part-time equivalent thereof) in *forensic toxicology*, acceptable to the Board and acquired subsequent to receipt of the doctorate degree, in one or more of the following categories: (1) postdoctoral education/training in toxicology or closely related discipline(s), (2) practice, (3) research, (4) teaching, (5) administration.
- b. At least one (1) year of the professional experience must have been acquired during the five (5) years immediately preceding the date of application.
- c. Applicants are required to document a record of appropriate professional activities in *forensic toxicology*, in keeping with the concept that "Forensic Toxicology is the study and practice of the application of toxicology to the purposes of the law."
- d. Applicants must be engaged in the practice of forensic toxicology at the time of application for Certification.

4. Examinations

- a. Applicants who meet the requirements in Sections 1, 2, and 3 above will be admitted to comprehensive written examinations based upon broad principles of toxicology, and are required to achieve passing grades.
- b. Applicants remain eligible to undergo examination within two (2) years after admission to the examination.
- c. Applicants who fail in the examination may apply within one (1) year for one (1) re-examination, without additional fee.

5. Temporary Waivers*

- a. For the period ending December 31, ~~1977~~ ¹⁹⁷⁸, the requirements of an earned doctoral degree and *postdoctoral* experience are waived for *otherwise qualified* applicants who possess:
 - (1) An earned baccalaureate or higher academic degree in one of the natural sciences from an institution acceptable to the Board, and
 - (2) At least six (6) years of full-time postbaccalaureate experience (or the part-time equivalent thereof) in *forensic toxicology*, acceptable to the Board, (which may include graduate education acceptable to the Board).

**GENERAL PROVISIONS
CONCERNING CERTIFICATION**

1. The right to deny Certification is reserved.
2. Certificates of Qualification in Forensic Toxicology are valid for ~~three~~ ^{five} (5) years, and are renewable according to Standards and under conditions established by the Board, at an appropriate fee.
3. Persons holding a valid Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Toxicology" and the initials "DABFT" whenever professionally appropriate.
4. Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued is entitled to its continued possession unless and until such Certificate is revoked.
5. Certificates may be suspended or revoked for appropriate cause, under an elaborate system of safeguards for the diplomate concerned.

**PROCEDURE for APPLICATION
and CERTIFICATION**

1. Application forms and instructions for their submissions can be obtained from:
The American Board of Forensic Toxicology, Inc.
Attn.: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852
Tel. (301) 770-2722
2. The completed application should be returned to the above address, together with the application fee of \$150.00 of which \$75.00 is refunded if the applicant is found ineligible for Certification. Hence, only persons who believe they clearly meet stated qualifications and requirements for Certification should submit applications. No refund is made to accepted applicants admitted to examination, whether or not they take an examination.
3. A recent photograph must accompany the application. The applicant must also arrange for submission of three (3) letters of professional and character reference, sent directly to the Board's office by each writer. Official transcripts from *each* college or university attended (irrespective of degrees received) also must be sent directly to the Board's office by the registrar(s).
4. Completed applications are reviewed by the Credentials Committee of the Board, and their recommendation is considered by the full Board of Directors who vote on whether or not to admit the applicant to the examination.
5. Examinations for accepted candidates are prepared and evaluated by the Examination Committee, whose recommendations are considered, as expeditiously as possible, by the full Board of Directors for final action.
6. Successful candidates are issued a Certificate of Qualification in Forensic Toxicology by the Board to attest to their status as Diplomates of the American Board of Forensic Toxicology, and are listed in the next revision of the *Directory of Diplomates*.
7. Qualifications, requirements, and application procedures for Certification are subject to revision by the Board. The latest official version is always obtainable from the above address.

**AMERICAN BOARD OF
FORENSIC TOXICOLOGY, INC.**

BOARD OF DIRECTORS

PRESIDENT

Kurt M. Dubowski, Ph.D.
University of Oklahoma
College of Medicine
P.O. Box 26901
Oklahoma City, Oklahoma 73190

VICE PRESIDENT

Robert H. Cravey, B.S.
Office of Sheriff-Coroner
P.O. Box 449
550 N. Flower Street
Santa Ana, California 92702

SECRETARY

Leo A. Dal Cortivo, Ph.D.
Division of Medical Legal Investigation
and Forensic Sciences
Suffolk County Office Building
Hauppauge, New York 11787

TREASURER

Jane H. Speake, Ph.D.
Office of Medical Examiner
321 University Avenue
Philadelphia, Pennsylvania 19103

ADDITIONAL DIRECTORS

Robert V. Blanke, Ph.D.
Larry B. Howard, Ph.D.
Morton F. Mason, Ph.D.
Neal Reading, Ph.D.
Robert H. Reeder, J.D.
Irving Sunshine, Ph.D.
Jack E. Wallace, Ph.D.

AMERICAN BOARD OF FORENSIC TOXICOLOGY, INC.
Attn.: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852

American Board of Forensic Toxicology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

January 5, 1976

BOARD OF DIRECTORS

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University of Oklahoma
College of Medicine
P. O. Box 26901
Oklahoma City, Oklahoma 73190

VICE PRESIDENT

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Jack E. Wallace, Ph.D.

TO: All Persons Interested in Certification in Forensic Toxicology

The American Board of Forensic Toxicology is pleased to announce initiation of a program of Certification in Forensic Toxicology. Scientists with adequate education and appropriate professional experience can now establish their qualifications in this specialty by obtaining the Board's CERTIFICATE OF QUALIFICATION IN FORENSIC TOXICOLOGY.

The requisite background for Certification includes: 1) Good moral character and high ethical and professional standing; 2) acceptable education; and 3) acceptable, recent professional experience in forensic toxicology. In addition, successful applicants must pass a comprehensive examination.

Until December 31, ¹⁹⁷⁶~~1977~~ certain of the educational qualifications will be waived for otherwise qualified applicants; and persons who possess an acceptable bachelor's (or higher) degree in the natural sciences and at least six years of postbaccalaureate experience in forensic toxicology can qualify for Certification. Details appear in the accompanying brochure.

The Board is prepared to receive at once applications from qualified persons. However, attention is directed to the requirements and qualifications for Certification in Forensic Toxicology and particularly the fee-refund limitations. To avoid unnecessary work and expense, and disappointment, only those persons who believe that they clearly meet the stipulated criteria should submit formal applications.

To expedite matters for those concerned, an application form and accompanying instructions are enclosed.

AMERICAN BOARD OF FORENSIC TOXICOLOGY

Letter of
Interest

ABFT/3-76

American Board of Forensic Toxicology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.
11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR CERTIFICATION

The following instructions, supplementing those on the application form, are intended to assist applicants in preparing and submitting applications. Attention to these details will expedite action on such applications.

APPLICATION FORM

1. Complete the application as indicated thereon, making an entry for each item. If necessary, attach additional sheets.
2. The applicant's signature under oath or affirmation must be notarized.

ACCOMPANYING ITEMS

1. A photograph of the applicant, taken within the past year, no less than 2 x 2 inches in size, and autographed without obscuring the features, must accompany the application form.
2. Full payment of the application fee (\$150.00) in U.S. funds must accompany the application form. No application will be processed without such payment.
3. Include a list of professional publications with the application. If you have no publications, so state under Item #17.
4. The completed application form and these accompanying items should be forwarded together to:

The American Board of Forensic Toxicology, Inc.
Attn: The Forensic Sciences Foundation
11400 Rockville Pike
Rockville, Md. 20852

ACADEMIC RECORDS AND PERSONAL REFERENCES

1. The applicant must arrange for the registrar of *every* college or university attended by him (irrespective of degrees received) to mail directly to the Board, at the above address, an official transcript of the applicant's academic record(s). Only official transcripts received by the Board directly from the institutions concerned are acceptable.
2. List, on the application form (Item #16), the names and addresses of three persons qualified and willing to provide professional and character references. The Board will contact them to arrange for submission of the references on special forms.

Letter of
Instruction

**AMERICAN BOARD OF FORENSIC
TOXICOLOGY, INC.**

WASHINGTON, D.C.

Application No. _____

Date Issued _____

**APPLICATION FOR CERTIFICATION IN
FORENSIC TOXICOLOGY**

STAPLE SIGNED
PHOTOGRAPH
IN THIS SPACE

Mail completed application to:

American Board of Forensic Toxicology
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike
Rockville, Maryland 20852

--	--	--	--	--	--	--	--	--	--

Social Security Number

INSTRUCTIONS TO APPLICANT:

- Please type or print all information. Each item in the application must bear an entry; if "None" is applicable, so state. Use extra sheets for additional data or information; identify the material being furnished and show your name and address on each sheet.
- Attach a current, autographed passport-type photograph of yourself no less than 2 x 2 inches in size in the space provided.
- Enclose a fee of \$150.00. Make checks or money orders payable to American Board of Forensic Toxicology. Do not send cash or stamps.
- Make certain that each college or university you have attended forwards an official transcript of your academic record(s) directly to the American Board of Forensic Toxicology.
- Attach a complete list of your publications in the scientific literature. Include names of all co-authors, complete title of paper, name of journal, volume, page(s) and year of publication.

1. Name _____ 2. Sex _____
Last First Middle

3. State your name exactly as you wish it to appear on the Certificate (exclude degrees).

4. If you have ever been known by or used another name (e.g., maiden name) please specify:

5. Complete Mailing Address _____
Street

City, State and Zip Code

6. Date of Birth _____ 7. Place of Birth _____
mo/day/yr

8. Citizenship _____ If not a citizen of the U.S.A. or Canada, please document your residency status in the U.S.A., Canada, their possessions and/or territories.

9. Have you ever been convicted of a felony or misdemeanor (exclude minor traffic violations)? _____ If yes, attach a statement of details.

Application

10. Undergraduate Education:

INSTITUTION	LOCATION	INCLUSIVE DATES	MAJOR	DEGREE	DATE REC'D.

11. Graduate Education:

INSTITUTION	LOCATION	INCLUSIVE DATES	MAJOR	DEGREE	DATE REC'D.

12. Awards and Honor Societies:

13. Military Service:

Branch of Service	Inclusive Dates	Type of Discharge

14. Professional Experience During the Past Fifteen (15) Years (List chronologically starting with your most recent position:

a. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____
 Full or Part-Time? _____ If Part-Time, % of Time _____
 Brief Statement of your Duties and Responsibilities (emphasize forensic toxicology activities)

Name(s) and Present Address(es) of Immediate Supervisor(s)

b. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____

Full or Part-Time? _____ If Part-Time, % of Time _____

Brief Statement of your Duties and Responsibilities (emphasize forensic toxicology activities)

Name(s) and Present Address(es) of Immediate Supervisor(s)

c. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____

Full or Part-Time? _____ If Part-Time, % of Time _____

Brief Statement of your Duties and Responsibilities (emphasize forensic toxicology activities)

Name(s) and Present Address(es) of Immediate Supervisor(s)

15. Membership in Professional or Learned Scientific Societies:

ORGANIZATION	GRADE OF MEMBERSHIP

16. Reference (List the names and addresses of three (3) individuals who have agreed to complete reference forms in your behalf):

NAME	COMPLETE MAILING ADDRESS

17. Additional Information: (Use this space to make any comments regarding your activities in forensic toxicology which might assist the Board in evaluating this application. Include here specialized training or education, membership on commissions, committees, advisory boards, other certifications, etc.)

In making this application to the American Board of Forensic Toxicology for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and such other governing provisions as, from time to time, are in force (hereinafter collectively referred to as its regulations), I agree to disqualification from the issuance to me of a Certificate; suspension of such Certificate; revocation of such Certificate; or to surrender of such Certificate to the American Board of Forensic Toxicology, in the event of any misstatement or misrepresentation of a material fact in this application or in the event that any of the aforementioned regulations applicable to such Certificate are violated by me, as determined by the American Board of Forensic Toxicology. I further agree to hold the American Board of Forensic Toxicology, its officers, examiners, and agents free from any claim, damage, or liability by reason of action, they, or any of them, may take in respect of this application including, but not limited to, the failure of the American Board of Forensic Toxicology to issue me such Certificate, or the suspension, revocation, or making of any demand for the surrender of an issued Certificate, or the removal of my name from any list of holders of such certificates.

In support of this application, I certify, under oath or affirmation, that all of the statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 19 _____

Notary Public in and for the State of _____

My Commission expires _____, 19 _____

(NOTORIAL SEAL)

ODONTOLOGY

Articles
of
Incorporation

OFFICE OF RECORDER OF DEEDS, D. C.
Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE

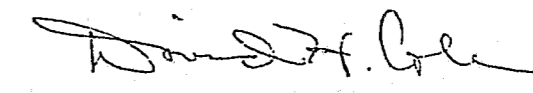
THIS IS TO CERTIFY that all provisions of the District of Columbia
Non-profit Corporation Act have been complied with and ACCORD-
INGLY this Certificate of Incorporation

is hereby issued to the AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.

as of the date hereinafter mentioned.

Date February 4, 1976

PETER S. RIDLEY,
Recorder of Deeds, D. C.


David H. Cole
Superintendent of Corporations

ARTICLES OF INCORPORATION
OF
AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.

We, the following named persons,

Mary M. Schneider
717 Barr Building
910 17th Street, N. W.
Washington, D. C. 20006

Janice K. Ellingson
508 Bentwood Drive
Oxon Hill, Maryland 20021

G. E. Borst, Jr.
717 Barr Building
910 17th Street, N. W.
Washington, D. C. 20006

all natural persons of the age of twenty-one or over and citizens of the United States, desiring to act as incorporators of a corporation pursuant to the provisions of Title 29, Chapter 10, District of Columbia Code 1973 edition, as amended, do declare and certify as follows:

FIRST: The name of the corporation is AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.; hereafter sometimes referred to as the "Board" or "corporation".

SECOND: The corporation is organized exclusively for scientific, educational, literary, and charitable purposes, and its objects and purposes, in the public interest, shall be:

To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic odontology.

To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic odontologists.

To grant and issue certificates, or other recognition, in cognizance of special qualifications in forensic odontology to voluntary applicants who conform to the standards established by the Board, and, who in accordance with the By-Laws and Rules and Regulations of the Board, have established their fitness and competence therefor.

To establish, maintain, alter, amend, and repeal rules and regulations, standards, qualifications, and requirements for the granting, issuing and renewal of certification or other recognition.

To exercise and enjoy all powers, rights, and privileges granted to or conferred upon corporations of similar character by the laws of the District of Columbia now or hereafter in force.

To do any or all of the things herein set forth as principal, agent or otherwise, alone or in company with others.

The objects and purposes specified herein shall be regarded as independent objects and purposes and, except

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FEB 4 1976

W. H. C.

where otherwise expressed, shall in no way be limited or restricted by reference to or inference from the terms of any other provision of these Articles of Incorporation.

The foregoing shall be construed both as objects and powers and the enumeration thereof shall not be held to limit or restrict in any manner the general powers conferred on the corporation by the laws of the District of Columbia.

THIRD: The corporation is not organized for pecuniary profit and shall not have authority to issue capital stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE SECOND hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

FOURTH: The duration of the corporation shall be perpetual.

FIFTH: The corporation shall not have members.

SIXTH: The Board of Directors of the corporation shall

consist of at least seven (7) and not more than twenty-five (25) persons, and shall be vested with the management and control of the property, business and affairs of the corporation.

The initial Board of Directors, who shall number seven (7) and shall consist of the persons named in ARTICLE SEVENTH hereof, shall serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors or until their successors have been duly elected and qualified. Thereafter, the members of the Board of Directors shall be elected by the Directors, in accordance with the By-Laws, from lists of nominees supplied by one or more nominating organizations, designated as such from time to time by a two-thirds (2/3) affirmative vote of the Directors, or from among other eligible persons at-large. The right of such nominating organization(s) to submit nominees may be revoked or annulled at any time by a two-third (2/3) affirmative vote of the Directors.

The Board of Directors shall have the power to adopt, alter, amend, and repeal such By-Laws of the corporation as will not conflict with these Articles of Incorporation or the law, for the regulation and management of the affairs of the corporation.

The corporation may in its By-Laws confer other powers upon the Directors, in addition to the powers and authorities expressly conferred upon them by law and these Articles of Incorporation.

SEVENTH: The initial Board of Directors shall number seven (7) and shall consist of the following persons listed by name, professional affiliation, and address, who are to serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors, or until their successors have been duly elected and qualified:

<u>NAME</u>	<u>AFFILIATION and ADDRESS</u>
✓ 1. Curtis A. Mertz, DDS	<u>Federal Aviation Administration</u> 4605 Elm Avenue Ashtabula, Ohio 44004
2. John P. Williams, DDS	<u>USN Sub Base, Groton, Conn.</u> Box 1161, Norman Drive Gales Ferry, Conn. 06335
3. Manuel M. Mazlansky, DDS	<u>Office of Medical Examiner of</u> <u>Westchester County, N. Y.</u> Grasslands Hospital Valhalla, New York 10595
✓ 4. Robert B. J. Dorion, DDS	<u>McGill University School of Dentistry</u> <u>Montreal, P. Q. Canada</u> Suite 710-D Sun Life Building Montreal, P. Q. Canada
✓ 5. Arthur D. Goldman, DMD	<u>Office of Medical Examiner,</u> <u>Rockland County, New York</u> 22 Oakwood Terrace Spring Valley, New York 10977
✓ 6. David B. Scott, DDS	<u>Director, Nat'l. Institute of Dental</u> <u>Research</u> Bethesda, Maryland 20014
✓ 7. G. Thomas Ward, DDS	<u>U.S. Coast Guard Support Base</u> <u>Governor's Island, New York 10004</u>

EIGHTH: The territory in which the operations of the corporation are to be conducted is the United States of America and its territories and possessions, and in such other places as the Board of Directors may from time to time authorize and direct. Meetings of the Board of Directors and committees may be held within or without the District of Columbia. Subject to any provision contained in the applicable statutes, the corporation may have an office or offices and keep its books within or without the District of Columbia at such place or places as may, from time to time be designated by the Directors or in the By-Laws of the corporation.

NINTH: The private property of the Directors of the corporation shall not be subject to the payment of corporate debts to any extent whatever.

TENTH: In the event of and upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the District of Columbia or such other City or County Court where the

principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ELEVENTH: The corporation's initial registered agent shall be G. E. BORST, JR. The registered office of the corporation in the District of Columbia is c/o G. E. Borst, Jr., 910 17th Street, N. W., Suite 717, Washington, D. C. 20006.

TWELFTH: The corporation shall have, and may exercise, all of the corporate powers enumerated in Title 29, Chapter 10 of the District of Columbia Code, 1973 Edition, as amended, provided that none of the assets, funds or income of the corporation shall inure to the benefit of any private individual and no substantial part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in or intervene in (including by the publishing or distributing of statements), any political campaign on behalf of any candidate for public office, and further provided that the corporation may do any and all things necessary or advisable for or incident to carrying out the aforesaid purposes of the corporation, but shall not otherwise engage in activities which in themselves are not in furtherance of one or more exempt purposes except as the same do not represent a substantial part of its activities.

THIRTEENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in the Articles of Incorporation, in the manner now or hereafter prescribed by statute, and rights conferred upon the corporation and the Board of Directors herein are granted subject to this reservation.

IN WITNESS WHEREOF, we have executed these Articles of Incorporation in duplicate original.

Mary M. Schneider
MARY M. SCHNEIDER

Subscribed and sworn to before me this 3rd day of

February, 1976.

Maurice H. Obermuth
NOTARY PUBLIC

My Commission expires:

Jan. 7, 1981

Janice K. Ellingson
JANICE K. ELLINGSON

Subscribed and sworn to before me this 3rd day of

January, 1976.

Maurice H. Obermuth
NOTARY PUBLIC

My Commission expires:

Jan. 7, 1981

G. E. Borst Jr.

G. E. BORST, JR.

Subscribed and sworn to before me this 3rd day of

February, 1976.

M. Lawrence H. Obermiller
NOTARY PUBLIC

My Commission expires:

Jan 2, 1981

Bylaws

AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.

BYLAWS

ARTICLE I

Definitions

Section 1. All definitions of terms and words herein, unless applicable law otherwise requires, shall be as defined by the Articles of Incorporation, the Bylaws, or the Board of Directors, in that order of precedence.

ARTICLE II

Name and Purposes

Section 1. Name. The name of this organization shall be the AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC., hereinafter referred to as the "Board" or the "Corporation".

Section 2. Purposes. The purposes of the Board, in the public interest, shall be:

(a) To encourage the study, improve the practice of, establish and enhance standards for, and advance the science of forensic odontology.

(b) To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic odontology.

(c) To grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic odontology to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor.

(d) To cooperate with the several branches of federal and state governments and appropriate governmental and private agencies and organizations in order to secure general recognition and acceptance of Certification by the American Board of Forensic Odontology as a basic qualification for the practice of forensic odontology.

(e) To maintain and furnish lists of individuals who have been granted Certificates by the Board (hereinafter referred to as Diplomates).

(f) To engage in any activities, not prohibited by law or the Board's Articles of Incorporation, which may contribute to the above purposes or which are in furtherance of the objects and purposes enumerated in the Articles of Incorporation.

ARTICLE III

Sponsors

Section 1. Initial Sponsors. The Board is sponsored by the American Academy of Forensic Sciences and The Forensic Sciences Foundation, Inc.

Section 2. Other Sponsors. The Board of Directors may, by two-thirds (2/3) affirmative vote of the Directors, invite organizations having a legitimate interest in forensic odontology, other than the organizations named in Section 1 of this Article, to become additional sponsors of the Board.

Section 3. Termination of Sponsorship. A sponsoring organization may, in its discretion, terminate its sponsorship of the Board upon due notice to the Board. Such sponsorship may also be terminated by a two-thirds (2/3) affirmative vote of the Directors.

Section 4. Responsibility of Sponsors. A sponsoring organization shall not have any obligations for financial support of the Board and shall not, by virtue of its sponsorship of the Board, have authority over or responsibility for any of the Board's operations or activities. The principal role of a sponsoring organization is to endorse and support the objectives of the Board and to give recognition to the Board's activities and programs.

ARTICLE IV

Offices

Section 1. Office of Record. The office of record of this Board shall be in the City of Washington, District of Columbia, at 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

Section 2. Other Offices. The Board may have such other offices at such locations, within or without the District of Columbia, as the Board of Directors may, from time to time, designate.

ARTICLE V

Officers

Section 1. Officers of the Corporation. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. They shall be selected by the Board of Directors from its membership.

Section 2. Officers of the Board of Directors. The officers of the Corporation shall serve, in the same respective capacities, as officers of the Board of Directors of the Corporation.

Section 3. Functions and Duties. The functions and duties of the President, Vice President, Secretary, and Treasurer shall be such as usually and customarily pertain to their respective offices, and also such other functions and duties as may, from time to time, be delegated or designated by the Board of Directors or as are herein prescribed.

ARTICLE VI

Nominating Organizations

Section 1. Designation. The Board of Directors shall, from time to time, designate such organization(s) as it deems appropriate and proper as Nominating Organization(s), and may, in its discretion, revoke or annul any such designation. Designation of Nominating Organization(s) and revocation or annulment of such designation shall require a two-thirds (2/3) affirmative vote of the Directors. The resolution designating a Nominating Organization shall specify the number of positions on the Board of Directors for which such Nominating Organization shall be entitled, from time to time, to submit nominations.

Section 2. Privileges and Duties.

(a) Nominating Organizations currently designated as such by the Board of Directors shall be entitled to nominate persons, meeting the qualifications set forth in Article VII hereof, for any eligible vacancy on the Board of Directors

(b) Each Nominating Organization shall, upon timely request, submit names of at least two (2) qualified nominees for each vacancy to be

filled from among its nominees. Should any Nominating Organization fail to nominate at least two (2) qualified persons for each eligible vacancy at least fifteen (15) days prior to a scheduled election, the Board of Directors may, in their discretion, elect any qualified person(s) to fill the vacancy or vacancies.

ARTICLE VII

Board of Directors

Section 1. Authority. The governing body of the Corporation shall be a Board of Directors, which shall be empowered to have, hold, control, manage and administer all of the property, funds, business, affairs and operations of the Board pursuant to its Articles of Incorporation; with authority to do everything necessary and desirable in the conduct of the affairs and business of the Board and in accordance with these Bylaws.

Section 2. Composition. The Board of Directors shall consist of at least seven(7) and not more than twenty-five (25) persons, elected by the Directors from among qualified persons at-large and from among qualified nominees solicited from designated Nominating Organizations. Insofar as possible and practicable, the Board of Directors shall include at least one (1) person originally nominated by each currently designated Nominating Organization.

Section 3. Qualifications of Directors.

(a) Directors, whether elected at-large or from among nominees of designated Nominating Organizations, shall be chosen with due regard for their general attainments and their professional qualifications and experience in forensic odontology and/or closely related fields.

(b) Except for the initial Board of Directors, every person elected as a Director shall be a Diplomate of this Board; provided, however, that one (1) position on the Board of Directors may be held by a duly qualified attorney at law who shall not be required to be a Diplomate of this Board.

(c) Any Diplomate of the Board may be elected as a member at-large of the Board of Directors whenever an eligible vacancy exists.

Section 4. Duties and Functions. The duties and functions of the Board of Directors shall be as follows:

(a) The Board of Directors shall exercise overall control over the affairs and operations of the Board.

(b) The Board of Directors shall be charged with establishing standards for the profession of forensic odontology, in accordance with the Articles of Incorporation and these Bylaws. These standards shall not be discriminatory but shall apply to all persons applying for Certification on an equal basis.

(c) The Board of Directors shall hold at least one (1) meeting annually and may hold additional meetings on reasonable notice upon the call of the President of the Board or upon the written request of a majority of the Directors.

(d) The Board of Directors may, from time to time, designate qualified persons (who need not be Directors) or organizations to act on behalf of the Board in performing such duties and functions as the Board may direct. Such persons and organizations may be compensated for their services and reimbursed for the actual and necessary expenses incurred in

the discharge of such duties and functions, and shall serve at the pleasure of the Board of Directors.

ARTICLE VIII

Executive Committee

Section 1. Composition. The Executive Committee of the Board of Directors shall consist of the President, who shall serve as its chairman, the Vice President, the Secretary, and the Treasurer. A quorum of the Executive Committee shall consist of a majority of its members, and its formal actions shall require a majority vote unless otherwise provided herein.

Section 2. Authority. The Executive Committee shall have full authority and power to act for and on behalf of the Board of Directors between meetings of said Board, except as herein otherwise provided. Actions taken by the Executive Committee on behalf of the Board of Directors shall be reported to the Board of Directors at its next meeting.

ARTICLE IX

Committees

Section 1. General. The Board of Directors may, by resolution adopted by a majority of the Directors in office, designate and establish, and determine the scope of authority, functions and duties of, such standing and special committees as, from time to time, it deems necessary.

Section 2. Composition. Each standing or special committee shall consist of two (2) or more persons, as designated by the Board of Directors. The

chairman of each committee shall be a member of the Board of Directors; other members of a committee may be members of the Board of Directors or other qualified persons. The President shall be an ex-officio member of all committees.

Section 3. Appointment and Authority. The chairman and other members of each standing or special committee, unless otherwise provided herein, shall be appointed by the President of the Board with the advice and consent of the Board of Directors. Every committee may, unless otherwise provided herein, exercise the authority of the Board of Directors in the manner and to the extent provided for in the resolution establishing the committee.

Section 4. Term of Office. Unless otherwise provided herein or in the resolution of the Board of Directors establishing a standing or special committee, the chairman and other members of every standing or special committee shall serve one (1) year terms and be eligible for reappointment.

ARTICLE X

Elections and Terms of Office

Section 1. Election of Officers. The Board of Directors shall annually elect from its membership a President, a Vice President, a Secretary, and a Treasurer. The election shall be by ballot, and a majority of votes cast shall be required to elect an officer.

Section 2. Officers' Terms of Office. The officers shall take office on July 1 following their election, and each shall hold office for one (1) year, or until his or her successor has been duly elected and qualified.

Section 3. Vacancies among Officers. The Vice President shall fill a vacancy in the office of President occurring during his term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail ballot.

Section 4. Election of Directors. Prior to the annual meeting of the Board of Directors, the Board shall solicit nominations from the designated Nominating Organizations, to fill eligible vacancies on the Board of Directors. Thereafter, the Board of Directors shall elect Directors to fill the vacancies which will occur during the ensuing Board year. A majority of votes cast shall be required to elect a nominated Director.

Section 5. Election of Directors at-Large. Any Diplomat of this Board may be elected by the Board of Directors as a member at-large of the Board of Directors at the annual meeting, at any special meeting, or by mail ballot, whenever an eligible vacancy exists. Such election shall require a two-thirds (2/3) affirmative vote.

Section 6. Term of Office of Directors. During the first year of operation, the initial Directors shall meet as soon as practicable and shall determine the term of office of each of the initial Directors in such a way that one-third (1/3) of the total number of Directors, or the closest whole number thereto, shall be designated to hold terms of office of one (1) year, two (2) years, and three (3) years, respectively. Thereafter, the terms of all Directors shall be three (3) years, unless otherwise specified herein. A nominated Director may serve not more than two (2)

consecutive full terms without an intervening period, unless otherwise specified herein. There shall be no limit upon the number of terms, consecutive or otherwise, which a Director at-large may serve; nor shall prior service as a nominated Director be a bar to election as a Director at-large. Each Director's term of office shall commence on July 1 following election and shall end on June 30 of his or her final year in that office, or when his or her successor has been duly elected and qualified.

Section 7. Vacancies among Directors. A vacancy in the office of a Director shall be filled by vote of the remaining Directors as soon as practicable after the vacancy occurs and for the unexpired term of said office. Such election may be conducted by mail ballot.

ARTICLE XI

Indemnification and Surety

Section 1. Indemnification. The Corporation shall indemnify any person made a party to any action, suit or proceeding, by reason of the fact that he, his testator or intestate, is or was a Director, officer or employee of the Corporation, or of any corporation which he served as such at the request of the Corporation, against the reasonable expenses, including attorneys' fees actually and necessarily incurred by him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such officer, Director or employee is liable for negligence or misconduct in the performance of his duties. The Corporation may also reimburse to any such Director, officer or employee the reason-

able costs of settlement of any such action, suit or proceeding, if it shall be found by a majority of a committee composed of the Directors not involved in the matter in controversy (whether or not a quorum) that it was in the interests of the Corporation that such settlement be made and that such Director, officer, or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer or employee may be entitled apart from the provisions of this section.

Section 2. Surety. The Board of Directors may, in their discretion, procure or cause to be procured, at the Board's expense, appropriate liability insurance coverage for the Board's officers, Directors, agents and employees.

Section 3. Fidelity Bonds. The Treasurer of the Board and such other officers, Directors, agents and employees of the Board as the Board of Directors may, from time to time, determine may be required to furnish, at the expense of the Board, an appropriate fidelity bond approved by the Board of Directors, in such sum as the Board of Directors shall prescribe.

ARTICLE XII

Meetings and Operations

Section 1. Annual Meeting. The annual meeting of the Board shall be held at the call of the President, at a location designated by him within or without the District of Columbia. Notice of the annual meeting shall be given to each Director at least thirty (30) days before the meeting date.

An annual meeting may be conducted by mail or by conference upon the written consent of two-thirds (2/3) of the Directors in office.

Section 2. Special Meetings. Special meetings of the Board may be called by the President, or upon the written request of a majority of the Directors in office, on a date and at a time and location to be designated by the President, within or without the District of Columbia. Notice of a special meeting shall be given to each Director at least fifteen (15) days before the meeting date, with information regarding the subject (s) to be considered.

Section 3. Quorum. A quorum for all purposes herein, unless otherwise provided, shall consist of a majority of the Directors. In the event less than this number are present at a meeting, the President may adjourn the meeting not longer than thirty (30) days under the same call for a meeting. No Director shall be entitled to vote through use of a written proxy.

Section 4. Conduct of Board Business.

(a) Business of the Board including that of an annual meeting may be conducted by mail, by conference, or by a committee of the Board comprised of not less than two (2) persons when authorized by a majority of the Directors in office.

(b) When such business conducted by mail calls for a vote of the Board of Directors, a two-thirds (2/3) affirmative vote shall be required to carry a motion.

(c) Business of the Board carried on by conference or by standing or special committees of the Board shall be conducted in such

manner as the Board of Directors may direct, or as the committees may elect in accordance with the general spirit of these Bylaws and the requirements of the Articles of Incorporation.

Section 5. Territory. The operations of the Board are to be conducted in the United States of America and its territories and possessions, and in such other place(s) as the Board of Directors may, from time to time, authorize and direct.

ARTICLE X III :

Finances

Section 1. Fiscal Year. The fiscal year of the Board shall be from July 1 through June 30, inclusive.

Section 2. Income. The income of the Board shall be derived from application fees and other fees and charges, from gifts, grants and contributions, and from such other sources and activities as may be approved by the Board of Directors. All monies accruing to the Board shall be collected by such person(s) as the Board of Directors may designate.

Section 3. Compensation and Reimbursements. No member of the Board of Directors shall be paid any salary or fee for his or her services as a Director or an officer. Subject to the availability of funds, a Director or an officer may be reimbursed for actual and necessary expenses incurred by him or her in attending meetings of the Board or in performing other duties or functions on behalf of the Board. The Board of Directors shall determine the compensation and reimbursements to be paid to other parties

than officers and Directors of the Board, for services performed or for activities carried out on behalf of the Board.

ARTICLE XIV

Certification

Section 1. Standards. The Board of Directors shall establish, maintain, and revise as necessary, standards and qualifications for the granting, issuing, and renewing of certificates and/or other forms of recognition in cognizance of special qualifications in forensic odontology.

Section 2. Evaluation of Applicants. The Board of Directors shall arrange for suitable means to evaluate the fitness, competence, and qualifications of persons seeking Certification by the Board. This function may be carried out, in part, by a Credentials Committee whose membership shall include at least two (2) Directors, and, in part, by a Committee on Examinations whose membership shall include at least two (2) Directors.

Section 3. Certificates. The Board of Directors shall have authority to issue or cause to be issued Certificates of Qualification in Forensic Odontology to persons who have met the standards of the Board and have fully complied with all applicable requirements. Certificates of Qualification shall be in such forms as prescribed or approved by the Board of Directors. Each Certificate shall be and remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked. A person holding a valid, unrevoked Certificate of Qualification

issued by this Board shall be entitled to use the designation "Diplomate of the American Board of Forensic Odontology."

Section 4. Fees. The Board of Directors shall annually establish the fees and other charges incident to application for and granting, issuing, and renewal of Certificates of Qualification and/or other forms of recognition.

Section 5. Denial and Revocation of Certificates. The right to deny Certification and to suspend or revoke Certificates of Qualification shall reside with the Board of Directors. Certificates issued by the Board are subject to revocation only for one or more of the following reasons:

(a) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(b) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the opinion of the Board of Directors, moral turpitude.

(c) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

Action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

ARTICLE XV

Parliamentary Authority

Section 1. Parliamentary Authority. Unless otherwise provided in its Articles of Incorporation or Bylaws the conduct of meetings of the Board shall be governed by rules promulgated by the Board of Directors or, in the absence of such rules, by the rules contained in Robert's Rules of Order, Newly Revised, latest edition available. Any question as to priority of business shall be decided by the chair without debate.

Section 2. Suspension of Rules. The rules promulgated by the Board of Directors governing the conduct of meetings may be suspended at any meeting by a majority vote of the Directors present.

ARTICLE XVI

Seal and Insignia

Section 1. The Board shall have a corporate seal, and may have other devices and insignia, of such design as the Board of Directors adopt.

ARTICLE XVII

Amendments

Section 1. These Bylaws may be amended, altered, or repealed, in whole or in part, in the following ways:

(a) Upon two-thirds (2/3) affirmative vote of the Directors present at a meeting of the Board of Directors at which a quorum is present, provided that a copy of the proposed change(s) has been submitted to all Directors at least thirty (30) days prior to such meeting;

(b) Upon two-thirds (2/3) affirmative vote by mail ballot of the Directors within sixty (60) days after a copy of the proposed change(s) has been submitted to all Directors; provided that a consent in writing to use of a mail ballot has been signed by all of the Directors in office;

(c) By the unanimous written consent of all members of the Board of Directors.

ARTICLE XVIII

Effective Date of Bylaws

Section 1. These Bylaws shall become effective upon adoption by all of the Directors of the Board.

AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.

STANDARDS FOR CERTIFICATION IN FORENSIC ODONTOLOGY

Section 1. General Qualifications

a. Applicants must be persons of good moral character, high integrity, good reputation, and must possess high ethical and professional standing.

b. Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada and its territories.

Section 2. Professional Education

a. Applicants must possess a dental degree from an accredited institution, conferring the D.D.S. or D.M.D. degree.

b. Applicants must have specialized training from an institution(s) acceptable to the Board.

Such institutions include colleges and universities accredited by Regional Accrediting Commissions recognized by the U.S. Office of Education, and those institutions whose pertinent educational programs have been accredited by one or more national specialized accrediting agencies recognized by the U.S. Office of Education.

Section 3. Professional Experience

a. Applicants shall have at least two years practical experience in Forensic Odontology, be currently active and formally

affiliated with Board accepted institutions such as: Medical Examiner's or Coroner's Office, Law Enforcement Agency, Insurance Company, Federal Dental Service.

b. Applicants shall participate in twenty-five (25) autopsies attested to by the Medical Examiner or Coroner in charge. This participation will include a dental and oral examination plus a written record of that examination. In combination with or in lieu of the previously mentioned criteria, cases for presentation may also consist of personal injury, malpractice, or peer review.

c. Applicants will submit three (3) significant cases in Forensic Odontology acceptable to the Board, having complete write-ups, photographs, etc. which will become the property of the Board. This requirement shall be subject to waiver by the Board if the applicant is unable to obtain case material.

d. Applicants must be engaged in the practice of Forensic Odontology (consulting practice) at the time the application is submitted. Such experience must be in two (2) or more of the following general categories or appropriate combinations thereof.

1. Post Doctoral Education
2. Training in Forensic Odontology
3. Closely related disciplines
4. Practice
5. Research
6. Teaching
7. Administration

SEE REVISION
to par. e attached

(e.) Applicants must present evidence of one thousand (1,000) qualification points, accumulated as follows:

1. One (1) point per hour for attendance at a Board recognized scientific session in Forensic Odontology.
2. Fifty (50) points for presenting a lecture or a laboratory demonstration at the local, state, or regional level. One hundred (100) points for presenting on a national or international level.
3. Two hundred (200) points per paper published in a national or international publication.
4. One hundred twenty-five (125) points per paper published in a state journal.
5. Two hundred (200) points per year formal affiliation with a Board accepted institution such as: Medical Examiner, Coroner, Law Enforcement Agency, Federal dental service, or insurance company.
6. Two hundred (200) points for the organization of a mass disaster team and/or a symposium.
7. Fifty (50) points for officary or chairperson of a committee in a Board recognized Forensic Odontology organization.
8. Thirty-five (35) points per documented, routine, identification case.
9. Ten (10) points for Board recognized procedures such as: Serology, Microscopy, Microbiology, Parasitology, Pharmacology, etc.
10. Fifty (50) points for a bitemark work-up.
11. Twenty-five (25) points for a deposition. Reference: Ballantine's Law Dictionary, 3d Edition, page 337, 1969.

Revisions to
STANDARDS FOR CERTIFICATION IN FORENSIC ODONTOLOGY
May 13, 1976

e. Applicants must present evidence of one thousand (1,000) qualification points. The applicant is encouraged not to concentrate in one area, but to be well diversified, determination of such to be at the discretion of the Credentials Committee. It is the responsibility of each applicant to submit documentation and a compilation of his/her own qualifications, to be reviewed by the Credentials Committee. The points are to be accumulated as follows with #7 a must for each applicant:

1. One (1) point per hour for attendance at a Board recognized scientific session (meeting) in Forensic Odontology. A maximum of 100 points.
2. Fifty (50) points for presenting a lecture or a laboratory demonstration at a recognized session.
3. Fifty (50) points for the publication of a paper on forensics (preferably dental) with a reprint or copy to be sent to the Board.
4. Two hundred (200) points maximum for the formal affiliation with a Board recognized institution such as: Medical Examiner, Coroner, Law Enforcement Agency, Federal dental service, or Insurance Company. Twenty-five (25) points for each affiliation.
5. Forty-five (45) points for the organization of a mass disaster team or a symposium. The points

- divided as follows: twenty-five (25) for directorship, one (1) point per hour for the organizing to a maximum of twenty (20).
6. Twenty-five (25) points for officary or chairperson of a committee in a Board recognized Forensic Odontology organization.
 7. Twenty-five (25) points per case for: a documented routine identification case; a Board recognized procedure such as serology, microscopy, pharmacology, etc.; a bite mark work up. Each case must be documented to the Board.
 8. Twenty-five (25) points for a court deposition, a copy to the Board; for a court appearance, including litigation cases, at the rate of five (5) points per hour with a maximum of twenty-five (25) points per case; twenty-five (25) points for an examination and written report on: malpractice, personal injury, or peer review cases.
 9. Two hundred and fifty (250) points maximum for a full time course, as a student, in Forensic Sciences in an institution acceptable to the Board.

12. Fifty (50) points for a court appearance, including litigation cases.
13. Twenty-five (25) points an examination and written report on: malpractice, personal injury, or peer review cases.

Section 4. Application Procedures and Fees

- a. Applications for issuance of a Certificate of Qualification in Forensic Odontology must be submitted on the form(s) available from the Board, in full compliance with the instructions furnished, and must be accompanied by an application fee of \$50.00, non-refundable. No application will be considered by the Board unless accompanied by the application fee.
- b. The applicant must also arrange for submission of an official transcript of his/her academic record from every institution of higher education attended (irrespective of whether or not a degree was received). Such transcripts must be submitted directly by the registrar of each institution to the Board office.
- c. Every application must also be supported by letters of reference from three (3) persons qualified to judge the applicant's character and professional qualifications, sent directly by each such person to the Board office.
- d. Diplomates of the American Board of Forensic Odontology are required to pay an annual fee of \$25.00 subject to the cost of living/operating expense increases to be determined by the Board.
- e. The examination fee, determined by the Board is \$250.00 to be paid within thirty (30) days of the time an applicant is notified by the Board for acceptance for the examination.

f. If an applicant, for any reason except failure in a Board examination, is deemed ineligible for Certification by the Board, all except \$75.00 of the fee will be refunded. However, no refund is made after an applicant has been officially accepted by the Board for the examination, whether or not he/she undergoes examination.

Section 5. Examinations

a. Applicants who meet the requirements and qualifications set forth in Sections 1, 2, 3, 4 shall be admitted to comprehensive written and/or oral examinations provided by the Board and based upon broad principles of Forensic Odontology, and shall be required to receive passing grades in such examination(s). Applicants remain eligible to undergo examination for a period of two (2) years after admission to examination.

b. An applicant who fails to pass the examination(s) may apply within one (1) year for re-examination, without payment of an additional fee. After unsuccessful re-examination, an applicant must file a new application and pay an additional fee before examination.

Section (6). Temporary Waivers

For the period ending December 31, 1977, the examination is generally waived for otherwise qualified applicants, provided that the Board may in its discretion require an applicant to undergo examination. In such cases, the applicant will pay the application fee set by the Board, and present qualifications in accordance with the Board's standards for Certification in Forensic Odontology.

*SEE CHANGE
to waiver period
attached*

Section 6. Temporary Waivers

a. For the period ending June 30, 1976, the examination is generally waived for otherwise qualified applicants, provided that the Board may in its discretion require an applicant to undergo examination. In such cases, the applicant will pay the application and the examination fee set by the Board, and present qualifications in accordance with the Board's standards for Certification in Forensic Odontology.

Section 7. Denial or Withdrawal of Certification

a. The right to deny Certification is reserved.

b. Certificates granted and issued by the Board may be suspended or revoked for any of the following reasons:

1. A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

2. Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or any crime involving, in the judgement of the Board of Directors, moral turpitude.

3. Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

4. Unethical conduct or other conduct, by a holder of a Certificate of this Board, which in the judgement of the Board brings the specialty of Forensic Odontology into disrepute.

c. Action to suspend or revoke may only be taken after at least thirty (30) days advance notice of the charges or reasons for such action has been given to the individual concerned and an opportunity for such persons to be heard has been provided by the Board.

d. Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within sixty (60) days after the issue date of such notification.

Section 8. General Provisions

a. Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Odontology" in conformance with the standards of the American Dental Association.

b. Certificates of Qualification in Forensic Odontology are valid for three (3) years and renewable according to standards and under conditions established by the Board.

c. Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked.

Brochure

**AMERICAN BOARD
OF
FORENSIC
ODONTOLOGY, INC.**

SPONSORING ORGANIZATION:

American Academy of Forensic Sciences

A brief introduction to the nature and purposes of the Board, with a summary of requirements for Certification and application procedures.

**BACKGROUND, FUNCTIONS, and PURPOSES
of the
AMERICAN BOARD
of
FORENSIC ODONTOLOGY, INC.**

The need unequivocally to identify forensic scientists qualified to provide essential professional services for the nation's judicial and executive branches of government has been long recognized. In response to this professional mandate, the American Board of Forensic Odontology was organized in 1976 to provide, in the interest of the public and the advancement of the science, a program of certification in forensic odontology. In purpose, function, and organization, the ABFO is thus analogous to the certifying boards in various medical specialties and scientific fields.

The objective of the Board is to establish, enhance, and revise as necessary, standards of qualification for those who practice forensic odontology, and to Certify as qualified specialists those voluntary applicants who comply with the requirements of the Board. In this way, the Board aims to make available to the judicial system, and other publics, a practical and equitable system for readily identifying those persons professing to be specialists in forensic odontology who possess the requisite qualifications and competence.

Certification is based upon the candidate's personal and professional record of education and training, experience, and achievement, as well as on the results of a formal examination.

The Board is a non-profit organization incorporated in the District of Columbia. Its initial sponsor is the American Academy of Forensic Sciences. The Board is composed of officers and other directors, who serve staggered terms and are elected from among nominees of designated nominating organizations, or serve at-large.

Excerpts from the Board's STANDARDS FOR CERTIFICATION IN FORENSIC ODONTOLOGY are contained in the statement on "Qualifications and Requirements for Certification in Forensic Odontology" which follows.

**QUALIFICATIONS and REQUIREMENTS
for
CERTIFICATION in FORENSIC ODONTOLOGY**

1. **General Qualifications**
 - a. Applicants must be persons of good moral character, high integrity, good repute, and must possess high ethical and professional standing.
 - b. Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada and its territories.
2. **Professional Education**
 - a. Applicants must possess a dental degree from an accredited institution, conferring the D.D.S. or D.M.D. degree.
 - b. Applicants must have specialized training from an institution(s) acceptable to the Board.
Such institutions include colleges and universities accredited by Regional Accrediting Commissions recognized by the U.S. Office of Education, and those institutions whose pertinent educational programs, have been accredited by one or more national specialized accrediting agencies recognized by the U.S. Office of Education.
3. **Professional Experience**
 - a. Applicants shall have at least two years practical experience in Forensic Odontology, be currently active and formally affiliated with Board accepted institutions such as: Medical Examiner's or Coroner's Office, Law Enforcement Agency, Insurance Company, Federal Dental Service.
 - b. Applicants shall participate in twenty-five (25) autopsies attested to by the Medical Examiner or Coroner in charge. This participation will include a dental and oral examination plus a written record of that examination. In combination with or in lieu of the previously mentioned criteria, cases for presentation may also consist of personal injury, malpractice, or peer review.
 - c. Applicants will submit three (3) significant cases in Forensic Odontology acceptable to the Board, having complete write-ups, photographs, etc. which will become the property of the Board. This requirement shall be subject to waiver by the Board if the applicant is unable to obtain case material.
 - d. Applicants must be engaged in the practice of Forensic Odontology (consulting practice) at the time the application is submitted. Such experience must be in two (2) or more of the following general categories or appropriate combinations thereof:
 1. Post Doctoral Education
 2. Training in Forensic Odontology
 3. Closely related disciplines
 4. Practice
 5. Research
 6. Teaching
 7. Administration
 - e. Applicants must present evidence of one thousand (1,000) qualification points. The applicant is encouraged not to concentrate in one area, but to be well diversified, determination of such to be at the discretion of the Credentials Committee. It is the responsibility of each applicant to submit documentation and a compilation of his/her own qualifications, to be reviewed by the Credentials Committee. The points are to be accumulated as follows with #7 a must for each applicant:
 1. One (1) point per hour for attendance at a Board recognized scientific session (meeting) in Forensic Odontology. A maximum of 100 points.
 2. Fifty (50) points for presenting a lecture or a laboratory demonstration at a recognized session.

3. Fifty (50) points for the publication of a paper on forensics (preferably dental) with a reprint or copy to be sent to the Board.
4. Two hundred (200) points maximum for the formal affiliation with a Board recognized institution such as: Medical Examiner, Coroner, Law Enforcement Agency, Federal dental service, or Insurance Company. Twenty five (25) points for each affiliation.
5. Forty five (45) points for the organization of a mass disaster team or a symposium. The points divided as follows: twenty five for directorship, one (1) point per hour for the organizing to a maximum of twenty (20).
6. Twenty five (25) points for officary or chairperson of a committee in a Board recognized Forensic Odontology organization.
7. Twenty five (25) points per case for: a documented routine identification case; a Board recognized procedure such as serology, microscopy, pharmacology, etc.; a bite mark work up. Each case must be documented to the Board.
8. Twenty five (25) points for a court deposition, a copy to the Board; for a court appearance, including litigation cases, at the rate of five (5) points per hour with a maximum of twenty five (25) points per case; twenty five (25) points for an examination and written report on: malpractice, personal injury, or peer review cases.
9. Two hundred and fifty (250) points maximum for a full time course, as a student, in Forensic Sciences in an institution acceptable to the Board.

4. Examinations

- a. Applicants who meet the requirements and qualifications set forth in Sections 1, 2, 3, shall be admitted to comprehensive written and/or oral examinations provided by the Board and based upon broad principles of Forensic Odontology, and shall be required to receive passing grades in such examination(s). Applicants remain eligible to undergo examination for a period of two (2) years after admission to examination.
- b. An applicant who fails to pass the examination(s) may apply within one (1) year for re-examination, without payment of an additional fee. After unsuccessful re-examination, an applicant must file a new application and pay an additional fee before examination.

**GENERAL PROVISIONS
CONCERNING CERTIFICATION**

1. The right to deny Certification is reserved.
2. Certificates granted and issued by the Board may be suspended or revoked for any of the following reasons:
 - a. A misstatement or misrepresentation, or concealment or omission of a material fact or facts in an application or any other communication to the Board or its representative(s).
 - b. Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or any crime involving, in the judgment of the Board of Directors, moral turpitude.
 - c. Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

- d. Unethical conduct or other conduct, by a holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of Forensic Odontology into disrepute.
3. Action to suspend or revoke may only be taken after at least thirty (30) days advance notice of the charges or reasons for such action has been given to the individual concerned and an opportunity for such persons to be heard has been provided by the Board.
4. Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within sixty (60) days after the issue date of such notification.
5. Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Odontology" in conformance with the standards of the American Dental Association.
6. Certificates of Qualification in Forensic Odontology are valid for three (3) years and renewable according to standards and under conditions established by the Board.
7. Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked.

**PROCEDURE
for
APPLICATION and CERTIFICATION**

1. Application forms and instructions for their submission can be obtained from:
The American Board of Forensic Odontology, Inc.
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852
Telephone: (301) 770-2723
2. The applicant must arrange for submission of an official transcript of his/her academic record from every institution of higher education attended (irrespective of whether or not a degree was received). Such transcripts must be submitted directly by the registrar of each institution to the Board office.
3. Every application must also be supported by letters of reference from three (3) persons qualified to judge the applicant's character and professional qualifications, sent directly by each such person to the Board office.
4. The examination fee, determined by the Board, is \$250.00 to be paid within thirty (30) days of the time an applicant is notified by the Board for acceptance for the examination.
5. If an applicant, for any reason except failure in a Board examination, is deemed ineligible for Certification by the Board, all except \$75.00 of the fee will be refunded. However, no refund is made after an applicant has been officially accepted by the Board for the examination, whether or not he/she undergoes examination.
6. Applications for issuance of a Certificate of Qualification in Forensic Odontology must be submitted on the form(s) available from the Board, and should be returned to the above address, in full compliance with the instructions furnished, and must be accompanied by an application fee of \$100.00, non-refundable. No application will be considered by the Board unless accompanied by the application fee.
7. Diplomates of the American Board of Forensic Odontology are required to pay an annual fee of \$75.00 subject to the cost of living operating expense increases to be determined by the Board.

**AMERICAN BOARD OF
FORENSIC ODONTOLOGY, INC.**

BOARD OF DIRECTORS

PRESIDENT

Curtis A. Mertz, DDS
4605 Elm Avenue
Ashtabula, Ohio 44004

VICE PRESIDENT

G. Thomas Ward, DDS

SECRETARY

Paul Stimson, DDS
Department of Pathology
University of Texas Dental Branch
P.O. Box 20068
Houston, Texas 77025

TREASURER

Manuel M. Maslansky, DDS

ADDITIONAL MEMBERS

Robert B. Dorion, DDS
Arthur D. Goldman, DMD
David B. Scott, DDS
John P. Williams, DDS

DIRECTORS AT LARGE

Edward D. Woolridge, Jr., DDS
Lowell J. Levine, DDS

**CREDENTIALING
AND EXAMINING COMMITTEE**

Edward Woolridge, Jr., DDS, LLB
16 Sierra Court
Manassas, Virginia 22110

Richard R. Souyiron, DDS
555 Biltmore Way
Suite 6
Coral Gables, Florida 33134*

ADDITIONAL MEMBERS

Lowell J. Levine, DDS
Stanley Schwartz, DMD
Gerald Vale, DDS

ADVISORY COMMITTEE

Joseph H. Davis, MD
William G. Eckert, MD
Milton Helpert, MD
Joseph A. Jachimczyk, MD
Robert Shira, DDS
Clyde C. Snow, PhD

*After June 1, 1977
336 Alhambra Circle
Coral Gables, Florida 33134

AMERICAN BOARD OF FORENSIC ODONTOLOGY, INC.

Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852

American Board of Forensic Odontology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

BOARD OF DIRECTORS

President
Curtis A. Mertz, DDS

Vice President
G. Thomas Ward, DDS

Secretary
Paul Stimson, DDS

Treasurer
Manuel M. Maslansky, DDS

Additional Directors
Arthur D. Goldman, DMD
Robert B. Dorion, DDS
David B. Scott, DDS
John P. Williams, DDS

Directors At Large
Edward D. Woolridge, Jr., DDS
Lowell J. Levine, DDS

ADVISORY COMMITTEE

Joseph H. Davis, MD
William G. Eckert, MD
Milton Helpern, MD
Joseph A. Jachimczyk, MD
Robert Shira, DDS
Clyde C. Snow, PhD

CREDENTIALING AND EXAMINING COMMITTEE

Chairman
Edward D. Woolridge, Jr., DDS

Secretary
Richard R. Souviron, DDS

Additional Members
Lowell J. Levine, DDS
Stanley Schwartz, DMD
Gerald Vele, DDS

TO: All Persons Interested in Certification in Forensic Odontology

The American Board of Forensic Odontology is pleased to announce initiation of a program of Certification in Forensic Odontology. Individuals with adequate education and appropriate professional experience can now establish their qualifications in this specialty by obtaining the Board's CERTIFICATE OF QUALIFICATION IN FORENSIC ODONTOLOGY.

The requisite background for Certification includes:

- 1) good moral character and high ethical and professional standing
- 2) acceptable education
- 3) acceptable, recent professional experience in forensic odontology.

The Board is prepared to receive at once applications from qualified persons. However, attention is directed to the requirements and qualifications for Certification in Forensic Odontology and particularly the fee-refund limitations. To avoid unnecessary work and expense, and disappointment, only those persons who believe that they clearly meet the stipulated criteria should submit formal applications.

To expedite matters for those concerned, an application form and accompanying instructions are enclosed.

AMERICAN BOARD OF FORENSIC ODONTOLOGY

Letter of Interest

ABFO/3A-76

American Board of Forensic Odontology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR CERTIFICATION

The following instructions, supplementing those on the application form, are intended to assist applicants in preparing and submitting applications. Attention to these details will expedite action on such applications.

APPLICATION FORM

1. Complete the application as indicated thereon, making an entry for each item. If necessary, attach additional sheets.
2. The applicant's signature under oath or affirmation must be notarized.

ACCOMPANYING ITEMS

1. Full payment of the application fee (\$100.00) in U.S. funds must accompany the application form. No application will be processed without such payment.
2. Include a list of professional publications with the application. If you have no publications, so state under Item #19.
3. The completed application form and these accompanying items should be forwarded together to:

The American Board of Forensic Odontology, Inc.
Attn: The Forensic Sciences Foundation
11400 Rockville Pike
Rockville, Maryland 20852

ACADEMIC RECORDS AND PERSONAL REFERENCES

1. The applicant must arrange for the registrar of *every* college or university attended by him (irrespective of degrees received) to mail directly to the Board, at the above address, an official transcript of the applicant's academic record(s). Only official transcripts received by the Board directly from the institutions concerned are acceptable.
2. List, on the application form (Item #18), the names and addresses of three persons qualified and willing to provide professional and character references. The Board will contact them to arrange for submission of the references on special forms.

Letter of
Instruction

**AMERICAN BOARD OF FORENSIC
ODONTOLOGY, INC.**

WASHINGTON, D.C.

Application No. _____

Date Issued _____

**APPLICATION FOR CERTIFICATION IN
FORENSIC ODONTOLOGY**

--	--	--	--	--	--	--	--	--	--

Social Security Number

Mail completed application to:

American Board of Forensic Odontology
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike
Rockville, Maryland 20852

INSTRUCTIONS TO APPLICANT:

- a. Please type or print all information. Each item in the application must bear an entry; if "None" is applicable, so state. Use extra sheets for additional data or information; identify the material being furnished and show your name and address on each sheet.
- b. Enclose a fee of \$100.00. Make checks or money orders payable to American Board of Forensic Odontology. Do not send cash or stamps.
- c. Make certain that each college or university you have attended forwards an official transcript of your academic record(s) directly to The American Board of Forensic Odontology.
- d. Attach a complete list of your publications in the scientific literature. Include names of all co-authors, complete title of paper, name of journal, volume, page(s) and year of publication. Also include papers presented with subject matter, organization, place, and date.

1. Name _____ Last First Middle 2. Sex _____

3. State your name exactly as you wish it to appear on the Certificate (exclude degrees).

4. If you have ever been known by or used another name (e.g., maiden name) please specify:

5. Complete Mailing Address _____ Street

City, State and Zip Code

6. Date of Birth _____ mo/day/yr 7. Place of Birth _____

8. Citizenship _____. If not a citizen of the U.S.A. or Canada, please document your residency status in the U.S.A., Canada, their possessions and/or territories.

9. Have you ever been convicted of a felony or misdemeanor (exclude minor traffic violations)? _____. If yes, attach a statement of details.

Application

CONTINUED

2 OF 4

10. Undergraduate Education:

INSTITUTION	LOCATION	INCLUSIVE DATES	MAJOR	DEGREE	DATE REC'D.

11. Graduate Education:

INSTITUTION	LOCATION	INCLUSIVE DATES	MAJOR	DEGREE	DATE REC'D.

12. Post Doctoral Education:
(include short courses)

INSTITUTION	NATURE of the COURSE	DATES	LENGTH of COURSE

13. Awards and Honor Societies:

14. Military Service:

Branch of Service	Inclusive Dates	Type of Discharge

15. Professional Experience Since Graduation from Dental School. (List chronologically starting with your most recent position):

a. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____
 Full or Part-Time? _____ If Part-Time, % of Time _____
 Brief Statement of your Duties and Responsibilities (emphasize forensic odontology activities) _____

Name(s) and Present Address(es) of Immediate Supervisor(s)

b. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____
 Full or Part-Time? _____ If Part-Time, % of Time _____

Brief Statement of your Duties and Responsibilities (emphasize forensic odontology activities) _____

Name(s) and Present Address(es) of Immediate Supervisor(s)

c. Organization and Address _____
 Inclusive Dates _____ Exact Title of Your Position _____
 Full or Part-Time? _____ If Part-Time, % of Time _____

Brief Statement of your Duties and Responsibilities (emphasize forensic odontology activities) _____

Name(s) and Present Address(es) of Immediate Supervisor(s)

16. Membership in Professional or Learned Scientific Societies:

ORGANIZATION	GRADE OF MEMBERSHIP

17. Do you now hold a position with a medical examiner's, coroner's office, or insurance company? _____ Give details of your position, and length of your association.

18. References (List the names and addresses of three (3) individuals who have agreed to complete reference forms in your behalf):

NAME	COMPLETE MAILING ADDRESS

19. Additional Information: (Use this space to make any comments regarding your activities in forensic odontology which might assist the Board in evaluating this application. Include here specialized training or education, membership on commissions, committees, advisory boards, other certifications, etc.)

In making this application to the American Board of Forensic Odontology for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and such other governing provisions as, from time to time, are in force, (hereinafter collectively referred to as its regulations), I agree to disqualification from the issuance to me of a Certificate; suspension of such Certificate; revocation of such Certificate; or to surrender of such Certificate to the American Board of Forensic Odontology, in the event of any misstatement or misrepresentation of a material fact in this application or in the event that any of the aforementioned regulations applicable to such Certificate are violated by me, as determined by the American Board of Forensic Odontology. I further agree to hold the American Board of Forensic Odontology, its officers, examiners, and agents free from any claim, damage, or liability by reason of action, they, or any of them, may take in respect of this application, including, but not limited to, the failure of the American Board of Forensic Odontology to issue me such Certificate, or the suspension, revocation, or making of any demand for the surrender of an issued Certificate, or the removal of my name from any list of holders of such certificates.

In support of this application, I certify, under oath or affirmation, that all of the statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 19____

Notary Public in and for the State of _____

(NOTORIAL SEAL)

My Commission expires _____, 19____

PSYCHIATRY

OFFICE OF RECORDER OF DEEDS, D. C.

Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE.

THIS IS TO CERTIFY that all provisions of the District of Columbia
Non-profit Corporation Act have been complied with and ACCORD-
INGLY this Certificate of Incorporation

is hereby issued to the AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC.

as of the date hereinafter mentioned.

Date June 24, 1976

PETER S. RIDLEY,
Recorder of Deeds, D. C.

Margurite C. Stokes
Margurite C. Stokes
Assistant Superintendent of Corporations

Articles
of
Incorporation

OFFICE OF RECORDER OF DEEDS, D. C.

Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE

THIS IS TO CERTIFY that all provisions of the District of Columbia Non-profit Corporation Act have been complied with and ACCORD-INGLY this Certificate of Transfer of Reservation of Corporate Name

is hereby issued to the AMERICAN BOARD OF FORENSIC PSYCHIATRY
(APPLICANT-ROBERT D. ALBRO)

as of the date hereinafter mentioned.

Date June 24, 1976

PETER S. RIDLEY,
Recorder of Deeds, D. C.

Margurite C. Stokes
Margurite C. Stokes
Assistant Superintendent of Corporations

ARTICLES OF INCORPORATION

OF

AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC.

We, the following named persons,

G.E. Borst, Jr.
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

Janice K. Ellingson
508 Bentwood Drive
Oxon Hill, Maryland 20021

Sue Ellen Manchikes
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

all natural persons of the age of twenty-one or over and citizens of the United States, desiring to act as incorporators of a corporation pursuant to the provisions of Title 29, Chapter 10, District of Columbia Code 1973 edition, as amended, do declare and certify as follows:

FIRST: The name of the corporation is AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC.; hereafter sometimes referred to as the "Board" or "Corporation".

SECOND: The corporation is organized exclusively for scientific, educational, literary, and charitable purposes, and its objects and purposes, in the public interest, shall be:

To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic psychiatry.

To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic psychiatrists.

To grant and issue certificates, or other recognition, in cognizance of special qualifications in forensic psychiatry to voluntary applicants who conform to the standards established by the Board, and, who in accordance with the Bylaws and Rules and Regulations of the Board, have established their fitness and competence therefor.

To establish, maintain, alter, amend, and repeal rules and regulations, standards, qualifications, and requirements for the granting, issuing and renewal of certification or other recognition.

To exercise and enjoy all powers, rights, and privileges granted to or conferred upon corporations of similar character by the laws of the District of Columbia now or hereafter in force.

To do any or all of the things herein set forth as principal, agent or otherwise, alone or in company with others.

The objects and purposes specified herein shall be regarded as independent objects and purposes and, except where otherwise expressed, shall in no way be limited or restricted by reference to or inference from the terms of any other provision of these Articles of Incorporation.

The foregoing shall be construed both as objects and powers and the enumeration thereof shall not be held to limit or restrict in any manner the general powers conferred on the corporation by the laws of the District of Columbia.

THIRD: The corporation is not organized for pecuniary profit and shall not have authority to issue capital stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE SECOND hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

FOURTH: The duration of the corporation shall be perpetual.

FIFTH: The corporation shall not have members.

SIXTH: The Board of Directors of the corporation shall consist of at least nine (9) and not more than twenty-five (25) persons, and shall be vested with the management and control of the property, business and affairs of the corporation.

The initial Board of Directors, who shall number nine (9) and shall consist of the persons named in ARTICLE SEVENTH hereof, shall serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors or until their successors have been duly elected and qualified. Thereafter, the members of the Board of Directors shall be elected by the Directors, in accordance with the Bylaws, from lists of nominees supplied by one or more

nominating organizations, designated as such from time to time by a two-thirds (2/3) affirmative vote of the Directors, or from among other eligible persons at-large. The right of such nominating organization(s) to submit nominees may be revoked or annulled at any time by a two-thirds (2/3) affirmative vote of the Directors.

The Board of Directors shall have the power to adopt, alter, amend, and repeal such Bylaws of the corporation as will not conflict with these Articles of Incorporation or the law, for the regulation and management of the affairs of the corporation.

The corporation may in its Bylaws confer other powers upon the Directors, in addition to the powers and authorities expressly conferred upon them by law and these Articles of Incorporation.

SEVENTH: The initial Board of Directors shall number nine (9) and shall consist of the following persons listed by name, professional affiliation; and address, who are to serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors, or until their successors have been duly elected and qualified:

<u>NAME</u>	<u>AFFILIATION and ADDRESS</u>
1. Walter Bromberg, M.D.	3353 Cottage Way Suite 100 Sacramento, California 95825
2. Bernard L. Diamond, M.D.	University of California School of Law Berkeley, California 94720
3. Irwin N. Perr, M.D.	Rutgers Medical School Department of Psychiatry Piscataway, New Jersey 08854

4. Seymour Pollack, M.D.	USC Institute of Psychiatry & Law 1237 North Mission Road Los Angeles, California 90033
5. Stanley L. Portnow, M.D.	823 Park Avenue New York, New York 10021
6. Jonas R. Rapoport, M.D.	Room 309 Courthouse Baltimore, Maryland 21202
7. Robert L. Sadoff, M.D.	326 Benjamin Fox Pavilion Jenkintown, Pennsylvania 19046
8. John K. Torrens, M.D.	3220 Silver, SE Albuquerque, New Mexico 87106
9. Maier I. Tuchler, M.D.	4426 North 36th Street Phoenix, Arizona 85018

EIGHTH: The territory in which the operations of the corporation are to be conducted is the United States of America and its territories and possessions, and in such other places as the Board of Directors may from time to time authorize and direct. Meetings of the Board of Directors and committees may be held within or without the District of Columbia. Subject to any provision contained in the applicable statutes, the corporation may have an office or offices and keep its books within or without the District of Columbia at such place or places as may, from time to time be designated by the Directors or in the Bylaws of the corporation.

NINTH: The private property of the Directors of the corporation shall not be subject to the payment of corporate debts to any extent whatever.

TENTH: In the event of and upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation,

dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the District of Columbia or such other City or County Court where the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ELEVENTH: The corporation's initial registered agent shall be G. E. BORST, JR. The registered office of the corporation in the District of Columbia is c/o G. E. Borst, Jr., 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

TWELFTH: The corporation shall have, and may exercise, all of the corporate powers enumerated in Title 29, Chapter 10 of the District of Columbia Code, 1973 Edition, as amended, provided that none of the assets, funds or income of the corporation shall inure to the benefit of any private individual and no substantial part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in or intervene in (including by the publishing or distributing of statements), any political campaign on behalf of any candidate for public office, and further provided that the corporation

may do any and all things necessary or advisable for or incident to carrying out the aforesaid purposes of the corporation, but shall not otherwise engage in activities which in themselves are not in furtherance of one or more exempt purposes except as the same do not represent a substantial part of its activities.

THIRTEENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in the Articles of Incorporation, in the manner now or hereafter prescribed by statute, and rights conferred upon the corporation and the Board of Directors herein are granted subject to this reservation.

IN WITNESS WHEREOF, we have executed these Articles of Incorporation in duplicate original.

.....
G.E. BORST, JR.

Subscribed and sworn to before me this _____ day of

_____, 1976.

.....
NOTARY PUBLIC

My Commission expires:
.....

.....
JANICE K. ELLINGSON

Subscribed and sworn to before me this _____ day of

_____, 1976.

.....
NOTARY PUBLIC

My Commission expires:
.....

.....
SUE ELLEN MANCHIKES

Subscribed and sworn to before me this _____ day of

_____, 1976.

.....
NOTARY PUBLIC

My Commission expires:

AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC.

BYLAWS

ARTICLE I

Definitions

Section 1. All definitions of terms and words herein, unless applicable law otherwise requires, shall be as defined by the Articles of Incorporation, the Bylaws, or the Board of Directors, in that order of precedence.

ARTICLE II

Name and Purposes

Section 1. Name. The name of this organization shall be the AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC., hereinafter referred to as the "Board" or the "Corporation".

Section 2. Purposes. The purposes of the Board, in the public interest, shall be:

- (a) To encourage the study, improve the practice of, establish and enhance standards for, and advance the science of forensic psychiatry.
- (b) To encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic psychiatry.
- (c) To grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic psychiatry to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor.

(d) To cooperate with the several branches of federal and state governments and appropriate governmental and private agencies and organizations in order to secure general recognition and acceptance of Certification by the American Board of Forensic Psychiatry as a significant qualification for the practice of forensic psychiatry.

(e) To maintain and furnish lists of individuals who have been granted Certificates by the Board (hereinafter referred to as Diplomates).

(f) To engage in any activities, not prohibited by law or the Board's Articles of Incorporation, which may contribute to the above purposes or which are in furtherance of the objects and purposes enumerated in the Articles of Incorporation.

ARTICLE III

Sponsors

Section 1. Initial Sponsors. The Board is sponsored by the American Academy of Forensic Sciences and The Forensic Sciences Foundation, Inc.

Section 2. Other Sponsors. The Board of Directors may, by two-thirds (2/3) affirmative vote of the Directors, invite organizations having a legitimate interest in forensic psychiatry, other than the organization(s) named in Section 1 of this Article, to become additional sponsors of the Board.

Section 3. Termination of Sponsorship. A sponsoring organization may, in its discretion, terminate its sponsorship of the Board upon due notice to the Board. Such sponsorship may also be terminated by a two-thirds (2/3) affirmative vote of the Directors.

Section 4. Responsibility of Sponsors. A sponsoring organization shall not have any obligations for financial support of the Board and shall not, by virtue of its sponsorship of the Board, have authority over or responsibility for any of the Board's operations or activities. The principal role of a sponsoring organization or organizations is to endorse and support the objectives of the Board and to give recognition to the Board's activities and programs, and to nominate members of the Board in conformance with Article VI.

ARTICLE IV

Offices

Section 1. Office of Record. The office of record of this Board shall be in the City of Washington, District of Columbia, at 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

Section 2. Other Offices. The Board may have such other offices at such locations, within or without the District of Columbia, as the Board of Directors may, from time to time, designate.

ARTICLE V

Officers

Section 1. Officers of the Corporation. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. They shall be elected by the Board of Directors from its membership.

Section 2. Officers of the Board of Directors. The officers of the Corporation shall serve, in the same respective capacities, as officers of the Board of Directors of the Corporation.

Section 3. Functions and Duties. The functions and duties of the President, Vice President, Secretary, and Treasurer shall be such as usually and customarily pertain to their respective offices, and also such other functions and duties as may, from time to time, be delegated or designated by the Board of Directors or as are herein prescribed.

ARTICLE VI

Nominating Organizations

Section 1. Designation. The Board of Directors shall, from time to time, designate such organization(s) as it deems appropriate and proper as Nominating Organization(s), and may, in its discretion, revoke or annul any such designation. Designation of Nominating Organization(s) and revocation or annulment of such designation shall require a two-thirds (2/3) affirmative vote of the Directors. The resolution designating a Nominating Organization shall specify the number of positions on the Board of Directors for which such Nominating Organization shall be entitled, from time to time, to submit nominations.

Section 2. Privileges and Duties.

(a) Nominating Organizations currently designated as such by the Board of Directors shall be entitled to nominate persons, meeting the qualifications set forth in Article VII hereof, for any eligible vacancy on the Board of Directors.

(b) Each Nominating Organization shall, upon timely request, submit names of at least two (2) qualified nominees for each vacancy to be

filled from among its nominees. Should any Nominating Organization fail to nominate at least two (2) qualified persons for each eligible vacancy at least fifteen (15) days prior to a scheduled election, the Board of Directors may, in their discretion, nominate any qualified person(s) to fill the vacancy or vacancies.

ARTICLE VII

Board of Directors

Section 1. Authority. The governing body of the Corporation shall be a Board of Directors, which shall be empowered to have, hold, control, manage and administer all of the property, funds, business, affairs and operations of the Board pursuant to its Articles of Incorporation; with authority to do everything necessary and desirable in the conduct of the affairs and business of the Board and in accordance with these Bylaws.

Section 2. Composition. The Board of Directors shall consist of at least nine (9) and not more than twenty-five (25) persons, elected by the Directors from among qualified persons at-large and from among qualified nominees solicited from designated Nominating Organizations. Insofar as possible and practicable, the Board of Directors shall include at least one (1) person originally nominated by each currently designated Nominating Organization.

Section 3. Qualifications of Directors.

(a) Directors, whether elected at-large or from among nominees of designated Nominating Organizations, shall be chosen with due regard for their general attainments and their professional qualifications and experience in forensic psychiatry and/or closely related fields.

(b) Except for the initial Board of Directors, every person elected as a Director shall be a Diplomate of this Board; provided, however, that one (1) position on the Board of Directors may be held by a duly qualified attorney at law who shall not be required to be a Diplomate of this Board.

(c) Any Diplomate of the Board may be elected as a member at-large of the Board of Directors whenever an eligible vacancy exists.

Section 4. Duties and Functions. The duties and functions of the Board of Directors shall be as follows:

(a) The Board of Directors shall exercise overall control over the affairs and operations of the Board.

(b) The Board of Directors shall be charged with establishing standards for the profession of forensic psychiatry, in accordance with the Articles of Incorporation and these Bylaws. These standards shall apply to all persons applying for Certification on an equal basis.

(c) The Board of Directors shall hold at least one (1) meeting annually and may hold additional meetings on reasonable notice upon the call of the President of the Board or upon the written request of a majority of the Directors.

(d) The Board of Directors may, from time to time, designate qualified persons (who need not be Directors) or organizations to act on behalf of the Board in performing such duties and functions as the Board may direct. Such persons and organizations may be compensated for their services and reimbursed for the actual and necessary expenses incurred in

the discharge of such duties and functions, and shall serve at the pleasure of the Board of Directors.

ARTICLE VIII

Executive Committee

Section 1. Composition. The Executive Committee of the Board of Directors shall consist of the President, who shall serve as its chairman, the Vice President, the Secretary, and the Treasurer. A quorum of the Executive Committee shall consist of a majority of its members, and its formal actions shall require a majority vote unless otherwise provided herein.

Section 2. Authority. The Executive Committee shall have full authority and power to act for and on behalf of the Board of Directors between meetings of said Board, except as herein otherwise provided. Actions taken by the Executive Committee on behalf of the Board of Directors shall be reported to the Board of Directors as soon as practicable.

ARTICLE IX

Committees

Section 1. General. The Board of Directors may, by resolution adopted by a majority of the Directors in office, designate and establish, and determine the scope of authority, functions and duties of, such standing and special committees as, from time to time, it deems necessary.

Section 2. Composition. Each standing or special committee shall consist of two (2) or more persons, as designated by the Board of Directors. The

chairman of each committee shall be a member of the Board of Directors; other members of a committee may be members of the Board of Directors or other qualified persons. The President shall be an ex-officio member of all committees.

Section 3. Appointment and Authority. The chairman and other members of each standing or special committee, unless otherwise provided herein, shall be appointed by the President of the Board with the advice and consent of the Board of Directors. Every committee may, unless otherwise provided herein, exercise the authority of the Board of Directors in the manner and to the extent provided for in the resolution establishing the committee.

Section 4. Term of Office. Unless otherwise provided herein or in the resolution of the Board of Directors establishing a standing or special committee, the chairman and other members of every standing or special committee shall serve one (1) year terms and be eligible for reappointment.

ARTICLE X

Elections and Terms of Office

Section 1. Election of Officers. The Board of Directors shall annually elect from its membership a President, a Vice President, a Secretary, and a Treasurer. The election shall be by ballot, and a majority of votes cast shall be required to elect an officer.

Section 2. Officers' Terms of Office. The officers shall take office on July 1 following their election, and each shall hold office for one (1) year, or until his or her successor has been duly elected and qualified.

Section 3. Vacancies among Officers. The Vice President shall fill a vacancy in the office of President occurring during his term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail ballot.

Section 4. Election of Directors. Prior to the annual meeting of the Board of Directors, the Board shall solicit nominations from the designated Nominating Organizations, to fill eligible vacancies on the Board of Directors. Thereafter, the Board of Directors shall elect Directors to fill the vacancies which will occur during the ensuing Board year. A majority of votes cast shall be required to elect a nominated Director.

Section 5. Election of Directors at-Large. Any Diplomat of this Board may be elected by the Board of Directors as a member at-large of the Board of Directors at the annual meeting, at any special meeting, or by mail ballot, whenever an eligible vacancy exists. Such election shall require a two-thirds (2/3) affirmative vote.

Section 6. Term of Office of Directors. During the first year of operation, the initial Directors shall meet as soon as practicable and shall determine the term of office of each of the initial Directors in such a way that one-third (1/3) of the total number of Directors, or the closest whole number thereto, shall be designated to hold terms of office of one (1) year, two (2) years, and three (3) years, respectively. Thereafter, the terms of all Directors shall be three (3) years, unless otherwise specified herein. A nominated Director may serve not more than two (2)

consecutive full terms without an intervening period, unless otherwise specified herein. Prior service as a nominated Director shall not be a ban to election as a Director at-large. Each Director's term of office shall commence on July 1 following election and shall end on June 30 of his or her final year in that office, or when his or her successor has been duly elected and qualified.

Section 6. Vacancies among Directors. A vacancy in the office of a Director shall be filled by vote of the remaining Directors as soon as practicable after the vacancy occurs and for the unexpired term of said office. Such election may be conducted by mail ballot.

ARTICLE XI

Indemnification and Surety

Section 1. Indemnification. The Corporation shall indemnify any person made a party to any action, suit or proceeding, by reason of the fact that he, his testator or intestate, is or was a Director, officer or employee of the Corporation, or of any corporation which he served as such at the request of the Corporation, against the reasonable expenses, including attorneys' fees actually and necessarily incurred by him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such officer, Director or employee is liable for negligence or misconduct in the performance of his duties. The Corporation may also reimburse to any such Director, officer or employee the reasonable costs of settlement of any such action, suit or proceeding, if it shall be found by a majority

of a committee composed of the Directors not involved in the matter in controversy (whether or not a quorum) that it was in the interests of the Corporation that such settlement be made and that such Director, officer, or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer or employee may be entitled apart from the provisions of this section.

Section 2. Surety. The Board of Directors shall, in their discretion, procure or cause to be procured, at the Board's expense, appropriate liability insurance coverage for the Board's officers, Directors, agents and employees.

Section 3. Fidelity Bonds. The Treasurer of the Board and such other officers, Directors, agents and employees of the Board as the Board of Directors may, from time to time, determine may be required to furnish, at the expense of the Board, an appropriate fidelity bond approved by the Board of Directors, in such sum as the Board of Directors shall prescribe.

ARTICLE XII

Meetings and Operations

Section 1. Annual Meeting. The annual meeting of the Board shall be held at the call of the President, at a location designated by him within or without the District of Columbia. Notice of the annual meeting shall be given to each Director at least thirty (30) days before the meeting date. An annual meeting may be conducted by mail or by conference upon the written consent of two-thirds (2/3) of the Directors in office.

Section 2. Special Meetings. Special meetings of the Board may be called by the President, or upon the written request of a majority of the Directors in office, on a date and at a time and location to be designated by the President, within or without the District of Columbia. Notice of a special meeting shall be given to each Director at least fifteen (15) days before the meeting date, with information regarding the subject(s) to be considered.

Section 3. Quorum. A quorum for all purposes herein, unless otherwise provided, shall consist of a majority of the Directors. In the event less than this number are present at a meeting, the President may adjourn the meeting not longer than thirty (30) days under the same call for a meeting. No Director shall be entitled to vote through use of a written proxy.

Section 4. Conduct of Board Business.

(a) Business of the Board including that of an annual meeting may be conducted by mail, by conference, or by a committee of the Board comprised of not less than two (2) persons when authorized by a majority of the Directors in office.

(b) When such business conducted by mail calls for a vote of the Board of Directors, a two-thirds (2/3) affirmative vote shall be required to carry a motion.

(c) Business of the Board carried on by conference or by standing or special committees of the Board shall be conducted in such manner as the Board of Directors may direct, or as the committees may elect in accordance with the general spirit of these Bylaws and the requirements of the Articles of Incorporation.

Section 5. Territory. The operations of the Board are to be conducted in the United States of America and its territories and possessions, and in such other place(s) as the Board of Directors may, from time to time, authorize and direct.

ARTICLE XIII

Finances

Section 1. Fiscal Year. The fiscal year of the Board shall be from July 1 through June 30, inclusive.

Section 2. Income. The income of the Board shall be derived from application fees and other fees and charges, from gifts, grants and contributions, and from such other sources and activities as may be approved by the Board of Directors. All monies accruing to the Board shall be collected by such person(s) as the Board of Directors may designate.

Section 3. Compensation and Reimbursements. No member of the Board of Directors shall be paid any salary or fee for his or her services as a Director or an officer. Subject to the availability of funds, a Director or an officer may be reimbursed for actual and necessary expenses incurred by him or her in attending meetings of the Board or in performing other duties or functions on behalf of the Board. The Board of Directors shall determine the compensation and reimbursements to be paid to other parties than officers and Directors of the Board, for services performed or for activities carried out on behalf of the Board.

ARTICLE XIV

Certification

Section 1. Standards. The Board of Directors shall establish, maintain, and revise as necessary, standards and qualifications for the granting, issuing, and renewing of certificates and/or other forms of recognition in cognizance of special qualifications in forensic psychiatry.

Section 2. Evaluation of Applicants. The Board of Directors shall arrange for suitable means to evaluate the fitness, competence, and qualifications of persons seeking Certification by the Board. This function may be carried out, in part, by a Credentials Committee whose membership shall include at least two (2) Directors, and, in part, by a Committee on Examinations whose membership shall include at least two (2) Directors.

Section 3. Certificates. The Board of Directors shall have authority to issue or cause to be issued Certificates of Qualification in Forensic Psychiatry to persons who have met the standards of the Board and have fully complied with all applicable requirements. Certificates of Qualification shall be in such forms as prescribed or approved by the Board of Directors. A person holding a valid, unrevoked Certificate of Qualification issued by this Board shall be entitled to use the designation "Diplomate of the American Board of Forensic Psychiatry."

Section 4. Fees. The Board of Directors shall annually establish the fees and other charges incident to application for and granting, issuing, and renewal of Certificates of Qualification and/or other forms of recognition.

Section 5. Denial and Revocation of Certificates. The right to deny Certification and to suspend or revoke Certificates of Qualification shall reside with the Board of Directors. Certificates issued by the Board are subject to revocation only for one or more of the following reasons:

(a) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(b) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the opinion of the Board of Directors, moral turpitude.

(c) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

(d) Upon recommendation of the Ethics Committee and approval by 2/3 of the Board, action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

ARTICLE XV

Parliamentary Authority

Section 1. Parliamentary Authority. Unless otherwise provided in its Articles of Incorporation or Bylaws the conduct of meetings of the Board shall be governed by rules promulgated by the Board of Directors or, in the absence of such rules, by the rules contained in Robert's Rules of Order, Newly Revised, latest edition available. Any question as to priority of business shall be decided by the chair without debate.

Section 2. Suspension of Rules. The rules promulgated by the Board of Directors governing the conduct of meetings may be suspended at any meeting by a majority vote of the Directors present.

ARTICLE XVI

Seal and Insignia

Section 1. The Board shall have a corporate seal, and may have other devices and insignia, of such design as the Board of Directors adopt.

ARTICLE XVII

Amendments

Section 1. These Bylaws may be amended, altered, or repealed, in whole or in part, in the following ways:

(a) Upon two-thirds (2/3) affirmative vote of the Directors present at a meeting of the Board of Directors at which a quorum is present, provided that a copy of the proposed change(s) has been submitted to all Directors at least thirty (30) days prior to such meeting;

(b) Upon two-thirds (2/3) affirmative vote by mail ballot of the Directors within sixty (60) days after a copy of the proposed change(s) has been submitted to all Directors; provided that a consent in writing to use of a mail ballot has been signed by all of the Directors in office;

(c) By the unanimous written consent of all members of the Board of Directors.

ARTICLE XVIII

Effective Date of Bylaws

Section 1. These Bylaws shall become effective upon adoption by all of the Directors of the Board.

American Board of Forensic Psychiatry, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

STANDARDS FOR CERTIFICATION IN FORENSIC PSYCHIATRY

(Revised 2/14/77)

Section 1. General Qualifications

a. Applicants must be persons of good moral character, scientific integrity, with high ethical and professional standing.

b. Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada.

Section 2. Professional Education and Licensure

a. Applicants must possess an M.D., D.O. or a recognized equivalent medical degree.

b. Applicants must have a valid license to practice medicine in a state, territory or province of the United States or Canada.

c. Applicants must be certified in Psychiatry by the American Board of Psychiatry and Neurology or by the Canadian equivalent.

Section 3. Professional Experience and Training

a. Applicants must have a minimum of five years of post residency experience in clinical psychiatry with significant experience in Forensic Psychiatry, including, but not limited to, contributions in

ABFP Standards, cont'd.

Page 2

research, teaching and the administrative aspects of Forensic Psychiatry.

b. One year of accredited full time training in Forensic Psychiatry shall be given two years of equivalent credit.

c. The applicant must document all training in Forensic Psychiatry. Accreditation will be considered for forensic psychiatric training within an approved psychiatric residency training program.

d. On approval by the Committee on Credentials, the applicant may apply for examination to be conducted by the Committee on Examinations at an appointed time and place.

e. Examinations will be both written and oral.

f. All recommendations of the Credentials Committee and of the Examination Committee must be approved by the Board.

g. A syllabus on Forensic Psychiatry will be provided to the applicant.

Section 4. Application Procedures and Fees

a. Applications must be submitted on the form furnished by the Board in compliance with the instructions, accompanied by a non-refundable application fee of \$75.00

b. Every application must be supported by letters of reference from three (3) persons qualified to judge the applicant's character and professional qualifications, sent directly by each such person to the Board office. (One of these persons must be certified

in psychiatry by the American Board of Psychiatry and Neurology and have forensic psychiatric experience and is not a member of this Board.)

c. The applicant must present evidence that he possesses a valid Medical Degree or its equivalent and license to practice, and is certified by the American Board of Psychiatry and Neurology in Psychiatry.

d. The examination fee currently determined by the Board is \$250.00 to be paid within thirty (30) days of the time an applicant is notified by the Board of acceptance for the examination.

e. If an applicant is unable to take the examination as scheduled and does not give notice of withdrawal from the examination at least thirty (30) days prior to the scheduled examination, all except \$150.00 will be refunded. If for any reason the Board cancels eligibility for the examination, a full refund of the examination fee will be made.

Section 5. Examinations

a. Applicants who meet the requirements and qualifications set forth in Sections 1, 2, 3, 4 shall be accepted for written examinations. Upon successful completion, they shall be eligible for an oral examination.

Section 6. Denial or Withdrawal of Certification

a. The right to deny Certification is reserved.

b. Certificates granted and issued by the Board may be denied, suspended or revoked for any of the following reasons:

1. A misstatement, misrepresentation, concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).
2. Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.
3. Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or any crime involving, in the judgment of the Board of Directors, moral turpitude.
4. Unethical conduct or other conduct, by an applicant or holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of Forensic Psychiatry into disrepute.

c. Action to suspend or revoke may only be taken after at least thirty (30) days advance notice of the charges or reasons for such action has been given to the individual concerned and an opportunity for such persons to be heard has been provided by the Board.

d. Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within ninety (90) days after the issue date of such notification.

Section 7. General Provisions

a. Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Psychiatry".

b. Certificates issued by the Board are not transferable. Every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked.

**AMERICAN BOARD
OF
FORENSIC
PSYCHIATRY, INC.**

SPONSORING ORGANIZATIONS:

American Academy of
Forensic Sciences
American Academy of
Psychiatry and the Law

A brief introduction to the nature and purposes of the Board, with a summary of requirements for Certification and application procedures.

July, 1977

BACKGROUND, FUNCTIONS, and PURPOSES
of the
AMERICAN BOARD
of
FORENSIC PSYCHIATRY, INC.

The need unequivocally to identify forensic scientists qualified to provide essential professional services for the nation's judicial and executive branches of government has long been recognized. In response to this professional mandate, the American Board of Forensic Psychiatry was organized in 1976 to provide, in the interest of the public and the advancement of the science, a program of Certification in forensic psychiatry. In purpose, function and organization, the ABFP is thus analogous to the certifying boards in various medical specialties and scientific fields.

The object of the Board is to establish, and enhance, and revise as necessary, standards of qualification for those who practice forensic psychiatry and to Certify as qualified specialists those voluntary applicants who comply with the requirements of the Board. In this way, the Board aims to make available to the judicial system, and other interested parties a practical and equitable system readily identifying those persons professing to be specialists in forensic psychiatry who possess the requisite qualifications and competence.

Certification is based upon the candidate's personal and professional record of education and training, experience and achievement, as well as on the results of a formal examination.

The Board is a non-profit organization incorporated in the District of Columbia. Its initial sponsors are the American Academy of Forensic Sciences and the American Academy of Psychiatry and the Law. The Board is composed of officers and other directors, who serve staggered terms and are elected from among nominees of designated nominating organizations or serve at-large.

Excerpts from the Board's Standards for Certification in Forensic Psychiatry are contained in the statement on "Qualifications and Requirements for Certification in Forensic Psychiatry" which follows.

QUALIFICATIONS and REQUIREMENTS
for **CERTIFICATION in**
FORENSIC PSYCHIATRY:

1. General Qualifications.
 - A. Applicants must be persons of good moral character, scientific integrity, with high ethical and professional standing.
 - B. Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada.
2. Professional Education and Licensure.
 - A. Applicants must possess an M.D., D.O., or a recognized equivalent medical degree.
 - B. Applicants must have a valid license to practice medicine in a state, territory, or province of the United States or Canada.
 - C. Applicants must be Certified in Psychiatry by the American Board of Psychiatry and Neurology or by the Canadian equivalent.
3. Professional Experience and Training.
 - A. Applicants must have a minimum of five years of post-residency experience in clinical psychiatry with substantial experience in forensic psychiatry, including but not limited to, contributions in research, teaching and the administrative aspects of forensic psychiatry.
 - B. One year of accredited full time training in forensic psychiatry shall be two years of equivalent credit.
 - C. The applicant must provide evidence of all training in forensic psychiatry. Credit will be considered for forensic psychiatric training within an approved psychiatric residency training program.
 - D. On approval by the Committee on Credentials the applicant may apply for examination to be conducted by the Committee on Examination at an appointed time and place.
4. Examination.
 - A. Applicants who meet the requirements and qualifications set forth in Sections 1, 2, and 3 above shall be accepted for written examination. Upon successful completion they shall be eligible for an oral examination.
 - B. Applicants remain eligible to undergo examination within two years after admission to the examination.
 - C. Applicants who fail in either written or oral examination may apply within one year for one re-examination without payment of additional fee. Before a third examination, an applicant must file a new application and pay an additional fee.

GENERAL PROVISIONS
CONCERNING CERTIFICATION

1. The right to deny Certification is reserved.
2. Certificates granted and issued by the Board may be denied, suspended or revoked for any of the following reasons:
 - A. A misstatement, misrepresentation, concealment or omission of a material fact or facts in an application or any other communication to the Board or its representative(s).
 - B. Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules or regulations governing the Board and its certification programs at the time of its issuance; or determination that the person certified was not in fact eligible to receive such Certificate at the time of its issuance.

C. Conviction of an applicant for certification or holder of a Certificate of this Board by a Court of competent jurisdiction of a felony or any crime involving, in the judgment of the Board of Directors, moral turpitude.

D. Unethical conduct or other conduct by an applicant or holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of forensic psychiatry into disrepute.

3. Action to suspend or revoke may only be taken after at least thirty (30) days advance notice of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person(s) to be heard has been provided by the Board.
4. Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within ninety (90) days after the issue date of such notification.
5. Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation, "Diplomate of the American Board of Forensic Psychiatry."
6. Certificates issued by the Board are not transferable. Every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked.

PROCEDURE for APPLICATION
and CERTIFICATION

1. Application forms and instructions for their submission can be obtained from:
The American Board of Forensic Psychiatry, Inc.
ATTN: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, MD. 20852 Phone: (301) 770-2723
2. Applications must be submitted on the form furnished by the Board in compliance with the instructions, accompanied by a non-refundable application fee of \$75.00.
3. Every application must be supported by letters of reference from at least three (3) persons qualified and willing to provide professional and character references. The Board will directly contact these references and may, on its own initiative, seek other references.
4. The applicant must present evidence that he possesses a valid medical degree or its equivalent and license to practice and is Certified in Psychiatry by the American Board of Psychiatry and Neurology.
5. The examination fee currently determined by the Board is \$250.00 to be paid within thirty (30) days of the time an applicant is notified by the Board of acceptance for the examination.
6. If an applicant, for any reason, is unable to take the examination as scheduled and does not give notice of withdrawal from the examination at least thirty (30) days prior to the scheduled examination, all except \$150.00 will be refunded. If for any reason the Board cancels the eligibility for the examination, a full refund of the examination fee will be made.
7. Completed applications are viewed by the Credentials Committee of the Board and their recommendation is considered by the Board of Directors who vote whether or not to admit the applicant to the examination.
8. Examinations for accepted candidates are prepared, administered and evaluated by the Examinations Committee, whose recommendations are considered as expeditiously as possible, by the Board of Directors for final action.
9. Successful candidates are issued a Certificate of Qualification in Forensic Psychiatry by the Board to attest to their status as Diplomates of the American Board of Forensic Psychiatry.

**AMERICAN BOARD OF
FORENSIC PSYCHIATRY, INC.**

PRESIDENT:

Maier I. Tuchler, M.D.
4426 North 36th Street
Phoenix, Arizona 85018

VICE PRESIDENT:

Irwin Perr, M.D., J.D.
Department of Psychiatry
Rutgers Medical School
Piscataway, New Jersey 08854

SECRETARY:

Jonas R. Rapoport, M.D.
Room 309, Courthouse
Baltimore, Maryland 21202

TREASURER:

Bernard L. Diamond, M.D.
School of Law
University of California
Berkeley, California 94720

ADDITIONAL DIRECTORS:

Walter Bromberg, M.D.
Zigmond Lebensohn, M.D.
Herbert Modlin, M.D.
Seymour Pollack, M.D.
Stanley Portnow, M.D.
Robert L. Sadoff, M.D.
John K. Torrens, M.D.

AMERICAN BOARD OF FORENSIC PSYCHIATRY
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852

ABFPI-77

American Board of Forensic Psychiatry, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.
11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

BOARD OF DIRECTORS

PRESIDENT

Maier I. Tuchler, M.D.
4426 North 36th Street
Phoenix, Arizona 85018
(602) 955-6470

VICE PRESIDENT

Irwin N. Perr, M.D.
Rutgers University Medical School
Department of Psychiatry
Piscataway, New Jersey 08854
(201) 564-4439

SECRETARY

Jonas R. Rappeport, M.D.
Room 309 Courthouse
Baltimore, Maryland 21202
(301) 396-5013

TREASURER

Bernard L. Diamond, M.D.
University of California
School of Law
Berkeley, California 94720
(415) 642-4421

ADDITIONAL DIRECTORS

Walter Bromberg, M.D.
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Herbert C. Modlin, M.D.
Seymour Pollack, M.D.
Stanley L. Portnow, M.D.
Robert L. Sadoff, M.D.
John K. Torrens, M.D.

TO: All Persons Interested in Certification in
Forensic Psychiatry

The American Board of Forensic Psychiatry is pleased to announce initiation of a program of Certification in Forensic Psychiatry. Individuals with adequate education and appropriate professional experience can now establish their qualifications in this specialty by obtaining the Board's CERTIFICATE OF QUALIFICATION IN FORENSIC PSYCHIATRY.

Each applicant must present evidence of possession of a valid medical degree, a license to practice in a State, Territory or Province of the United States or Canada, and must be certified in Psychiatry by the American Board of Psychiatry and Neurology. The Committee on Credentials will then study the application and if all requirements have been met in accordance with the Standards for Certification in Forensic Psychiatry, applicant will be approved for written and oral examination.

The examination will be comprehensive and all duly qualified applicants, without exception, will be required to take the examinations. A syllabus will be provided the applicant, outlining the parameters encompassing Forensic Psychiatry. Contributions in research, teaching and administrative aspects of Psychiatry will be recognized.

The requisite background for Certification includes: 1) good moral character and high ethical and professional standing; 2) acceptable education and 3) acceptable professional experience in Forensic Psychiatry.

The Board is prepared to receive applications from qualified persons. However, attention is directed to the requirements and qualifications for Certification in Forensic Psychiatry and particularly the fee-refund limitations. To avoid unnecessary work and expense and disappointment, only those persons who believe that they clearly meet the stipulated criteria should submit formal applications.

Inquiries should be directed to the American Board of Forensic Psychiatry, Inc., Attn.: Forensic Sciences Foundation, Inc., 11400 Rockville Pike, Suite 515, Rockville, Maryland 20852.

AMERICAN BOARD OF FORENSIC PSYCHIATRY, INC.

Letter of
Interest

American Board of Forensic Psychiatry, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR CERTIFICATION

The following instructions, supplementing those on the application form, are intended to assist applicants in preparing and submitting applications. Attention to these details will expedite action on such applications. All applicants should be sure they are eligible according to the requirements set forth in the brochure.

APPLICATION FORM

1. Complete the application as indicated thereon, making an entry for each item. If necessary, attach additional sheets.
2. The applicant's signature under oath or affirmation must be notarized.

ACCOMPANYING ITEMS

1. Full payment of the application fee (\$75.00) in U.S. funds must accompany the application form. No application will be processed without such payment.
2. Include a list of professional publications with the application.

The completed application form should be forwarded to:

The American Board of Forensic Psychiatry, Inc.
ATTN: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852

ACADEMIC RECORDS AND PERSONAL REFERENCES

1. Applicant must forward evidence of earned medical degree. Applicant must submit a photocopy of certification by the American Board of Psychiatry and Neurology in Psychiatry. Applicant must present evidence of licensure in a State, Territory or Province of the United States or Canada.
2. List on the application form the names and addresses of three (3) persons qualified and willing to provide professional and character references. The Board will directly contact these listed references and may, on its own initiative, seek other references.

Letter of
Instruction

Application

ANTHROPOLOGY

OFFICE OF RECORDER OF DEEDS, D. C.

Corporation Division
Sixth and D Streets, N. W.
Washington, D. C. 20001

CERTIFICATE

THIS IS TO CERTIFY that all provisions of the District of Columbia
Non-profit Corporation Act have been complied with and ACCORD-
INGLY this Certificate of Incorporation

is hereby issued to the AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.

as of the date hereinafter mentioned.

Date January 10, 1977

PETER S. RIDLEY,
Recorder of Deeds, D. C.



David H. Cole
Superintendent of Corporations

Government of the District of Columbia
Form RD-C 33
Oct. 1962

J-0129-75

Articles
of
Incorporation

BY: _____

ARTICLES OF INCORPORATION
OF
AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.

We, the following named persons,

G.E. Borst, Jr.
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

Janice K. Ellingson
508 Bentwood Drive
Oxon Hill, Maryland 20021

Sue Ellen Manchikes
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

all natural persons of the age of twenty-one or over and citizens of the United States, desiring to act as incorporators of a corporation pursuant to the provisions of Title 29, Chapter 10, District of Columbia Code 1973 edition, as amended, do declare and certify as follows:

FIRST: The name of the corporation is AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.: hereafter sometimes referred to as the "Board" or "Corporation".

SECOND: The corporation is organized exclusively for scientific, educational, literary, and charitable purposes, and its objects and purposes, in the public interest, shall be:

To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic anthropology.

To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic anthropologists.

To grant and issue certificates, or other recognition, in cognizance of special qualifications in forensic anthropology to voluntary applicants who conform to the standards established by the Board, and, who in accordance with the Bylaws and Rules and Regulations of the Board, have established their fitness and competence therefor.

To establish, maintain, alter, amend, and repeal rules and regulations, standards, qualifications, and requirements for the granting, issuing and renewal of certification or other recognition.

To exercise and enjoy all powers, rights, and privileges granted to or conferred upon corporations of similar character by the laws of the District of Columbia now or hereafter in force.

To do any or all of the things herein set forth as principal, agent or otherwise, alone or in company with others.

The objects and purposes specified herein shall be regarded as independent objects and purposes and, except where otherwise expressed, shall in no way be limited or restricted by

reference to or inference from the terms of any other provision of these Articles of Incorporation.

The foregoing shall be construed both as objects and powers and the enumeration thereof shall not be held to limit or restrict in any manner the general powers conferred on the corporation by the laws of the District of Columbia.

THIRD: The corporation is not organized for pecuniary profit and shall not have authority to issue capital stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE SECOND hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

FOURTH: The duration of the corporation shall be perpetual.

FIFTH: The corporation shall not have members.

SIXTH: The Board of Directors of the corporation shall consist of at least six (6) and not more than fifteen (15) persons, and shall be vested with the management and control of the property, business and affairs of the corporation.

The initial Board of Directors, who shall number six (6) and shall consist of the persons named in ARTICLE SEVENTH hereof, shall serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors or until their successors have been duly elected and qualified. Thereafter, the members of the Board of Directors shall be elected by the Directors, in accordance with the Bylaws, from lists of nominees supplied by one or more nominating organizations, designated as such from time to time by a two-thirds (2/3) affirmative vote of the Directors, or from among other eligible persons at-large. The right of such nominating organization(s) to submit nominees may be revoked or annulled at any time by a two-thirds (2/3) affirmative vote of the Directors.

The Board of Directors shall have the power to adopt, alter, amend, and repeal such Bylaws of the corporation as will not conflict with these Articles of Incorporation or the law, for the regulation and management of the affairs of the corporation.

The corporation may in its Bylaws confer other powers upon the Directors, in addition to the powers and authorities expressly conferred upon them by law and these Articles of Incorporation.

SEVENTH: The initial Board of Directors shall number six (6) and shall consist of the following persons listed by name, professional affiliation, and address, who are to serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors, or until their successors have been duly elected and qualified:

NAME	AFFILIATION and ADDRESS
1. Ellis R. Kerley, Ph.D.	Department of Anthropology University of Maryland College Park, Maryland 20742
2. Stephen I. Rosen, Ph.D.	Department of Anthropology University of Maryland College Park, Maryland 20742
3. Clyde Snow, Ph.D.	FAA Aeronautical Center AC-119 P.O. Box 25082 Oklahoma City, Oklahoma 73125
4. Richard G. Snyder, Ph.D.	Bio-Medical Department Highway Safety Research Institute University of Michigan Ann Arbor, Michigan 48109
5. Rodger Heglar, Ph.D.	Department of Anthropology California State University 1600 Holloway Avenue San Francisco, California 94132
6. Frederick Hulse, Ph.D.	Professor Emeritus Department of Anthropology University of Arizona Tucson, Arizona 85721

EIGHTH: The territory in which the operations of the corporation are to be conducted is the United States of America and its territories and possessions, and in such other places as the Board of Directors may from time to time authorize and direct. Meetings of the Board of Directors and committees may be held within or without the District of Columbia. Subject to any provision contained in the applicable statutes, the corporation may have an office or offices and keep its books within or without the

District of Columbia at such place or places as may, from time to time be designated by the Directors or in the Bylaws of the corporation.

NINTH: The private property of the Directors of the corporation shall not be subject to the payment of corporate debts to any extent whatever.

TENTH: In the event of and upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the District of Columbia or such other City or County Court where the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ELEVENTH: The corporation's initial registered agent shall be G.E. BORST, JR. The registered office of the corporation in the District of Columbia is c/o G.E. Borst, Jr., 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

TWELFTH: The corporation shall have, and may exercise, all of the corporate powers enumerated in Title 29, Chapter 10 of the District of Columbia Code, 1973 Edition, as amended, provided that none of the assets, funds or income of the corporation shall inure to the benefit of any private individual and no substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting, to influence legislation, and the corporation shall not participate in or intervene in (including by the publishing or distributing of statements), any political campaign on behalf of any candidate for public office, and further provided that the corporation may do any and all things necessary or advisable for or incident to carrying out the aforesaid purposes of the corporation, but shall not otherwise engage in activities which in themselves are not in furtherance of one or more exempt purposes except as the same do not represent a substantial part of its activities.

THIRTEENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in the Articles of Incorporation, in the manner now or hereafter prescribed by statute, and rights conferred upon the corporation and the Board of Directors herein are granted subject to this reservation.

G.E. BORST, JR.

Subscribed and sworn to before me this _____ day of _____, 1976.

My Commission expires: _____

NOTARY PUBLIC

JANICE K. ELLINGSON

Subscribed and sworn to before me this _____ day of _____, 1976.

NOTARY PUBLIC

My Commission expires: _____

SUE ELLEN MANCHIKES

Subscribed and sworn to before me this _____ day of _____, 1976.

NOTARY PUBLIC

My Commission expires: _____

AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.

BYLAWS

ARTICLE I

Definitions

Section 1. All definitions of terms and words herein, unless applicable law otherwise requires, shall be as defined by the Articles of Incorporation, the Bylaws, or the Board of Directors, in that order of precedence.

Section 2. Forensic Anthropology shall be defined as the application of the science of physical anthropology to the legal process.

Section 3. Unless otherwise specified a quorum shall consist of a majority of the board of directors.

ARTICLE II

Name and Purposes

Section 1. Name. The name of this organization shall be the AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.; hereinafter referred to as the "Board" or the "Corporation".

Section 2. Purposes. The purposes of the Board, in the public interest, shall be:

(a) To encourage the study, improve the practice of, establish and enhance standards for, and advance the science of forensic anthropology.

(b) To encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic anthropology.

(c) To grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic anthropology to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor.

(d) To inform the appropriate branches of federal and state governments and private agencies and organizations of the existence and nature of the American Board of Forensic Anthropology and the professional quality of its diplomates for the practice of Forensic Anthropology.

(e) To maintain and furnish lists of individuals who have been granted Certificates by the Board (hereinafter referred to as Diplomates).

(f) To engage in any activities, not prohibited by law or the Board's Articles of Incorporation, which may contribute to the above purposes or which are in furtherance of the objects and purposes enumerated in the Articles of Incorporation.

ARTICLE III

Sponsors

Section 1. Initial Sponsors. The Board is sponsored by the American Academy of Forensic Sciences and The Forensic Sciences Foundation, Inc.

Section 2. Other Sponsors. The Board of Directors may, by affirmative vote of the Directors, invite organizations having a legitimate interest in forensic anthropology, other than the organization(s) named in Section 1 of this Article, to become additional sponsors of the Board.

Section 3. Termination of Sponsorship. A sponsoring organization may, in its discretion, terminate its sponsorship of the Board upon due notice to the Board. Such sponsorship may also be terminated by a two-thirds (2/3) affirmative vote of the Directors.

Section 4. Responsibility of Sponsors. A sponsoring organization shall not have any obligations for financial support of the Board and shall not, by virtue of its sponsorship of the Board, have authority over or responsibility for any of the Board's operations or activities. The principal role of a sponsoring organization or organizations is to endorse and support the objectives of the Board and to give recognition to the Board's activities and programs.

ARTICLE IV

Offices

Section 1. Office of Record. The office of record of this Board shall be in the City of Washington, District of Columbia, at 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

Section 2. Other Offices. The Board may have such other offices at such locations, within or without the District of Columbia, as the Board of Directors may, from time to time, designate.

ARTICLE V

Officers

Section 1. Officers of the Corporation. The officers of the Corporation shall be a President, a Vice President, a Secretary,

and a Treasurer. They shall be elected by the Board of Directors from its membership.

Section 2. Officers of the Board of Directors. The officers of the Corporation shall serve, in the same respective capacities, as officers of the Board of Directors of the Corporation.

Section 3. Functions and Duties. The functions and duties of the President, Vice President, Secretary, and Treasurer shall be such as usually and customarily pertain to their respective offices, and also such other functions and duties as may, from time to time, be delegated or designated by the Board of Directors or as are herein prescribed.

ARTICLE VI

Nominating Organizations

Section 1. Designation. The Board of Directors shall, from time to time, designate such sponsoring organization(s) as it deems appropriate and proper as Nominating Organization(s), and may, in its discretion, revoke or annul any such designation. Designation of Nominating Organization(s) by majority vote and revocation or annulment of such designation shall require a two-thirds (2/3) affirmative vote of the Directors. The resolution designating a Nominating Organization shall specify the number of positions on the Board of Directors for which such Nominating Organization shall be entitled, from time to time, to submit nominations.

Section 2. Privileges and Duties.

(a) Nominating Organizations currently designated as such by the Board of Directors shall be entitled to nominate persons, meeting the qualifications set forth in Article VII hereof, for any eligible vacancy on the Board of Directors.

(b) Each Nominating Organization shall, upon timely request, submit names of qualified nominees for each vacancy to be filled from among its nominees. Should any Nominating Organization fail to nominate any qualified person for each eligible vacancy at least fifteen (15) days prior to a scheduled election, the Board of Directors may, in their discretion, nominate any qualified person(s) to fill the vacancy or vacancies.

ARTICLE VII

Board of Directors

Section 1. Authority. The governing body of the Corporation shall be a Board of Directors, which shall be empowered to have, hold, control, manage and administer all of the property, funds, business, affairs and operations of the Board pursuant to its Articles of Incorporation; with authority to do everything necessary and desirable in the conduct of the affairs and business of the Board and in accordance with these Bylaws.

Section 2. Composition. The Board of Directors shall consist of at least five (5) and not more than fifteen (15) persons, elected by the Directors from among qualified persons at-large and from among qualified nominees solicited from designated Nominating Organizations.

Section 3. Qualifications of Directors.

(a) Directors, whether elected at-large or from among nominees of designated Nominating Organizations, shall be chosen with due regard for their general attainments and their professional qualifications and experience in forensic anthropology and/or closely related fields.

(b) Except for the initial Board of Directors, every person elected as a Director shall be a Diplomate of this Board; provided, however, that one (1) position on the Board of Directors may be held by a duly qualified attorney at law who shall not be required to be a Diplomate of this Board.

(c) Any Diplomate of the Board may be elected as a member at-large of the Board of Directors whenever an eligible vacancy exists.

Section 4. Duties and Functions. The duties and functions of the Board of Directors shall be as follows:

(a) The Board of Directors shall exercise overall control over the affairs and operations of the Board.

(b) The Board of Directors shall be charged with establishing standards for the profession of forensic anthropology, in accordance with the Articles of Incorporation and these Bylaws. These standards shall apply to all persons applying for Certification on an equal basis.

(c) The Board of Directors shall hold at least one (1) meeting annually and may hold additional meetings on reasonable notice upon the call of the President of the Board or upon the written request of a majority of the Directors.

(d) The Board of Directors may, from time to time, designate qualified persons (who need not be Directors) or organizations to act on behalf of the Board in performing such duties and functions as the Board may direct. Such persons and organizations may be compensated for their services and reimbursed for the actual and necessary expenses incurred in the discharge of such duties and functions, and shall serve at the pleasure of the Board of Directors.

ARTICLE VIII

Executive Committee

Section 1. Composition. An Executive Committee of the Board of Directors may be elected by the Board of Directors and shall consist of the President, who shall serve as its chairman, the Vice President, the Secretary, and the Treasurer. A quorum of the Executive Committee shall consist of a majority of its members, and its formal actions shall require a majority vote unless otherwise provided herein.

Section 2. Authority. The Executive Committee shall have full authority and power to act for and on behalf of the Board of Directors between meetings of said Board, except as herein otherwise provided. Actions taken by the Executive Committee on behalf of the Board of Directors shall be reported to the Board of Directors as soon as practicable.

ARTICLE IX

Committees

Section 1. General. The Board of Directors may, by resolution adopted by a majority of the Directors in office, designate and establish, and determine the scope of authority, functions and duties of, such standing and special committees as, from time to time, it deems necessary.

Section 2. Composition. Each standing or special committee shall consist of two (2) or more persons, as designated by the Board of Directors. The chairman of each committee shall be a member of the Board of Directors; other members of a committee may be members of the Board of Directors or other qualified persons. The President shall be an ex-officio member of all committees.

Section 3. Appointment and Authority. The chairman and other members of each standing or special committee, unless otherwise provided herein, shall be appointed by the President of the Board with the advice and consent of the Board of Directors. The President of the Board may appoint interim ad hoc committees pending approval of the Board of Directors. Every committee may, unless otherwise provided herein, exercise the authority of the Board of Directors in the manner and to the extent provided for in the resolution establishing the committee. Recommendations made by appointed committees shall not be binding upon the Board of Directors.

Section 4. Term of Office. Unless otherwise provided herein or in the resolution of the Board of Directors establishing a standing or special committee, the chairman and other members of every standing or special committee shall serve one (1) year terms and be eligible for reappointment.

ARTICLE X

Elections and Terms of Office

Section 1. Election of Officers. The Board of Directors shall annually elect from its membership a President, a Vice President, a Secretary, and a Treasurer. The election shall be by ballot, and a majority of votes cast shall be required to elect an officer.

Section 2. Officers' Terms of Office. The officers shall take office on July 1 following their election, and each shall hold office for one (1) year, or until his or her successor has been duly elected and qualified.

Section 3. Vacancies among Officers. The Vice President shall fill a vacancy in the office of President occurring during his term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail ballot.

Section 4. Election of Directors. Prior to the annual meeting of the Board of Directors, the Board shall solicit nominations from the designated Nominating Organizations, to fill eligible vacancies on

the Board of Directors. Thereafter, the Board of Directors shall elect Directors to fill the vacancies which will occur during the ensuing Board year. A majority of votes cast shall be required to elect a nominated Director.

Section 5. Election of Directors at-Large. Any Diplomat of this Board may be elected by the Board of Directors as a member at-large of the Board of Directors at the annual meeting, at any special meeting, or by mail ballot, whenever an eligible vacancy exists. Such election shall require a majority affirmative vote.

Section 6. Term of Office of Directors. During the first year of operation, the initial Directors shall meet as soon as practicable and shall determine the term of office of each of the initial Directors in such a way that one-third (1/3) of the total number of Directors, or the closest whole number thereto, shall be designated to hold terms of office of one (1) year, two (2) years, and three (3) years, respectively. Thereafter, the terms of all Directors shall be three (3) years, unless otherwise specified herein. A nominated Director may serve not more than two (2) consecutive full terms without an intervening period of one (1) year, unless otherwise specified herein. Prior service as a nominated Director shall not be a ban to election as a Director at-large. Each Director's term of office shall commence on July 1 following election and shall end on June 30 of his or her final year in that office, or when his or her successor has been duly elected and qualified.

ARTICLE XI

Indemnification and Surety

Section 1. Indemnification. The Corporation shall indemnify any person made a party to any action, suit or proceeding, by reason of the fact that he, his testator or intestate, is or was a Director, officer or employee of the Corporation, or of any corporation which he served as such at the request of the Corporation, against the reasonable expenses, including attorneys' fees actually and necessarily incurred by him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such officer, Director or employee is liable for negligence or misconduct in the performance of his duties. The Corporation may also reimburse to any such Director, officer or employee the reasonable costs of settlement of any such action, suit or proceeding, if it shall be found by a majority of a committee composed of the Directors not involved in the matter in controversy (whether or not a quorum) that it was in the interests of the Corporation that such settlement be made and that such Director, officer, or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer or employee may be entitled apart from the provisions of this section.

Section 2. Surety. The Board of Directors shall, in their discretion, procure or cause to be procured, at the Board's expense, appropriate liability insurance coverage for the Board's officers, Directors, agents and employees.

Section 3. Fidelity Bonds. The Treasurer of the Board and such other officers, Directors, agents and employees of the Board as the Board of Directors may, from time to time, determine may be required to furnish, at the expense of the Board, an appropriate fidelity bond approved by the Board of Directors, in such sum as the Board of Directors shall prescribe.

ARTICLE XII

Meetings and Operations

Section 1. Annual Meeting. The annual meeting of the Board shall be held at the call of the President, at a location designated by him within or without the District of Columbia. Notice of the annual meeting shall be given to each Director at least thirty (30) days before the meeting date by the Secretary of the Board. An annual meeting may be conducted by mail or by conference upon the written consent of two-thirds (2/3) of the Directors in office.

Section 2. Special Meetings. Special meetings of the Board may be called by the President, or upon the written request of a majority of the Directors in office, on a date and at a time and location to be designated by the President, within or without the District of Columbia. Notice of a special meeting shall be given to each Director at least fifteen (15) days before the meeting date, with information regarding the subject(s) to be considered.

Section 3. Quorum. A quorum for all purposes herein, unless otherwise provided, shall consist of a majority of the Directors. In the event less than this number are present at a meeting, the President may adjourn the meeting not longer than thirty (30) days under the same call for a meeting. No Director shall be entitled to vote through use of a written proxy.

Section 4. Conduct of Board Business.

(a) Business of the Board including that of an annual meeting may be conducted by mail, by conference, or by a committee of the Board comprised of not less than two (2) persons when authorized by a majority of the Directors in office.

(b) When such business conducted by mail calls for a vote of the Board of Directors, a two-thirds (2/3) affirmative vote shall be required to carry a motion.

(c) Business of the Board carried on by conference or by standing or special committees of the Board shall be conducted in such manner as the Board of Directors may direct.

Section 5. Territory. The operations of the Board are to be conducted in the United States of America and its territories and possessions, and in such other place(s) as the Board of Directors may, from time to time, authorize and direct.

ARTICLE XIII

Finances

Section 1. Fiscal Year. The fiscal year of the Board shall be from July 1 through June 30, inclusive.

Section 2. Income. The income of the Board shall be derived from application fees and other fees and charges, from gifts, grants and contributions, and from such other sources and activities as may be approved by the Board of Directors. All monies accruing to the Board shall be collected by such person(s) as the Board of Directors may designate.

Section 3. Compensation and Reimbursements. No member of the Board of Directors shall be paid any salary or fee for his or her services as a Director or an officer. Subject to the availability of funds, a Director or an officer may be reimbursed for actual and necessary expenses incurred by him or her in attending meetings of the Board or in performing other duties or functions on behalf of the Board. The Board of Directors shall determine the compensation and reimbursements to be paid to other parties than officers and Directors of the Board, for services performed or for activities carried out on behalf of the Board.

ARTICLE XIV

Certification

Section 1. Standards. The Board of Directors shall establish, maintain, and revise as necessary, standards and qualifications for the granting, issuing, and renewing of certificates and/or other forms of recognition in cognizance of special qualifications in forensic anthropology.

Section 2. Evaluation of Applicants. The Board of Directors shall arrange for suitable means to evaluate the fitness, competence, and qualifications of persons seeking Certification by the Board. This function may be carried out, in part, by a Credentials Committee whose membership shall include at least two (2) Directors, and, in part, by a Committee on Examinations whose membership shall include at least two (2) Directors.

Section 3. Certificates. The Board of Directors shall have authority to issue or cause to be issued Certificates of Qualification in Forensic Anthropology to persons who have met the standards of the Board and have fully complied with all applicable requirements. Certificates of Qualification shall be in such forms as prescribed or approved by the Board of Directors. A person holding a valid, unrevoked Certificate of Qualification issued by this Board shall be entitled to use the designation "Diplomate of the American Board of Forensic Anthropology", and shall be known as Certified by the Board.

Section 4. Fees. The Board of Directors shall annually establish the fees and other charges incident to application for and granting, issuing, and renewal of Certificates of Qualification and/or other forms of recognition.

Section 5. Denial and Revocation of Certificates. The right to deny Certification and to suspend or revoke Certificates of Qualification shall reside with the Board of Directors. Certificates

issued by the Board are subject to revocation only for one or more of the following reasons:

(a) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(b) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the opinion of the Board of Directors, moral turpitude.

(c) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

(d) Upon recommendation of the Ethics Committee and approval by 2/3 of the Board, action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and a reasonable opportunity for such person to be heard has been provided by the Board.

ARTICLE XV

Parliamentary Authority

Section 1. Parliamentary Authority. Unless otherwise provided in its Articles of Incorporation or Bylaws the conduct of meetings of the Board shall be governed by rules promulgated by the Board of Directors or, in the absence of such rules, by the rules contained in Robert's Rules of Order, Newly Revised, latest edition available. Any question as to priority of business shall be decided by the chair.

Section 2. Suspension of Rules. The rules promulgated by the Board of Directors governing the conduct of meetings may be suspended at any meeting by a majority vote of the Directors present.

ARTICLE XVI

Seal and Insignia

Section 1. The Board shall have a corporate seal, and may have other devices and insignia, of such design as the Board of Directors adopt.

ARTICLE XVII

Amendments

Section 1. These Bylaws may be amended, altered, or repealed, in whole or in part, in the following ways:

(a) Upon two-thirds (2/3) affirmative vote of the Directors present at a meeting of the Board of Directors at which a quorum is present, provided that a copy of the proposed change(s) has been submitted to all Directors at least thirty (30) days prior to such meeting;

(b) Upon two-thirds (2/3) affirmative vote by mail ballot of the Directors within sixty (60) days after a copy of the proposed change(s) has been submitted to all Directors, provided that a consent in writing to use of a mail ballot has been signed by all of the Directors in office;

(c) By the unanimous written consent of all members of the Board of Directors.

ARTICLE XVIII

Effective Date of Bylaws

Section 1. These Bylaws shall become effective upon adoption by all of the Directors of the Board.

AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.
STANDARDS FOR CERTIFICATION IN FORENSIC ANTHROPOLOGY

Section 1. General Qualifications.

(a) Applicants must be persons of good moral character, high integrity, and good repute and must possess high ethical and professional standing.

(b) Certification is limited to permanent residents of the United States of America, its territories and possessions, or of Canada or Mexico and their territories.

Section 2. Educational Qualifications.

(a) Applicants for Certification must possess an earned Doctor of Philosophy in Anthropology, with a concentration in Physical Anthropology, from an institution acceptable to the Board. (Such institutions include colleges and universities accredited by Regional Accrediting Commissions recognized by the U.S. Office of Education.)

(b) Applicants shall have had appropriate undergraduate and graduate education, of a nature, character and extent acceptable to the Board, in Physical Anthropology. This normally includes courses in human anatomy, osteology, and/or forensic anthropology.

Section 3. Professional Experience Qualifications.

(a) Applicants for Certification must possess professional experience in forensic anthropology acceptable to the Board in one or more of the following categories or appropriate combination thereof: (1) Postdoctoral education/training in forensic anthropology or closely related discipline(s), (2) practice, (3) research, (4) teaching.

(b) All such professional experience must have been obtained in laboratories, institutions, or agencies maintaining standards in forensic anthropology acceptable to the Board.

(c) Such professional experience shall consist of a minimum of three (3) years of acceptable training and/or experience in forensic anthropology. At least one (1) year of such experience must have been acquired during the five (5) years immediately preceding the date of application.

(d) Each applicant shall be required to document, by means acceptable to the Board, evidence of appropriate professional activities in forensic anthropology, in keeping with the definition "Forensic Anthropology is the application of the science of Physical Anthropology to the legal process."

Section 4. Examinations.

(a) Applicants who meet the requirements and qualifications set forth in Sections 1, 2, and 3 shall be admitted to comprehensive written and/or practical oral examinations provided by the Board and based upon broad principles of Physical Anthropology, and shall be required

to receive passing grades in each examination(s). Applicants remain eligible to undergo examination for a period of two (2) years after admission to the examination.

(b) An applicant who fails to pass the examination(s) may apply within one (1) year for re-examination, without payment of an additional fee. After unsuccessful re-examination, an applicant must file a new application and pay an additional fee before further examination.

Section 5. Temporary Waivers.

(a) For the period ending ~~December 31, 1977~~ ^{JUNE 30, 1978}, those practicing Forensic Anthropology whose qualifications and experience are acceptable to the Board may be exempted from the examinations described in Section Four. Such exemptions will be based on the presentation to the Board of appropriate credentials which will include the following: (1) a current vita, (2) a completed questionnaire to be distributed by the Board, (3) any other supportive documents deemed appropriate by the applicant and the Board, (4) the application fee of ~~twenty-five~~ ^{ONE HUNDRED} dollars ^{\$100.00} (~~\$25.00~~) must accompany submitted credentials. A Certificate of Board Qualifications will be awarded upon unanimous acceptance of the submitted credentials by the Board.

Section 6. Application Procedures and Fees.

(a) Applications for issuance of a Certificate of Qualification in Forensic Anthropology must be submitted on the form(s) available from

the Board, in full compliance with the instructions furnished, and must be accompanied by an application fee of ~~twenty-five~~ ^{ONE HUNDRED} dollars ^{\$100.00} (~~\$25.00~~).

(b) Evidence of the award of a Ph.D. in anthropology may be required prior to the taking of the examination(s).

(c) A current vita must be submitted with each application. Confirming letters of involvement in Forensic Anthropology may be requested at the discretion of the Board.

(d) If an applicant, for any reason except failure in a Board examination, is deemed ineligible for Certification by the Board, all except ten dollars (\$10.00) of his fee will be refunded. However, no refund is made after an applicant has been officially accepted for examination, whether or not he or she undergoes examination.

(e) Diplomates may be assessed an annual continuance fee for the maintenance of the Forensic Anthropology Board. This fee will not exceed one-fifth (1/5) of the current application fee.

Section 7. Denial or Withdrawal of Certification.

(a) The right to deny Certification is reserved.

(b) Certificates granted and issued by the Board may be suspended or revoked for any of the following reasons:

(1) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(2) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction

of a felony or of any crime involving, in the judgment of the Board of Directors, moral turpitude.

(3) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

(4) Unethical conduct or other conduct, by a holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of forensic anthropology into disrepute.

(c) Action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

(d) Applicants who are denied Certification by the Board may appeal such action to the Board of Directors, in writing, within sixty (60) days after the issue date of such notification.

Section 8. General Provisions.

(a) Persons holding a valid, unrevoked Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Anthropology".

(b) Certificates issued by the Board are not transferable and are considered the property of diplomates unless revoked by the Board.

**AMERICAN BOARD
OF
FORENSIC
ANTHROPOLOGY, INC.**

SPONSORING ORGANIZATION:

American Academy of
Forensic Sciences

A brief introduction to the nature and purposes of the Board, with a summary of requirements for Certification and application procedures.

August 1977

**BACKGROUND, FUNCTIONS, and PURPOSES
of the
AMERICAN BOARD
of
FORENSIC ANTHROPOLOGY, INC.**

The need unequivocally to identify forensic scientists qualified to provide essential professional services for the nation's judicial and executive branches of government has been long recognized. In response to this professional mandate, the American Board of Forensic Anthropology was organized in 1977 to provide, in the interest of the public and the advancement of the science, a program of certification in forensic anthropology. In purpose, function, and organization, the ABFA is thus analogous to the certifying boards in various medical specialties and scientific fields.

The objectives of the Board are: (a) to encourage the study, improve the practice of, establish and enhance standards for, and advance the science of forensic anthropology; (b) to encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic anthropology; (c) to grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic anthropology to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor; (d) to inform the appropriate branches of federal and state governments and private agencies of the existence and nature of the American Board of Forensic Anthropology and the professional quality of its diplomates for the practice of forensic anthropology; (e) to maintain and furnish lists of individuals who have been granted certificates by the Board. In this way, the Board aims to make available to the judicial system, and other publics, a practical and equitable system for readily identifying those persons professing to be specialists in forensic anthropology who possess the requisite qualifications and competence.

Certification is based upon the candidate's personal and professional record of education and training, experience, and achievement, as well as on the results of a formal examination.

The Board is a non-profit organization incorporated in the District of Columbia. Its initial sponsors are the American Academy of Forensic Sciences and the Forensic Sciences Foundation. The Board is composed of officers and other directors, who serve staggered terms and are elected from among nominees of designated nominating organizations, or serve at-large.

Excerpts from the Board's STANDARDS FOR CERTIFICATION IN FORENSIC ANTHROPOLOGY are contained in the statement on "Qualifications and Requirements for Certification in Forensic Anthropology" which follows.

**QUALIFICATIONS and REQUIREMENTS
for CERTIFICATION in
FORENSIC ANTHROPOLOGY**

1. General Qualifications
 - A. Applicants must be persons of good moral character, high integrity, and good repute, and must possess high ethical and professional standing.
 - B. Only permanent residents of the United States of America and its territories and possessions, or of Canada and its territories, are eligible for Certification.
2. Education
 - A. Applicants must possess an earned Doctoral degree in Anthropology with an emphasis in Physical Anthropology. This would normally include a substantial number of courses in physical anthropology, osteology, anatomy, or forensic anthropology. The Doctoral degree must be from a credited institution recognized by the Board. Normally the Doctoral degree will be a Ph.D. in Anthropology from a recognized Department of Anthropology in an accredited University.
3. Professional Experience
 - A. Applicants must possess at least three years of full-time professional experience which involved all or in part the practice of forensic anthropology. This experience must be acceptable to the Board and acquired subsequent to the receipt of the Doctoral degree. Such experience may include (1) Post-Doctoral training in forensic anthropology or a closely related discipline, (2) the practice of forensic anthropology, (3) research in one or more areas of forensic anthropology or (4) the teaching of courses in forensic anthropology or osteology.
 - B. At least one year of the professional experience must have been acquired during the last five years immediately preceding the date of application.
 - C. Applicants are required to document a record of appropriate professional activities in forensic anthropology, in keeping with the concept that "Forensic Anthropology is the study and practice of the application of the methods of physical anthropology to the process of the law."
4. Examinations
 - A. Applicants who meet the requirements in sections 1, 2 and 3 above will be admitted to comprehensive, written and practical examinations based upon broad principles of forensic anthropology and are required to achieve passing grades.
 - B. Applicants remain eligible to undergo examination within two years after admission to the examination.
 - C. Applicants who fail in the examination may apply within one year for one (1) re-examination, without additional fee.
5. Temporary Waivers
 - A. For the period ending June 30, 1978 certain requirements may be waived for those applicants who, in the opinion of the Board, are clearly competent and have made significant contributions to the field of forensic anthropology. During this period certification will be based upon the acceptance of submitted credentials for those applicants deemed clearly qualified by all members of the American Board of Forensic Anthropology. Minimum requirements for such certification would include a Doctoral degree with appropriate training and experience in forensic anthropology.
 - B. For those applicants that are not deemed qualified by the Board at the time their applications are reviewed, comprehensive, written and practical examinations may be offered to establish their competence.
 - C. After July 1, 1978 all applicants will be required to take written and practical comprehensive examinations as a part of the requirements for Board Certification.

**GENERAL PROVISIONS
CONCERNING CERTIFICATION**

1. The right to deny Certification is reserved.
2. Certificates of Qualification in Forensic Anthropology are valid for three (3) years, and are renewable according to Standards and under conditions established by the Board, at an appropriate fee.
3. Persons holding a valid Certificate of Qualification issued by the Board are entitled to use the designation "Diplomate of the American Board of Forensic Anthropology" and the initials "DABFA" whenever professionally appropriate.
4. Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued is entitled to its continued possession unless and until such Certificate is revoked.

**PROCEDURE for APPLICATION
and CERTIFICATION**

1. Application forms and instructions for their submissions can be obtained from:
The American Board of Forensic Anthropology
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852
Tel. (301) 770-2723
2. The completed application should be returned to the above address, together with the application fee of \$100.00 of which \$50.00 is refunded if the applicant is found ineligible for Certification. *Hence, only persons who believe they clearly meet stated qualifications and requirements for Certification should submit applications.* No refund is made to accepted applicants admitted to examination.
3. A photocopy of the Doctoral diploma should be submitted with the application.
4. Completed applications are reviewed by the Credentials Committee of the Board, and their recommendation is considered by the full Board of Directors who vote on whether or not to admit the applicant to the examination.
5. Examinations for accepted candidates are prepared and evaluated by the Examination Committee, whose recommendations are considered, as expeditiously as possible, by the full Board of Directors for final action.
6. Successful candidates are issued a Certificate of Qualification in Forensic Anthropology by the Board to attest to their status as Diplomates of the American Board of Forensic Anthropology, and are listed in the next revision of the Directory of Diplomates.
7. Qualifications, requirements, and application procedures for Certification are subject to revision by the Board. The latest official version is always obtainable from the above address.

**AMERICAN BOARD OF
FORENSIC ANTHROPOLOGY, INC.**

Board of Directors

President

Ellis R. Kerley, Ph.D.
Department of Anthropology
University of Maryland
College Park, Maryland 20742

Vice President

Clyde Snow, Ph.D.
FAA Aeronautical Center
AC-119
P.O. Box 25082
Oklahoma City, Oklahoma 73125

Secretary

Stephen I. Rosen, Ph.D.
Department of Anthropology
University of Maryland
College Park, Maryland 20742

Treasurer

Richard G. Snyder, Ph.D.
Bio-Medical Department
Highway Safety Research Institute
University of Michigan
Ann Arbor, Michigan 48109

Additional Directors

Rodger Heglar, Ph.D.
Department of Anthropology
California State University
1600 Holloway Avenue
San Francisco, California 94132

Frederick Hulse, Ph.D.
Professor Emeritus
Department of Anthropology
University of Arizona
Tucson, Arizona 85721

AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.

Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike, Suite 515
Rockville, Maryland 20852

ABFA/1-77

American Board of Forensic Anthropology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

BOARD OF DIRECTORS

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Department of Anthropology
University of Maryland
College Park, Maryland 20742

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Clyde Snow, Ph.D.
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Richard G. Snyder, Ph.D.
Bio-Medical Department
Highway Safety Research Institute
University of Michigan
Ann Arbor, Michigan 48109

Additional Directors

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California State University
1600 Holloway Avenue
San Francisco, California 94132

Frederick Hulst, Ph.D.
Professor Emeritus
Department of Anthropology
University of Arizona
Tucson, Arizona 85721

TO: All Persons Interested in Certification in Forensic Anthropology

The American Board of Forensic Anthropology is pleased to announce initiation of a program of Certification in Forensic Anthropology. Physical Anthropologists with adequate education and appropriate professional experience can now establish their qualifications in this specialty by obtaining the Board's CERTIFICATE OF QUALIFICATION IN FORENSIC ANTHROPOLOGY.

The requisite background for Certification includes: 1) Good moral character and high ethical and professional standing; 2) acceptable education; and 3) acceptable, recent professional experience in forensic anthropology. In addition, successful applicants must pass a comprehensive examination.

Until July 1, 1978 certain of the qualifications will be waived for otherwise qualified applicants. Details appear in the accompanying brochure.

The Board is prepared to receive at once applications from qualified persons. However, attention is directed to the requirements and qualifications for Certification in Forensic Anthropology and particularly the fee-refund limitations. To avoid unnecessary work and expense, and disappointment, only those persons who believe that they clearly meet the stipulated criteria should submit formal applications.

To expedite matters for those concerned, an application form and accompanying instructions are enclosed.

AMERICAN BOARD OF FORENSIC ANTHROPOLOGY

Letter of
Interest

CONTINUED

3 OF 4

American Board of Forensic Anthropology, Inc.

Administrative Office: The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR CERTIFICATION

The following instructions, supplementing those on the application form, are intended to assist applicants in preparing and submitting applications. Attention to these details will expedite action on such applications.

APPLICATION FORM

1. Complete the application as indicated thereon, making an entry for each item. If necessary, attach additional sheets.
2. The applicant's signature must be witnessed.

ACCOMPANYING ITEMS

1. Full payment of the application fee (\$100.00) in U.S. funds must accompany the application form. No application will be processed without such payment. A maintenance fee of \$25.00 will be assessed annually after July 1, 1978. If an applicant does not meet the requirements and standards needed for certification by The Board, only half of the application fee will be refunded, unless he has taken the qualifying examination, in which case none of the fee will be refunded.
2. Include a list of professional publications with the application. If you have no publications, so state under Item #17.
3. Additional supporting materials might include a vita and summaries or reports of not more than five forensic cases in which the applicant performed the anthropological examinations.
4. The completed application form and these accompanying items should be forwarded together to:

The American Board of Forensic Anthropology, Inc.
Attn: The Forensic Sciences Foundation
11400 Rockville Pike
Rockville, Md. 20852

ACADEMIC RECORDS AND PERSONAL REFERENCES

1. List, on the application form (Item #16), the names and addresses of three persons qualified and willing to provide professional and character references. The Board will contact them to arrange for submission of the references on special forms.

Letter of
Instruction

AMERICAN BOARD OF FORENSIC ANTHROPOLOGY, INC.

WASHINGTON, D.C.

APPLICATION FOR CERTIFICATION IN FORENSIC ANTHROPOLOGY

Application No. _____

Date Issued _____

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Social Security Number

Mail completed application to:

American Board of Forensic Anthropology
Attn: The Forensic Sciences Foundation, Inc.
11400 Rockville Pike
Rockville, Maryland 20852

INSTRUCTIONS TO APPLICANT:

- a. Please type or print all information. Each item in the application must bear an entry; if "None" is applicable, so state. Use extra sheets for additional data or information; identify the material being furnished and show your name and address on each sheet.
- b. Enclose a fee of \$100.00. Make checks or money orders payable to American Board of Forensic Anthropology. Do not send cash or stamps.
- c. Attach a curriculum vitae including a complete list of your publications in the scientific literature. Include names of all co-authors, complete title of paper, name of journal, page(s) and year of publication.

Include all other materials requested in the accompanying instructions.

1. Name _____ 2. Sex _____
Last First Middle

3. State your name exactly as you wish it to appear on the Certificate (exclude degrees).

4. If you have ever been known by or used another name (e.g., maiden name) please specify:

5. Complete Mailing Address _____
Street

City, State and Zip Code _____

6. Date of Birth _____ 7. Place of Birth _____
mo/day/yr

8. Citizenship _____. If not a citizen of the U.S.A. or Canada, please document your residency status in the U.S.A., Canada, their possessions and/or territories.

Have you ever been convicted of a felony or misdemeanor (exclude minor traffic violations)? _____. If yes, attach a statement of details.

Application

16. Reference (List the names and addresses of three (3) individuals who have agreed to complete reference forms in your behalf):

NAME	COMPLETE MAILING ADDRESS

17. Additional Information: (Use this space to make any comments regarding your activities in forensic anthropology which might assist the Board in evaluating this application. Include here specialized training or education, membership on commissions, committees, advisory boards, other certifications, etc.)

In making this application to the American Board of Forensic Anthropology for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and such other governing provisions as, from time to time, are in force (hereinafter collectively referred to as its regulations), I agree to disqualification from the issuance to me of a Certificate; suspension of such Certificate; revocation of such Certificate; or to surrender of such Certificate to the American Board of Forensic Anthropology in the event of any misstatement or misrepresentation of a material fact in this application or in the event that any of the aforementioned regulations applicable to such Certificate are violated by me, as determined by the American Board of Forensic Anthropology I further agree to hold the American Board of Forensic Anthropology, its officers, examiners, and agents free from any claim, damage, or liability by reason of action, they, or any of them, may take in respect of this application including, but not limited to, the failure of the American Board of Forensic Anthropology to issue me such Certificate, or the suspension, revocation, or making of any demand for the surrender of an issued Certificate, or the removal of my name from any list of holders of such certificates.

In support of this application, I certify, under oath or affirmation, that all of the statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 19 _____

Notary Public in and for the State of _____

My Commission expires _____, 19 _____

(NOTORIAL SEAL)

DOCUMENT EXAMINERS

Articles
of
Incorporation

ARTICLES OF INCORPORATION
OF
AMERICAN BOARD OF FORENSIC DOCUMENT EXAMINERS, INC.

We, the following named persons,

G.E. Borst, Jr.
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

Janice K. Ellingson
508 Bentwood Drive
Oxon Hill, Maryland 20021

Hyman J. Cohen
717 Barr Building
910 17th Street, N.W.
Washington, D.C. 20006

all natural persons of the age of twenty-one or over and citizens of the United States, desiring to act as incorporators of a corporation pursuant to the provisions of Title 29, Chapter 10, District of Columbia Code 1973 edition, as amended, do declare and certify as follows:

FIRST: The name of the corporation is AMERICAN BOARD OF FORENSIC DOCUMENT EXAMINERS, INC.: hereafter sometimes referred to as the "Board" or "Corporation".

SECOND: The corporation is organized exclusively for scientific, educational, literary, and charitable purposes, and its objects and purposes, in the public interest, shall be:

To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic document examination.

To encourage and promote adherence to high standards of ethics, conduct, and professional practice by forensic document examiners.

To grant and issue certificates, or other recognition, in cognizance of special qualifications in forensic document examination to voluntary applicants who conform to the standards established by the Board, and, who in accordance with the Bylaws and Rules and Regulations of the Board, have established their fitness and competence therefor.

To establish, maintain, alter, amend, and repeal rules and regulations, standards, qualifications, and requirements for the granting, issuing and renewal of certification or other recognition.

To exercise and enjoy all powers, rights, and privileges granted to or conferred upon corporations of similar character by the laws of the District of Columbia now or hereafter in force.

To do any or all of the things herein set forth as principal, agent or otherwise, alone or in company with others.

The objects and purposes specified herein shall be regarded as independent objects and purposes and, except where otherwise expressed, shall in no way be limited or restricted by reference to or inference from the terms of any other provision of these Articles of Incorporation.

The foregoing shall be construed both as objects and powers and the enumeration thereof shall not be held to limit or restrict in any manner the general powers conferred on the corporation by the laws of the District of Columbia.

THIRD: The corporation is not organized for pecuniary profit and shall not have authority to issue capital stock. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE SECOND hereof. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

FOURTH: The duration of the corporation shall be perpetual.

FIFTH: The corporation shall not have members.

SIXTH: The Board of Directors of the corporation shall consist of at least five (5) and not more than fifteen (15) persons, and shall be vested with the management and control of the property, business and affairs of the corporation.

The initial Board of Directors, who shall number nine (9) and shall consist of the persons named in ARTICLE SEVENTH hereof, shall serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors or until their successors have been duly elected and qualified. Thereafter, the members of the Board of Directors shall be elected by the Directors, in accordance with the Bylaws, from lists of nominees supplied by one or more nominating organizations, designated as such from time to time by a two-thirds (2/3) affirmative vote of the Directors, or from among other eligible persons at-large. The right of such nominating organization(s) to submit nominees may be revoked or annulled at any time by a two-thirds (2/3) affirmative vote of the Directors.

The Board of Directors shall have the power to adopt, alter, amend, and repeal such Bylaws of the corporation as will not conflict with these Articles of Incorporation or the law, for the regulation and management of the affairs of the corporation.

The corporation may in its Bylaws confer other powers upon the Directors, in addition to the powers and authorities expressly conferred upon them by law and these Articles of Incorporation.

SEVENTH: The initial Board of Directors shall number nine (9) and shall consist of the following persons listed by name, professional affiliation, and address, who are to serve until the end of the corporation's fiscal year next following the first annual meeting of the Directors, or until their successors have been duly elected and qualified:

NAME	AFFILIATION AND ADDRESS
1. John J. Harris	Harris and Harris 523 W. Sixth Street Suite 207 Los Angeles, California 90014
2. James J. Horan	New York City Police Department Scientific Research Division 235 East 20th Street New York, New York 10003
3. James H. Kelly	State Crime Laboratory P.O. Box 1456 Atlanta, Georgia 30301
4. Maureen Casey	Chicago Police Criminalistics Division 1121 S. State Chicago, Illinois 60605
5. Francis M. Devine	FBI Laboratory Scientific and Technical Services Division Washington, D.C. 20535
6. John F. McCarthy	Department of Criminal Law Enforcement P. O. Box 1489 Tallahassee, Florida 32302
7. Charles C. Scott	906 Grand Avenue Suite 510 Kansas City, Missouri 64106
8. Lynda L. Shaneyfelt	FBI Laboratory Washington, D.C. 20535
9. Gordon R. Stangohr	Crime Laboratory U.S. Postal Inspection Service 475 L'Enfant Plaza, S.W. Washington, D.C. 20260

EIGHTH: The territory in which the operations of the corporation are to be conducted is the United States of America and its territories and possessions, and in such other places as the Board of Directors may from time to time authorize and direct.

Meetings of the Board of Directors and committees may be held within or without the District of Columbia. Subject to any provision contained in the applicable statutes, the corporation may have an office or offices and keep its books within or without the District of Columbia at such place or places as may, from time to time be designated by the Directors or in the Bylaws of the corporation.

NINTH: The private property of the Directors of the corporation shall not be subject to the payment of corporate debts to any extent whatever.

TENTH: In the event of and upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the District of Columbia or such other City or County Court where the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ELEVENTH: The corporation's initial registered agent shall be G.E. BORST, JR. The registered office of the corporation in the District of Columbia is c/o G.E. Borst, Jr., 910 17th Street, N.W., Suite 717, Washington, D.C. 20006.

TWELFTH: The corporation shall have, and may exercise, all of the corporate powers enumerated in Title 29, Chapter 10 of the District of Columbia Code, 1973 Edition, as amended, provided that none of the assets, funds or income of the corporation shall inure to the benefit of any private individual and no substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting, to influence legislation, and the corporation shall not participate in or intervene in (including by the publishing or distributing of statements), any political campaign on behalf of any candidate for public office, and further provided that the corporation may do any and all things necessary or advisable for or incident to carrying out the aforesaid purposes of the corporation, but shall not otherwise engage in activities which in themselves are not in furtherance of one or more exempt purposes except as the same do not represent a substantial part of its activities.

THIRTEENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in the Articles of Incorporation, in the manner now or hereafter prescribed by statute, and rights conferred upon the corporation

and the Board of Directors herein are granted subject to this reservation.

G.E. BORST, JR.

Subscribed and sworn to before me this _____ day of

_____, 1976.

NOTARY PUBLIC

My Commission expires:

JANICE K. ELLINGSON

Subscribed and sworn to before me this _____ day of

_____, 1976.

NOTARY PUBLIC

My Commission expires:

HYMAN J. COHEN

Subscribed and sworn to before me this _____ day of

_____, 1976.

NOTARY PUBLIC

My Commission expires:

By Laws

AMERICAN BOARD OF FORENSIC DOCUMENT EXAMINERS, INC.

BYLAWS

ARTICLE I

Definitions

Section 1. All definitions of terms and words herein, unless applicable law otherwise requires, shall be as defined by the Articles of Incorporation, the Bylaws, or the Board of Directors, in that order of precedence.

ARTICLE II

Name and Purposes

Section 1. Name. The name of this organization shall be the AMERICAN BOARD OF FORENSIC DOCUMENT EXAMINERS, INC., hereinafter referred to as the "Board" or the "Corporation."

Section 2. Purposes. The purposes of the Board, in the public interest, shall be:

(a) To encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic document examination.

(b) To encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic document examination.

(c) To grant and issue certificates, and/or other recognition, in cognizance of special qualifications in forensic document examination to voluntary applicants who conform to the standards established by the Board and who have established their fitness and competence therefor.

(d) To cooperate with the several branches of federal and state governments and appropriate governmental and private agencies and organizations, and to secure general recognition and acceptance of Certification by the American Board of Forensic Document Examiners.

(e) To maintain and furnish lists of individuals who have been granted Certificates by the Board (hereinafter referred to as Diplomates).

(f) To engage in any activities, not prohibited by law or the Board's Articles of Incorporation, which may contribute to the above purposes or which are in furtherance of the objects and purposes enumerated in the Articles of Incorporation.

ARTICLE III

Sponsors

Section 1. Initial Sponsors. The Board is sponsored by the American Academy of Forensic Sciences and the American Society of Questioned Document Examiners.

Section 2. Other Sponsors. The Board of Directors may, by two-thirds (2/3) affirmative vote of the Directors, invite organizations having a legitimate interest in forensic document examination, other than the organizations named in Section 1 of this Article, to become sponsors of the Board.

Section 3. Termination of Sponsorship. A sponsoring organization may, in its discretion, terminate its sponsorship of the Board upon written notice to the Board. Such sponsorship may also be terminated by a two-thirds (2/3) affirmative vote of the Directors of the Board.

Section 4. Responsibility of Sponsors. A sponsoring organization shall not have any obligations for financial support of the Board and shall not, by virtue of its sponsorship of the Board, have authority over or responsibility for any of the Board's operations or activities. The principal role of a sponsoring organization is endorsement and support of the objectives and purposes of the Board and recognition of the Board's activities and programs.

ARTICLE IV

Offices

Section 1. Office of Record. The office of record of this Board shall be in the City of Washington, District of Columbia at 910 17th Street, N.W., Washington, D.C. 20006.

Section 2. Other Offices. The Board may have such other offices at such locations, within or without the District of Columbia, as the Board of Directors may, from time to time, designate.

ARTICLE V

Officers

Section 1. Officers of the Corporation. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. They shall be elected annually by the Board of Directors from its membership.

Section 2. Officers of the Board of Directors. The officers of the Corporation shall serve, in the same respective capacities, as officers of the Board of Directors of the Corporation.

Section 3. Functions and Duties. The functions and duties of the President, Vice President, Secretary, and Treasurer shall be such as usually and customarily pertain to their respective offices, and also such other functions and duties as may, from time to time, be delegated or designated by the Board of Directors or as are herein prescribed. The President shall be the Chief Executive Officer of the Board.

ARTICLE VI

Nominating Organizations

Section 1. Designation. The Board of Directors may, from time to time, designate such organization(s) as it deems appropriate and proper as Nominating Organization(s), and may, in its discretion, revoke or annul any such designation. Designation of Nominating Organization(s) and revocation or annulment of such designation shall require a two-thirds (2/3) affirmative vote of the Directors of the Board. The resolution designating a Nominating Organization shall specify the number of positions on the Board of Directors for which such Nominating Organization shall be entitled, from time to time, to submit nominations.

Section 2. Privileges and Duties.

(a) Nominating Organizations currently designated as such by the Board of Directors shall be entitled to nominate persons, meeting the qualifications set forth in Article VII hereof, for any eligible vacancy on the Board of Directors, as provided in Section 1 of this Article.

(b) Each Nominating Organization shall, upon timely request, submit names of qualified nominees for each vacancy to be filled from among its

nominees. Should any Nominating Organization fail to nominate qualified persons for each eligible vacancy at least fifteen (15) days prior to a scheduled election, the Board of Directors may, in their discretion, elect any qualified person(s) to fill the vacancy or vacancies.

ARTICLE VII

Board of Directors

Section 1. Authority. The governing body of the Corporation shall be a Board of Directors, which shall be empowered to have, hold, control, manage and administer all of the property, funds, business, affairs and operations of the Board pursuant to its Articles of Incorporation; with authority to do everything necessary and desirable in the conduct of the affairs and business of the Board and in accordance with these Bylaws.

Section 2. Composition. The Board of Directors shall consist of at least five (5) and not more than fifteen (15) persons, elected by the Directors from among qualified persons at-large and from among qualified nominees solicited from designated Nominating Organizations. Insofar as possible and practicable, the Board of Directors shall include at least one (1) person originally nominated by each currently designated Nominating Organization.

Section 3. Qualifications of Directors.

(a) Directors, whether elected at-large or from among nominees of designated Nominating Organizations, shall be chosen with due regard for their general attainments and their professional qualifications and experience in forensic document examination.

(b) Except for the initial Board of Directors, every person elected as a Director shall be a Diplomate of this Board; provided, however, that one (1) position on the Board of Directors may be held by a duly qualified attorney at law who shall not be required to be a Diplomate of this Board.

(c) Any Diplomate of the Board may be elected as a member at-large of the Board of Directors whenever an eligible vacancy exists.

Section 4. Duties and Functions. The duties and functions of the Board of Directors shall be as follows:

(a) The Board of Directors shall exercise overall control over the affairs and operations of the Board.

(b) The Board of Directors shall be charged with establishing professional standards for forensic document examination in accordance with the Articles of Incorporation and these Bylaws. These standards shall not be discriminatory and shall apply on an equal basis to all persons applying for Certification.

(c) The Board of Directors shall hold at least one (1) meeting annually and may hold additional meetings on reasonable notice upon the call of the President of the Board or upon the written request of a majority of the Directors.

(d) The Board of Directors may, from time to time, designate qualified persons (who need not be Directors) or organizations to act on behalf of the Board in performing such duties and functions as the Board may direct. Such persons and organizations may be compensated for their services and reimbursed for the actual and necessary expenses incurred in the discharge of such duties and functions, and shall serve at the pleasure of the Board of Directors.

ARTICLE VIII
Executive Committee

Section 1. Composition. The executive Committee of the Board of Directors shall consist of the President, who shall serve as its chairman, the Vice President, the Secretary, and the Treasurer. A quorum of the Executive Committee shall consist of a majority of its members, and its formal actions shall require a majority vote unless otherwise provided herein.

Section 2. Authority. The Executive Committee shall have full authority and power to act for and on behalf of the Board of Directors between meetings of said Board, except as herein otherwise provided. Actions taken by the Executive Committee on behalf of the Board of Directors shall be reported to the Board of Directors as soon as practicable.

ARTICLE IX
Committees

Section 1. General. The Board of Directors may, by resolution adopted by a majority of the Directors in office, designate and establish, and determine the scope of authority, functions and duties of, such standing and special committees as, from time to time, it deems necessary.

Section 2. Composition. Each standing or special committee shall consist of two (2) or more persons, as designated by the Board of Directors. The chairman of each committee shall be a member of the Board of Directors; other members of a committee may be members of the Board of Directors or

other qualified persons. The President shall be an ex-officio member of all committees.

Section 3. Appointment and Authority. The chairman and other members of each standing or special committee, unless otherwise provided herein, shall be appointed by the President of the Board with the advice and consent of the Board of Directors. Every committee may, unless otherwise provided herein, exercise the authority of the Board of Directors in the manner and to the extent provided for in the resolution establishing the committee.

Section 4. Term of Office. Unless otherwise provided herein or in the resolution of the Board of Directors establishing a standing or special committee, the chairman and other members of every standing or special committee shall serve one (1) year terms and be eligible for reappointment.

ARTICLE X
Elections and Terms of Office

Section 1. Election of Officers. The Board of Directors shall annually elect from its membership a President, a Vice President, a Secretary, and a Treasurer. The election shall be by ballot, and a majority of votes cast shall be required to elect an officer.

Section 2. Officers' Terms of Office. The officers shall take office on July 1 following their election, and each shall hold office for one (1) year, or until his or her successor has been duly elected and qualified.

Section 3. Vacancies among Officers. The Vice President shall fill a vacancy in the office of President occurring during his or her term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail ballot.

Section 4. Election of Directors. Prior to the annual meeting of the Board of Directors, the Board shall solicit nominations from the designated Nominating Organizations, to fill eligible vacancies on the Board of Directors. Thereafter, the Board of Directors shall elect Directors to fill the vacancies which will occur during the ensuing Board year. A majority of votes cast shall be required to elect a nominated Director.

Section 5. Election of Directors at-Large. Any Diplomat of this Board may be elected by the Board of Directors as a member at-large of the Board of Directors at the annual meeting, at any special meeting, or by mail ballot, whenever an eligible vacancy exists. Such election shall require a majority affirmative vote.

Section 6. Term of Office of Directors. During the first year of operation, the initial Directors shall meet as soon as practicable and shall determine the term of office of each of the initial Directors in such a way that one-third (1/3) of the total number of Directors, or the closest whole number thereto, shall be designated to hold terms of office of one (1) year, two (2) years, and three (3) years, respectively. Thereafter, the terms of all Directors shall be three (3) years, unless otherwise specified herein. A nominated Director may serve not more than two

(2) consecutive full terms without an intervening period, unless otherwise specified herein. A full term shall be three (3) years. There shall be no limit upon the number of terms, consecutive or otherwise, which a Director at-large may serve; nor shall prior service as a nominated Director be a bar to election as a Director at-large. Each Director's term of office shall commence on July 1 following election and shall end on June 30 of his or her final year in that office, or when his or her successor has been duly elected and qualified.

Section 7. Vacancies among Directors. A vacancy in the office of a Director shall be filled by vote of the remaining Directors as soon as practicable after the vacancy occurs and for the unexpired term of said office. Such election may be conducted by mail ballot.

ARTICLE XI

Indemnification and Surety

Section 1. Indemnification. The Corporation shall indemnify any person made a party to any action, suit or proceeding, by reason of the fact that such person, or such person's testator or intestate, is or was a Director, officer or employee of the Corporation, or of any corporation which such person served as such at the request of the Corporation, against the reasonable expenses, including attorneys' fees actually and necessarily incurred by such person in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that there was negligence or misconduct in the performance of such

person's duties. The Corporation may also reimburse to any such Director, officer or employee the reasonable costs of settlement of any such action, suit or proceeding, if it shall be found by a majority of a committee composed of the Directors not involved in the matter in controversy (whether or not a quorum) that it was in the interests of the Corporation that such settlement be made and that such Director, officer, or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer or employee may be entitled apart from the provisions of this section.

Section 2. Surety. The Board of Directors may, in their discretion, procure or cause to be procured, at the Board's expense, appropriate liability insurance coverage for the Board's officers, Directors, agents and employees.

Section 3. Fidelity Bonds. The Treasurer of the Board and such other officers, Directors, agents and employees of the Board as the Board of Directors may, from time to time, determine may be required to furnish, at the expense of the Board, an appropriate fidelity bond approved by the Board of Directors, in such sum as the Board of Directors shall prescribe.

ARTICLE XII

Meetings and Operations

Section 1. Annual Meeting. The annual meeting of the Board shall be held at the call of the President, at a location designated by him or her within or without the District of Columbia. Notice of the annual meeting

shall be given to each Director at least thirty (30) days before the meeting date. An annual meeting may be conducted by mail or by conference upon the written consent of two-thirds (2/3) of the Directors in office.

Section 2. Special Meetings. Special meetings of the Board may be called by the President, or upon the written request of a majority of the Directors in office, on a date and at a time and location to be designated by the President, within or without the District of Columbia. Notice of a special meeting shall be given to each Director at least fifteen (15) days before the meeting date, with information regarding the subject(s) to be considered.

Section 3. Quorum. A quorum for all purposes herein, unless otherwise provided, shall consist of a majority of the Directors. In the event less than this number are present at a meeting, the President may adjourn the meeting, from time to time, until a quorum is present. No Director shall be entitled to vote through use of a proxy.

Section 4. Conduct of Board Business.

(a) Business of the Board including that of an annual meeting may be conducted by mail, by conference, or by a committee of the Board comprised of not less than two (2) persons when authorized by a majority of the Directors in office.

(b) When such business conducted by mail requires a vote of the Board of Directors, a two-thirds (2/3) affirmative vote shall be required to carry a motion.

(c) Business of the Board carried on by conference or by standing or special committees of the Board shall be conducted in such manner as the Board of Directors may direct, or in the absence of such directions as the committees may elect in accordance with the general spirit of these Bylaws and the requirements of the Articles of Incorporation.

Section 5. Territory. The operations of the Board are to be conducted in the United States of America and its territories and possessions, and in such other place(s) as the Board of Directors may, from time to time, authorize and direct.

ARTICLE XIII

Finances

Section 1. Fiscal Year. The fiscal year of the Board shall be from July 1 through June 30, inclusive.

Section 2. Income. The income of the Board shall be derived from application fees and other fees and charges, from gifts, grants and contributions, and from such other sources and activities as may be approved by the Board of Directors. All monies accruing to the Board shall be collected by such person(s) as the Board of Directors may designate.

Section 3. Compensation and Reimbursements. No member of the Board of Directors shall be paid any salary or fee for services as a Director or an officer. Subject to the availability of funds, a Director or an officer may be reimbursed for actual and necessary expenses incurred in attending

meetings of the Board or in performing other duties or functions on behalf of the Board. The Board of Directors shall determine the compensation and reimbursements to be paid to other parties than officers and Directors of the Board, for services performed or for activities carried out on behalf of the Board.

ARTICLE XIV

Certification

Section 1. Standards. The Board of Directors shall establish, maintain, and revise as necessary, standards and qualifications for the granting, issuing, and renewing of Certificates and/or other forms of recognition in cognizance of special qualifications in forensic document examination.

Section 2. Evaluation of Applicants. The Board of Directors shall arrange for suitable means to evaluate the fitness, competence, and qualifications of persons seeking Certification by the Board. This function may be carried out, in part, by a Credentials Committee whose membership shall include at least two (2) Directors, and, in part, by a Committee on Examinations whose membership shall include at least two (2) Directors.

Section 3. Certificates. The Board of Directors shall have authority to issue or cause to be issued Certificates of Qualification in Forensic Document Examination to persons who have met the standards of the Board and have fully complied with all applicable requirements. Certificates of Qualification shall be in such forms as prescribed or approved by the Board of Directors and shall be valid for such period of time as the Board

of Directors may determine. Each Certificate shall be and remain the property of the Board, but every person to whom a Certificate has been properly issued shall be entitled to its continued possession unless and until such Certificate is revoked. A person holding a valid, unrevoked Certificate of Qualification issued by this Board shall be entitled to use the designation "Diplomate of the American Board of Forensic Document Examiners".

Section 4. Fees. The Board of Directors shall annually establish the fees and other charges incident to application for and granting, issuing, and renewal of Certificates of Qualification and/or other forms of recognition.

Section 5. Denial and Revocation of Certificates. The right to deny Certification and to suspend or revoke Certificates of Qualification shall reside with the Board of Directors. Certificates issued by the Board are subject to revocation by two-thirds (2/3) affirmative vote, only for one or more of the following reasons:

(a) A misstatement or misrepresentation, or concealment or omission, of a material fact or facts in an application or any other communication to the Board or its representative(s).

(b) Conviction of an applicant for Certification or holder of a Certificate of this Board by a court of competent jurisdiction of a felony or of any crime involving, in the opinion of the Board of Directors, moral turpitude.

(c) Issuance of a Certificate contrary to or in violation of any of the laws, standards, rules, or regulations governing the Board and its Certification programs at the time of its issuance; or determination that the person Certified was not in fact eligible to receive such Certificate at the time of its issuance.

(d) Unethical conduct or other conduct, by an applicant or holder of a Certificate of this Board, which in the judgment of the Board brings the specialty of Forensic Document Examination into disrepute.

Action to suspend or revoke Certification may only be taken after at least thirty (30) days advance written notice of the nature of the charges or reasons for such action has been given to the individual concerned and an opportunity for such person to be heard has been provided by the Board.

ARTICLE XV

Parliamentary Authority

Section 1. Parliamentary Authority. Unless otherwise provided in its Articles of Incorporation or Bylaws the conduct of meetings of the Board shall be governed by rules promulgated by the Board of Directors or, in the absence of such rules, by the rules contained in Robert's Rules of Order, Newly Revised, latest edition available. Any question as to priority of business shall be decided by the chair without debate.

Section 2. Suspension of Rules. The rules promulgated by the Board of Directors governing the conduct of meetings may be suspended at any meeting by a majority vote of the Directors present.

ARTICLE XVI

Seal and Insignia

Section 1. The Board shall have a corporate seal, and may have other devices and insignia, of such design as the Board of Directors adopt.

ARTICLE XVII

Amendments

Section 1. These Bylaws may be amended, altered, or repealed, in whole or in part, in the following ways:

(a) Upon two-thirds (2/3) affirmative vote of the Directors present at a meeting of the Board of Directors at which a quorum is present, provided that a copy of the proposed change(s) has been submitted to all Directors at least thirty (30) days prior to such meeting;

(b) Upon two-thirds (2/3) affirmative vote by mail ballot of the Directors within sixty (60) days after a copy of the proposed change(s) has been submitted to all Directors; provided that a consent in writing to use of a mail ballot has been signed by all of the Directors in office;

(c) By the unanimous written consent of all members of the Board of Directors.

ARTICLE XVIII

Effective Date of Bylaws

Section 1. These Bylaws shall become effective upon adoption by all of the Directors of the Board.

PATHOLOGY

CONTINUING EDUCATION PROGRAM

The Foundation, in conjunction with the American Academy of Forensic Science, has for approximately three years been in the process of developing an on-going, viable continuing educational program which, at some point in time, can well be the second step in an overall Certification Program, leading toward the final step, Recertification.

The Foundation's application for the American Society of Clinical Pathologists (ASCP) cosponsorship of a continuing medical program, was approved for a period of one year, effective October 1, and ending October 1, 1978, and on December 2, 1977, the American Medical Association accredited the Forensic Science Foundation for full accreditation for a period of four (4) years as having met the essentials for Accreditation of Institutions and Organizations offering Continuing Medical Education Programs.

This official approval entitles the Foundation to make the following statement in the Academy's program announcement:

"As an organization accredited for continuing medical education, the American Medical Association and the American Society of Clinical Pathologists certify that this continuing medical education offering, cosponsored by the AMA and the ASCP meets the criteria for _____ hours of credit in Category I of the Physicians Recognition Award of the American Medical Association and Category AI of the Pathology Continuing Medical Education Certificate."

The Program for 1977 in which these credit hours applied are as follows:

Hazards of the Underwater Environment ----- Three (3) hours

Presented by Robert L. Thompson, M.D. (ASCP) and Frank Raasch, M.D.

This seminar was designed to acquaint the pathologist with various forms of marine life and types of marine conditions which might result

in injury or death. Topics covered included: conditions found as a result of SCUBA diving (accidents, long term disabilities of divers, post mortem pathologies of various tissues in diving related deaths, etc.), various types of marine life which pose a hazard to man were discussed and illustrated by the pathological conditions that contact with them may cause, the manner or mechanism of death or injury encountered (where applicable) as well as post mortem findings in such cases. A film produced by the Scripps Institute was shown which illustrated these various forms of marine life, their habitats as well as the biological, physiological and toxicological mechanisms they utilize to make them dangerous to man. Drowning deaths were discussed and the post mortem findings of drowning cases were illustrated. A panel discussion closed the sessions followed by questions from participants.

Roentgenography in Death Investigations ----- Two (2) hours

Presented by Lawrence R. Simson, Jr., M.D. and Robert E. Brantley, M.D.

This seminar dealt with different uses of roentgenography in the investigation of death. Topics covered were applications in different death situations as well as the various types of equipment and modifications to existing equipment necessary to carry out described procedures. Limitations of the various techniques were also discussed in terms of varying qualities of the product, usefulness as an investigative tool and cost consideration. Basic techniques and illustrations of each of the techniques were shown. The session concluded with a question period from participants.

Pathology of Reptile Bites----- Two (2) hours

Presented by Albert McBride, M.D.

This seminar illustrated (by slide) a large number of poisonous

species of reptiles found world wide, with special attention to those native to the North American continent. Pathological conditions resulting from the bites of these reptiles were illustrated both in various stages of treatment and resultant conditions from untreated bites. Emergency and therapeutic procedures for the treatment of victims was discussed and outlines of these procedures were distributed to participants.

Environmental Pathology ---- Three (3) hours

Coordinator Charles G. Wilber, Ph.D.

The topics covered in this seminar included:

Carbon Monoxide and Other Selected Toxic Gases

G.E. Gantner, Chief Medical Examiner, St. Louis County
St. Louis, MO

Computer Assisted Histopathologic Studies in Environmental Pathology with SIDS as a Model

J.T. Weston, Chief Medical Investigator, State of New Mexico, Albuquerque, NM

The Big Thompson Flood Disaster

P. Allen, Pathologist, McKee Medical Center, Loveland, CO

Pathology of the Industrial Environment

C.H. Wecht, Coroner, Allegheny County, Pittsburgh, PA

Selected Environmental Insults

T.T. Noguchi, Chief Medical Examiner/Coroner, Los Angeles, CA

A Pot Pourri of Environmental Injuries and Deaths

C.G. Wilber, Forensic Sciences Laboratory, Colorado State University, Ft. Collins, CO

Illustrations of the various conditions caused by environmental agents

were shown and appropriate slides of tissue findings both by light microscope and electron microscope were shown. The geographic and industrial conditions which are factors in various pathological states were examined. A panel discussion by participants was followed by a question period.

The Program for 1978 to be presented at the American Academy of Forensic Sciences Annual Meeting in St. Louis follows:

Forensic Computer Applications ---- Three (3) hours

Presented by George Gantner, Jr., M.D., James Weston, M.D. and Ronald Wright, M.D.

- 1) The nature of data, information, concepts
- 2) Basic computer concepts
- 3) The flow of medicolegal data: Systems concepts
- 4) Codes and coding systems

"Mumps" Language Processing of Medicolegal Data -Weston

The New Mexico Medicolegal Data Processing System -Weston

Combined Instrument Data - Medical Data Systems -Wright

The Miami Medicolegal Data Processing System -Wright

Data Source Entry and Data Base Concepts -Gantner

The St. Louis City-County Medicolegal Systems -Gantner

Round Table Discussion - Weston, Wright & Gantner

- 1) What to do with data - feedback
- 2) Manual and electronic backup systems

Entomology of Death ---- Two (2) hours

Presented by George Gantner, Jr., M.D. and Dorothy Feir, Ph.D.

Slide Seminar on Entomology of Death

In suitable seasons insects may be expected to deposit eggs

on newly dead individuals within a short time after death has occurred. The eggs will pass through an orderly progression of predictable developmental stages which finally results in a new generation of fertile adults, where upon the cycle will repeat. Assuming that the environment is reasonably favorable for insect growth the various stages are passed through quickly and to the untrained eye probably unnoticed. Insect infested cases occur in medicolegal practice with sufficient frequency to make a prospective plan of evaluation desirable. Guidelines will be presented covering the collection of preserved specimens useful in stopping the biological clock at the momentary stage of development.

Of equal importance is the collection and culture of living specimens useful in the study of repeated life cycles for the specific organism culture. If culture conditions are adjusted to approximate the conditions of temperature and other environmental factors known to have existed for a period of time prior to discovery of the body then life cycles observed under the experimental conditions may be used to match the preserved specimens and predict their age. Discussion will include pertinent insect morphology, life cycles, cultural hints and statistical evaluation of group development. Lastly, the authors will present the results of their experimental studies in cases from personal experience. The benefits and limitations of using insect studies in estimating the time of death will be discussed in detail.

(Approximately 100 Kodachromes and self study set will be available.)

Recognition of Occupational Cancer ---- Three and one half (3½) hours

- Introduction R. Froede, M.D.
- Responsibility of Forensic Pathologist (panel)
 - Moderator J. Weston, M.D.
 - a) From position of forensic pathologist . . C. Wecht, M.D.
 - b) From legal point of view. J. Balk, LLB
- Discussion
 - Current perspectives in occupational cancer. . . I.J. Selikoff, M.D.
 - Pathology of occupational cancer T. Ehrenreich, M.D.
 - Forensic toxicological investigations (panel)
 - a) General Overview Samuel Epstein, M.D.
 - b) Special Analytical Studies (i.e. pulmonary dust burden, etc.). D. Rall, M.D., Ph.D.
- Legal implications (panel)
 - Moderator D. Wiecking, M.D.
 - Plaintiff R. Sweeney, LLB
 - Defendant J. Macussion, LLB
 - Discussion R. Sweeney, LLB
 - J. Macussion, LLB
 - J. Balk, LLB
 - C. Wecht, M.D.
 - (Coordinator T. Ehrenreich, M.D.)

Shotgun Injuries and Patterns ---- Three (3) hours

Presented by Rudiger Breiteneker, M.D., Charles Petty, M.D. and Vincent Di Maio, M.D.

Course is intermediate to advanced study of shotgun injuries and wound patterns and a discussion of basic shotgun ballistics with recent medical-legal research on the subject.

Photography in Forensic Pathology ---- Four (4) hours

Presented by Patrick E. Besant-Matthews, M.D.

A discussion on such subjects as calculation of flash exposures for use at the scene of death, types of film specifically of value to the forensic pathologist, appropriate use of scales of size, comment upon facilities as they pertain to coroner and medical examiner offices and autopsy rooms, investigate the subject of perspective at some length and then proceed into the proper use of diagrams and legibility of material for presentation to jurors.

Plenary Session - Vehicles and Violence ---- Three (3) hours

This session will focus on violence as caused by, or related to, vehicles. Included in the presentation will be automobiles, trucks, airplanes, hand gliders, farm tractors and cable cars. Each forensic specialist will make a formal presentation of his/her discipline's role in the justice system as it relates to vehicular violence. Innovative audio-visual packages, together with an accident reconstruction specialist, will be used to bridge the presentations into a cohesive program.

Coordinators: W. Jack Cadman, Department of Criminal Justice, University of California, Los Angeles, CA; Richard H. Fox, Director, Criminalistics Lab, Ventura County Crime Lab, Ventura, CA; Anthony Longhetti, Director, Sheriff's Crime Lab, San Bernardino, CA.

1. Slides and Film - "Restraint Devices"
2. "Statistics, Kinematics and Restraints"
A. W. Siegel, Accident and Reconstruction Association, Encino, CA
3. Odontology - "Lobsters vs. Man; Vehicular Violence and Odontology"
Stanley Schwartz, DMD, Forensic Dental Examiner, State of Massachusetts, Medford, MA
4. General - "Vehicular Violence in the Mountains of Colorado"

John R. Hunt, MD, Deputy Chief Coroner, Jefferson County, Lakewood, CO

5. Pathology/Biology - "The Problem of Vehicular Violence as One Pathologist Sees It"
Charles S. Petty, MD Office of the Medical Examiner, Southwestern Institute of Forensic Sciences, Dallas, TX
6. Physical Anthropology - "Vehicles, Violence, Physical Anthropology ... and Cable Car Mania"
Rodger Heglar, PhD, Department of Anthropology, San Francisco State College, San Francisco, CA
7. Toxicology - "Vehicular Violence and Toxicology"
Yale H. Caplan, PhD, Chief Toxicologist, Office of the Medical Examiner, State of Maryland, Baltimore, MD
8. Film - "Effects of Air Bag Restraint"
9. Questioned Documents - "What Does A Questioned Document Examiner Have To Do With Vehicular Violence?"
James H. Kelly, Chief Document Examiner, Georgia State Crime Lab, Atlanta, GA
10. Jurisprudence - "A New Version of 'Rocky'"
William J. Cowlin, JD, State's Attorney, McHenry County, Woodstock, IL
11. Criminalistics - "The Criminalistics Aspect of Vehicular Violence"
June E. Browne, BA, Director, Tidewater Regional Laboratory, Virginia Bureau of Forensic Science, Norfolk, VA
12. Psychiatry - "A Forensic Psychiatrist Looks Inside Vehicles and Violence"
Robert L. Sadoff, MD, Associate Clinical Professor of Psychiatry, University of Pennsylvania, Philadelphia, PA

Closing Comments

Continuing research is in progress to gain the same type of Category Credit for the disciplines of Psychiatry and Jurisprudence.

SECTION IV

THE FORENSIC SCIENCES FOUNDATION, INC.

Evaluation and Summary Report

August 15, 1977

BACKGROUND

In May of 1977, representatives from the Forensic Sciences Foundation, Inc. (FSF) met with several Educational Testing Service (ETS) staff members to discuss the possibility of having ETS conduct an independent evaluation of FSF's certification efforts in the Forensic disciplines of Toxicology, Odontology, Psychiatry, Anthropology, Documents Examiner, Jurisprudence and Criminalistics. The preliminary meeting and subsequent discussions between FSF and ETS staff identified the need for a joint meeting with the chairmen of each of the various certification planning groups assembled by FSF. FSF staff provided ETS with summary documents of each of the Forensic disciplines for review prior to the proposed meeting. Preliminary evaluation by ETS test-development staff revealed a need to discuss currently acceptable licensing and certification techniques. A one day conference was convened in Princeton, New Jersey on June 27, 1977. Various measurement procedures and possible approaches to certification were reviewed. Intensive discussion about job-related multiple-choice written tests and their appropriateness for use by each of the planning groups was discussed.

The following report contains a brief summary by ETS staff of the proceedings of the Princeton conference. More detailed observations of the meeting are summarized by Dr. E. R. Kerley and they appear in Appendix I. This report also includes comments about some of the planning document contents with emphasis on the proposed forensic toxicology examination. Observations about the need for the planning groups' efforts to develop knowledge and skill inventories for measurement purposes, and suggested

next steps in the development of the total certification program are offered with the intention of providing a basis for discussing a future ETS-FSF working relationship.

Summary of the June 27, 1977 Meeting

The meeting was called to order at 9:00 AM by Mr. Charles Barr. Mr. Barr gave a short summary of ETS' history and a description of some of the activities of the Center for Occupational and Professional Assessment (COPA). Reference was made to the approximately forty measurement programs currently operating out of the center and a question and answer session about specific programs followed. Examples of candidate information booklets, test supervisor manuals, and job-analysis research reports were reviewed. Considerable discussion centered around the difference between certification and licensing programs.

Mr. Charles Teryek (ETS) then gave a detailed description of the program development process recommended by ETS for occupational certification programs. Job-analysis techniques, policy and review committee composition and responsibilities, question writing and reviewing techniques, test assembly, and test maintenance were discussed in detail. Examples of materials in each of the above areas were shown to the group and discussed. The need for documentation of all activities was stressed, and the concept of examination validity was introduced.

The afternoon session was convened by Mr. William Kastrinos (ETS) and a presentation about test validity, test reliability, test question construction, and the difference between criterion-referenced and norm-referenced tests was made. Considerable discussion involving passing scores and the legal requirements for a certification examination then occurred.

The progress of each planning group was then discussed with considerable emphasis placed upon the philosophical question of the need for certification. At the request of the toxicology Planning Group Chairman, ETS briefly reviewed the proposed toxicology examination to demonstrate ETS test review techniques.

Review of Reports

The reports of each of the certification planning groups have been reviewed by ETS staff and initial reaction is favorable. Each of the documents represents considerable thought, judgment and organization of ideas, and the format and content of the documents logically present the initial accomplishments of the planning groups. The academy is to be commended for its insight in assembling a broad representation of learned individuals in each of the respective areas which, as will be clarified in the proposed next steps of this report, can provide the basis for the development of job-related tests. In addition, each planning report appears to carefully document the proceedings of initial development discussions and they therefore provide excellent historical references. Both of these points are essential should FSF have to comply with Equal Employment Opportunity Commission Guidelines and existing Executive Agency Guidelines in the future. Where the planning groups have set standards for individuals seeking certification (anthropology, psychiatry, odontology, and toxicology), they are clearly stated and the standards appear to cover relevant requirements. General qualifications appear to be appropriate. Although the determination of an applicant's moral character, integrity and repute are apparently essential, accurate (valid and reliable) assessment of these qualities may prove difficult. The need to limit certification to residents of U. S., Canada and Mexico is unclear to ETS staff and does not seem to be consistent with the Foundation's goal to certify individuals based on excellence or proficiency rather than geographical location.

It is difficult to make judgments about the relevancy of educational qualifications, particularly, when educational qualifications are described in degree terms. The planning groups are to be commended for attempting to deal with this problem by identifying concentrations of course work, and setting standards for accredited institutions, etc. These attempts indicate a desire for flexibility that will be invaluable and necessary during the initial development stages of the program. Additional flexibility could be added by including a provision for "equivalent experience". In some Forensic disciplines, a degree may not be necessary.

The professional experience requirements appear to be reasonable and in keeping with the requirements of similar certification programs. It is, however, unclear to ETS staff how the standards of laboratories, institutions, and agencies will be evaluated and how this will be related to the evaluation of an individual. Is it intended that an extremely well qualified anthropologist who is currently associated with an institution that is currently unacceptable by Board standards, would be denied certification on that basis?

In general, qualifications and standards appear to be set by the best judgments of planning committee members with little documentation that would directly relate standards to job requirements or job performance. There is implied throughout each of the documents where standards are set, that degrees, courses, credits and working in the "approved" laboratories, somehow certify that the knowledges and skills to function as a forensic scientist are acquired. A notable exception of this is the Forensic odontology's approach using a point system for completion of various job related tasks. None of the planning documents specifically address the problem of identifying what are actual job requirements.

While much emphasis is placed on initial certification requirements, the planning documents appear to indicate an absence of recertification requirements in any of the disciplines. Essentially, it appears that one becomes certified for life providing the withdrawal provisions which are mainly concerned with moral behavior are not violated. The need to reverify one's skill in an area does not appear to be addressed, but perhaps should be since the areas of proposed certification are highly scientific and therefore most subject to changes in technology.

Review of the Toxicology Examination

In the absence of information that would indicate otherwise, ETS staff assumes that no test specifications exist. Specifically, there appears to be no documentation which delineates subject-matter content that is being tested. Therefore, it is not possible to determine if the knowledges being measured adequately represent the knowledges required to function on the job. Equally important is the fact that should additional forms of the test be required, (a recommended practice for security purposes) there currently exists no method to insure comparable subject-matter coverage.

This being the case, there can be no logical justification to claim test content validity. One cannot determine specifically what the test is measuring in terms of job requirements or how well it is measuring what it purports to measure. In its present form, the document is more properly referred to as a collection of questions rather than a test of forensic toxicology knowledge.

Throughout the years, ETS has developed an examination format and question style that is designed to reduce candidate confusion and resultant test anxiety. Clarity of directions, careful use of punctuation, and consistency in presentation of ideas are several points that are emphasized by ETS test-development staff in an attempt to insure that knowledges which are important to successful job performance are measured as opposed to the measurement of the ability to successfully complete a test. A review of the proposed toxicology examination reveals that adherence to several of these simple standardization rules would substantially improve the quality of the examination.

For example, the directions that are provided for Section I must include the word "only" after choices 1, 2, and 3. As the directions currently exist, for some questions a candidate could be right if he selected choice 1, 2, or 3, when it was intended for him to record only the one choice which represents all correct answers. Serious consideration should be given to the need for using this question format wherein more than one answer can be correct but only one response is required. Simplifying the question format so that there is always only one right answer such as was done in Section III is the preferred approach.

Standardized testing practice requires that directions include instructions for guessing when the right answer is not apparent, test and item scoring procedures, and a sample question. These items usually appear before the actual test (on the front or back cover of the test) and are normally reviewed with the candidate by a test supervisor, before the candidate actually takes the test. The inclusion of these items is particularly important when non-traditional question format such as that which appears for questions one through five in Section I are used.

In addition, practice questions should be made available for prospective candidates prior to the actual taking of the test. Frequently, this is done through a candidate information bulletin which contains much of the information that is in the brochures developed by the toxicology and odontology planning groups. Both groups are to be commended for developing these documents and ETS staff recommend, if possible, that when the bulletins are revised they include practice test questions. A sample candidate information booklet that illustrates this point is included in Appendix II.

ETS does not use either the true-false or the completion test question format in its examinations. The candidate has a .50 probability of guessing

the right answer for a true-false question, a .25 probability of guessing the right answer for a 4-choice question, a .20 probability of guessing the right answer for a 5-choice question, etc. Our goal is to reduce the probability of choosing the right answer by chance to the minimum possible without using implausible distractors (wrong answers) or the "none of the above" choice.

A reason for not using completion-type questions is that they cannot be machine scored and they do require a degree of interpretation by the scorer which tends to reduce test validity and reliability. If FSF decides to continue with the multiple-type question format, more explicit candidate directions and test supervisor instructions should be provided.

A random selection of several questions that would be adaptable to ETS format and a rewrite of the questions are as follows:

Original

Chelating agents are useful in treating metal poisons. This is due to:

- a. their ability to penetrate cells.
- b. their specificity for particular metals.
- c. their ability to inactivate metal ions in solution.
- d. their lack of significant toxicity.
- e. their lack of specificity for all metallic ions.

Rewrite

Chelating agents are useful in treating metal poisons due to their

- (A) ability to penetrate cells
- (B) specificity for particular metals
- (C) ability to inactivate metal ions in solution
- (D) lack of significant toxicity
- (E) lack of specificity for all metallic ions

Original

Drug responses to a single drug within a given population are usually normally distributed. Factors which might cause this continuous variation might include:

- a. sex (genetic sex).
- b. body type (composition).
- c. general conditions of health and age.
- d. idiosyncrasy.

Rewrite

Factors which might cause drug responses to be normally distributed (continuous variation) within a given population include which of the following?

- (A) Sex (genetic type)
- (B) Body type (composition)
- (C) General conditions of health and age
- (D) Idiosyncrasy

It must be emphasized that no attempt has been made to react to question technical content. Normally, committees of practicing professionals would participate in the kinds of changes that are suggested above and it is quite possible that further clarification and simplification would occur and additional question faults would be identified.

In any measurement program, reliability of the measurement instrument must be considered. Test reliability simply refers to the consistency of the measurement process and it usually evolves from valid test instruments. There are various test development techniques that can be employed to

increase the reliability of test scores but their use is pointless unless one has test content specifications that identify various test parts, part scores, and their weights in relation to the overall test score.

Central to valid and reliable test instruments is consistency in the administration process. Standardized testing implies that all candidates will be tested under similar conditions. That is, the time to complete the test, the testing facilities, pretest instructions, dissemination and collection of test materials, etc. will be controlled. To insure consistency in the process, it is recommended that a test supervisor's manual be developed with contents similar to those included in the sample in Appendix III.

Summary and suggested next steps

In summary, ETS commends the Forensic Sciences Foundation for its accomplishments to date in developing a certification program for Forensic Scientists. The documents reviewed by ETS staff indicate considerable insight into the legal, professional, and practical problems associated with certification. The desire of FSF staff and the planning boards to seek professional assistance in solving these problems during the early development stages of the program will serve to produce the best possible product.

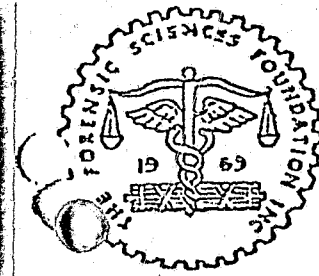
It is important to note that ETS suggested development procedures could provide the framework for all future certification activity of the planning groups. The typical plan that is described in Appendix IV will enable each planning group to determine how much additional work must be done, and the order in which it should occur. While it is ETS' desire to

provide all the services described in one totally organized package; realization of the financial and philosophical constraints faced by FSF, the fact that the planning groups are in various stages of development and each group apparently wants to continue development along independent time lines, it is logical for ETS to propose a consulting agreement to provide services to each planning group as the need arises. This arrangement allows ETS to make available individuals with the specific expertise that is needed at any given time at minimum costs to FSF which are spread over a longer time frame. For example, if the toxicology board required test-development expertise, they could purchase it in terms of ETS man days as funds become available. Similarly, if expertise in program design were required, that could also be arranged.

Each planning group must continue to meet to identify job knowledges and skills that are appropriate for certification. Once this is completed several joint meetings of the planning group chairmen should be arranged to discuss the job knowledges and skills that are common across disciplines. "Rules of evidence" was cited as one example of this commonality. If sufficient areas could be identified during these joint meetings it is conceivable that a "core" test could be assembled for use by all disciplines. The core test would be administered to all candidates along with a specialty test for each discipline. This approach could considerably reduce the overall program development costs.

SECTION V

H-1 REPORT



A Tax Exempt
Non-Profit Corporation
Identification Number: 237030691

CHAIRMAN OF THE BOARD
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EDWARD WHITTAKER, B.S.
Miami, Florida

THE FORENSIC SCIENCES FOUNDATION, INC.

11400 ROCKVILLE PIKE

ROCKVILLE, MARYLAND 20852

(301) 770-2723

December 27, 1977

Ms. Margaret Snoddy
Grants and Interagency Agreements Branch
Law Enforcement Assistance Administration
U.S. Department of Justice
633 Indiana Avenue, N.W.
Washington, D.C. 20531

SUBJECT: Final H-1 Report to Grant Award #76NI-99-0101

Dear Ms. Snoddy:

We submit herewith original and two (2) copies of final H-1 Report for Grant Award #76NI-99-0101, and check in the amount of eighty-one (\$81) dollars, the difference between the total amount received from the U.S. Treasury (\$137,500) and the total expenses for the period of the Grant (\$137,419).

The final report is being assembled and one (1) copy will be hand carried to Project Monitor, Mr. John Sullivan, for review prior to the submission of the required ten (10) copies.

Sincerely,

Joseph L. Peterson
Joseph L. Peterson, D.Crim.
Executive Director

JLP/dr

Enclosures: 1. Final H-1 Report
2. \$81 check
3. Statement of Income & Expenses
4. Balance Sheet

3. Name and Address of Grantee Organization
 4. Employer Identification No. **237050691**
 5. Grantee Acct. No. or Ident. No. **N/A**
 6. Final Report Yes (Complete 12b(3) below) No
 7. Basis of Report Cash Accrued Expenditures
 8. Project Period (Mo., Day, Yr.) FROM **5** | **24** | **76** TO **9** | **30** | **77**
 9. Report Period (Mo., Day, Yr.) FROM **5** | **24** | **77** TO **9** | **30** | **77**

10. STATUS OF FUNDS	PROGRAMS - FUNCTIONS - ACTIVITIES						TOTAL
	(1)	(2)	(3)	(4)	(5)	(6)	
a. Total outlays previously reported (Line 10a from previous rept.) . . .	See Appendix #8 - Quarterly Report #4.						\$ 92,900
b. Tot. program outlays this period . . .							44,519
c. Less: Program income credits . . .							-0-
d. Net program outlays this period (Line b minus Line c)							44,519
e. Tot. program outlays to date (Sum of Lines a and d)							137,419
f. Less: Non-Federal share of program outlays							-0-
g. Tot. Federal share of program outlays (Line e minus Line f)							137,419
h. Total unpaid obligations							-0-
i. Less: Non-Federal share of unpaid obligations							-0-
j. Fed. share of unpaid obligations (Line h minus Line i)							-0-
k. Tot. Fed. share of outlays and unpaid obligations (Line g plus line j)							137,419
l. Tot. Fed. funds authorized							140,434
m. Unobligated balance of Fed. funds (line l minus line k)							3,015

11. Indirect Expense: a. Type of rate (Mark box)
 Provisional Predetermined Final Fixed
 b. Rate **60%** c. Base **\$ 46,343**
 d. Total Amount **\$ 27,806** e. Federal Share **\$ 27,806**

12. REMARKS (Attach additional sheets if necessary) - See instructions on Reverse.

13. CERTIFICATION - I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.
 Name and Title: **Joseph L. Peterson, D. Crim. Justice**
 Executive Director
 Signature of Authorized Official: *Joseph L. Peterson*
 Date Rept. Is Submitted: **12/27/77**

12a. Planning Grants
 (1) Consultant Services \$ _____
 (2) Pass Through \$ _____
 12b(1). Block Action Grants
 Part C \$ _____ Pass Through \$ _____
 Part E \$ _____ Pass Through \$ _____
 JJDP \$ _____ Pass Through \$ _____
 12b(2). Buy-in \$ _____
 12b(3). Block-Final H-1 Rept.
 Part Total Personnel \$ _____
 12c. Categorical Grants - Pt. C
 Total Personnel \$ _____

The Forensic Sciences Foundation, Inc.

11400 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
(301) 770-2723

PROJECT NUMBER 76NI-99-0101

"FORENSIC SCIENCES CERTIFICATION PROGRAM"

STATEMENT OF INCOME AND EXPENSES

For the Period September 30, 1977

ACCRUED EXPENSES
PREPARED 11/30/77

ACCT#	INCOME	THIS PERIOD	PROJ TO DATE	TOTAL BUDGET
301	U.S. Grantor	- 0 -	137,500.00	\$ 140,434
303	Income - Miscellaneous	- 0 -	- 0 -	- 0 -
	TOTAL INCOME	- 0 -	137,500.00	140,434
	EXPENSE			
401	Salaries	- 0 -	46,343.17	45,989
402	Casual Labor	176.00	891.84	(Included above)
403	Consultants	- 0 -	740.00	1,880
404	Contractual	- 0 -	5,401.20	5,250
405	Legal Counsel	- 0 -	1,250.00	1,250
406	Payroll Taxes	- 0 -	- 0 -	(Included below)
408	Fringe Benefits	- 0 -	9,732.02	9,658
411	Travel Staff	- 0 -	4,471.85	4,604
413	Travel Committees	- 0 -	34,735.39	35,400
421	Office Supplies	- 0 -	1,440.36	3,400
425	Telephone Toll	- 0 -	1,088.35	1,758
426	Postage	- 0 -	535.87	492
429	Reproduction	- 0 -	2,083.12	2,160
441	Conference Cost	- 0 -	899.99	1,000
451	Indirect Cost	- 0 -	27,805.84	27,593
	TOTAL EXPENSES	176.00	137,419.00	\$ 140,434
	NET INCOME (LOSS)		81.00	

ROCKVILLE, MARYLAND 20852
(301) 770-2723

PROJECT NUMBER 76NI-99-0101

"FORENSIC SCIENCES CERTIFICATION PROGRAM"

BALANCE SHEET

September 30, 1977

ACCT #	ASSETS	
101	Cash on Hand	- 0 -
103	Cash in Bank	81.00
105	Accounts Receivable	- 0 -
181	Prepaid Expense	- 0 -
183	Supplies on Hand	- 0 -
	TOTAL ASSETS	81.00
	LIABILITIES	
201	Accounts Payable	- 0 -
204-209	Employee Withholding	- 0 -
	TOTAL LIABILITIES	- 0 -
	GRANTEE EQUITY	81.00
	TOTAL LIABILITIES AND GRANTEE EQUITY	81.00

END

END