

ASFO Policy and Procedure Manual

(version May 2021)

Introduction

The purpose of this manual is to define the policies and procedures of the American Society of Forensic Odontology (ASFO) and to help guide and direct those who provide the Society's leadership and administration.

The policies and procedures contained herein may be changed only by the Board of Governors (hereafter referred to as the Board) and cannot be in conflict with the Constitution and Bylaws of the ASFO.

The ASFO Policy and Procedure Manual shall be reviewed and updated as needed under the direction of the Board. Once approved by the Board, the updated manual will be posted on the ASFO website.

General Policies

Conflict of Interest Statement:

Individuals serving as fiduciaries of ASFO shall at all times act in a manner consistent with their legal and ethical responsibilities to the Society, and shall exercise particular care that no detriment to the Society results from conflicts between their interests and those of the Society.

If any individual believes that he or she may have a conflict of interest, the individual shall promptly and fully disclose the possible conflict and shall refrain from participating in any way in any matter in which the possible conflict relates until and unless any such possible conflict has been satisfactorily resolved.

Legal Issues:

If legal services are required, the Board of Governors shall provide approval prior to any engagement.

Society Banking:

An official bank shall be designated by the Board and accounts shall be used for all disbursements and deposits.

Society Accountancy Firm: An official and independent accountancy firm may be designated by the Board to perform financial reviews and audits. Financial and tax issues may be referred to the firm, in consultation with the Treasurer and the Executive Director.

Reimbursable Expenses for Board members:

Communications and Correspondence: The Board shall receive electronic copies of all official meeting minutes, communications of officers and committee chairs. All such documents will be archived on the ASFO website with the exception of any materials resulting from executive session.

Use of Mailing List/Labels: Use of contact emails or membership rosters for ASFO members is restricted. Such membership data:

1. May be used by any Active or Student Member with permission from the Board, for the purpose of soliciting members to participate in research projects.

2. Shall not be available to individually sponsored seminars or courses, however such courses may be announced via the newsletter, email blasts, and social media.
3. Shall not be available to any commercial group.

Officers, Board Members & Executive Director

The ASFO Board of Governors (BOG) shall consist of a total of 12 voting members (two immediate Past Presidents, the President, the President-Elect, the Secretary, the Treasurer, and six Members at Large), and the Executive Director (ex-officio).

DUTIES OF THE PRESIDENT:

It shall be the duty of the President to preside at all meetings of the Society, to call special meetings, and to appoint all ad-hoc and standing committees. The President shall be an ex-officio member of all standing committees and shall supervise the discharge of duties by all other officers, and in all ways safeguard the interests and welfare of the Society (*Article IV, Section 1 of the ASFO Constitution and Bylaws*). Term of Office is One Year

Additional Duties

1. Appoint Committee chairs with the consent of the Board.
2. Commission Ad-hoc committees for specific goals or tasks with the consent of the Board.
3. Act as official spokesperson for ASFO for any official statements made on behalf of the Society. Any such statement will require consensus from the Board.
4. Act as immediate supervisor for any ASFO employees.
5. Prepare meeting agendas to include the annual BOG dinner, typically held the Thursday after the annual meeting.
6. Provide President's Message for the Newsletter
7. Develop or review guidelines and principles for the Board of Directors Policy and Procedure Manual.
8. Assure an annual performance evaluation is conducted on ASFO employees

DUTIES OF THE PRESIDENT-ELECT:

It shall be the duty of the President-Elect to act as President in the absence of that officer. The President-Elect shall automatically become the President at the next election. The President-Elect shall serve as Chairperson of the Program Committee and shall prepare the program for the next annual meeting (*Article IV, Section 2 of the ASFO Constitution and Bylaws*). Term of Office is One Year

Additionally, the President-Elect shall:

1. Develop and coordinate the annual meeting program
2. Act as an ex-officio member, without vote, of selected presidential appointed committees in order to review, study, and make recommendations on ASFO matters.
3. Serve the President on other ASFO activities as designated or delegated.
4. Prepare meeting agendas.
5. Provide President's Message for the Newsletter

DUTIES OF THE SECRETARY

The duties of the Secretary, in conjunction with the Executive Director, serving as Assistant Secretary, shall be responsible for the official minutes of the Society, shall give notice to members of the time, place, and agenda of the Society meetings, and shall perform or supervise the execution of such additional tasks as assigned by the Board of Governors. The term of office shall be elected for two years alternating with the Treasurer (*Article IV, Section 3 of the ASFO Constitution and Bylaws*).

Additional Duties including but not limited to:

1. Archive important Society information and documents including but not limited to: Official

- minutes of the Society, Society Rosters, important correspondence.
- 2. Collect and distribute committee reports to the Board prior to Board meetings.
- 3. Complete and publish Board and Annual meeting minutes within 14 days of the meetings for review by the Board.
- 4. Provide Webmaster with minutes and reports for posting on the website.
- 5. Provide rosters of Board of Governors and Committee members, including email contacts, in conjunction with the Executive Director.
- 6. Complete official correspondence as requested in conjunction with the Executive Director.
- 7. Maintain the Society Membership Roster as provided by the Membership Chair and Executive Director.

DUTIES OF THE TREASURER

The duties of the Treasurer, assisted by the Executive Director -serving as an appointed Assistant Treasurer – shall be to propose an annual budget to the Board of Governors, keep account of, make periodic reports on, and safeguard the funds of the Society through review of monthly bank statements, credit card bill, Research Fund ledger and supervise expenditures incurred in the production of publications as mandated by the Board of Governors. The term of office shall be for two years with the year of election alternating with that of the Secretary (*Article IV, Section 4 of the ASFO Constitution and Bylaws*).

Additional Duties including but not limited to:

- 1. Prepare a current financial report for all Board meetings.
- 2. Make recommendations to the Board as needed to improve the overall management of ASFO finances.
- 3. Coordinate with the Executive Director to review audits, tax liabilities, and payments.
- 4. Coordinate with the Executive Director to provide quarterly and annual reports which track and forecast the fiscal management of the organization.
- 5. Be co-signatory on the Society’s bank accounts
- 6. Have Quickbooks software that is compatible with that used by the Executive Director

DUTIES OF THE PAST PRESIDENT (IMMEDIATE): The Immediate Past President shall be a member of the Board of Governors for two years immediately following their term of office as President. The Immediate Past President shall undertake such other duties or tasks as may be assigned by the Board

- 1. Act as chair for nominating committee.
- 2. Provide biographies and photos of all candidates for the newsletter issue immediately prior to the annual meeting
- 3. Conduct the election of Officers

DUTIES OF THE PAST PRESIDENT

- 1. Be available to serve on established or ad-hoc committees, as requested by the President.

DUTIES OF THE EXECUTIVE DIRECTOR

The Executive Director shall be responsible to the Board of Governors for the executive and management functions of the Society except that the Executive Director shall not be involved in the activities of the membership and nominating committees other than to provide administrative support. The Executive Director shall report to the Board of Governors and attend Board meetings but shall not be a voting member (*Article IV, Section 5 of the ASFO Constitution and Bylaws*).

Position Requirements:

Be able to function under minimal supervision, work independently.

Be competent to maintain and coordinate fiscal and administrative requirements

Be competent in basic archiving and data management computer capabilities (i.e. Word, Access, Excel, QuickBooks).

Have high-speed internet access.

Have “correspondence” skills in order to perform assigned tasks and represent the organization as directed.

Have interpersonal qualities that exemplify initiative and reliability.

Overview

The Executive Director shall serve at the pleasure of the President and the Board.

Will keep the President and Board informed as appropriate when issues or concerns affecting the Society arise.

Basic areas of responsibility

1. Dues

- a. Generate annual dues statements, track progress and assure accounting of funds
- b. Work in concert with the Membership Chair, keep the Board informed of the number of annual renewal dues received and number of delinquent memberships at each Board meeting.

2. Annual meeting - Work in concert with the President-Elect:

- a. Investigate potential venues for the ASFO Annual Meeting
- b. Coordinate: room and AV needs, program set up, luncheon, and Board dinner
- c. Track and coordinate pre-meeting and on-site registration
- d. Track and coordinate all sales (manuals & other merchandise)
- e. Be responsible for oversight of speakers’ needs & requirements (travel, accommodations, handouts), etc.
- f. Assure timely communication between AAFS & ASFO, as needed
- g. Be responsible for ordering and delivering awards
- h. Maintain and communicate with potential sponsors
- i. Be in attendance at the Annual Meeting
- j. Assure that the President-Elect is informed of confirmed paid members eligible to access virtual meeting prior to meeting date(s)

3. Membership – Work in concert with the Membership Chair

- a. Maintain membership and retired member databases in conjunction with Membership
 - i. Chair and Webmaster
- b. Keep statistics on how many membership applications are received via the ASFO
 - i. website and report to Membership Chair and Board at each BOG meeting or teleconference
- c. Process new membership applications (contact information and fees) within a reasonable time frame (within two weeks of receipt). This will include: an itemized receipt for funds paid, welcome letter, access to the members only area of the website, and listing in the online membership roster.
- d. Oversee the distribution of membership & donor lists to authorized entities as
 - i. directed by the Board.
- e. Working in conjunction with the Membership chair, provide membership retention &
 - i. recruitment activities and generate periodic reports to the BOG via Membership chair on these issues
- f. Provide members with documentation of membership if requested throughout the year

4. Records maintenance

- a. Coordinate and maintain ASFO financial & historical files (on-line & paper)
 - i. bank accounts, expenses and working administrative materials

- b. Provide the Board with periodic input as to how and what is being archived.
5. Financial Responsibilities
 - a. Provide Treasurer monthly accounting of how funds are being used and assure both Treasurer and Executive Director have full on-line access and signatory authority
 - b. Only use ASFO debit card, credit card, or checks for ASFO business.
 - c. Maintain clear, concise accounting of all ASFO expenses.
 - d. Work with the Treasurer and Accountant to establish and maintain practical accounting categories which should not be changed once set.
 - e. Manage the ASFO PayPal account.
 - f. Provide treasurer with Quickbooks accountant copy updates as requested.
 6. Administrative functions:
 - a. Assist Secretary as needed to generate draft correspondence.
 - b. Work with ASFO Webmaster as required to accomplish Society business.

Dues

1. The fiscal year for ASFO will run from February 1st to January 31st of the following year. Dues are due by January 31st to be a member for the following fiscal year and continue the active member benefits such as Member fee for the Annual Scientific Meeting and continued access to the Members Only area of the ASFO website.
2. Dues statements will be emailed to all current members on 1 October by email. Follow up statements will be sent as needed to unpaid members.
3. A final notice will be emailed to all delinquent members at a time to be decided by the Treasurer and Executive Director. This date should be prior to the online publication of the Spring Newsletter.
4. The Membership Chair will recommend to the Board criteria for removing delinquent memberships from the membership rosters when necessary.
5. Those Members with expired memberships will be required to pay annual dues to access the Website.
6. New members who join after the October email reminder will have their memberships credited to the next fiscal year.

Membership

1. An alpha roster of members will be maintained by the Society noting name, email address, physical address and phone number. Other information such as degree, AAFS membership, ASFO offices held, etc. may be added by the member by accessing the Website Directory if desired.
2. The alpha roster will be maintained by the Membership Chair and the Executive Director and a copy provided to the Secretary
3. The roster will be updated after the final Spring dues deadline and in October before the dues statements are emailed. The roster will be coordinated with the email list used by the Executive Director and the Webmaster for dues statement.
4. Members seeking retired status will apply through the Membership Chair with copy to the Executive Director. Retired membership may be applied for following 30 years of continuous active membership or following 20 years of continuous active membership if the member is retired from active practice or teaching. With retired status, no dues will be required to receive the

Newsletter, but the current dues amount will be required to attend the annual meeting (*Article III, Section 2 of the ASFO Constitution and Bylaws*).

5. Student membership may be granted as needed by the Board.
6. Member Emeritus
 - i. Member Emeritus status may be granted to any active member for exceptional service to the Society.
 - ii. Nominations may be made by any active ASFO member with supporting signatures from at least ten active ASFO members. Nominations may be submitted to the President in either written or electronic form.
 - iii. Award may be granted by unanimous consent of the Board
 - iv. An appropriate certificate will be presented at the annual business meeting of the ASFO
 - v. Member Emeritus will have all the benefits of active membership and not be required to pay annual dues.

Committees and Appointments

1. Committees and appointments shall be made by the President with the approval and input from the Board as required to accomplish the goals and purposes of the Society. Committees and appointments may be Standing, Ad-hoc, or under the Constitution and Bylaws.
2. Standing Committees of the ASFO are: Bylaws, Research, Education, Membership, and Annual Program. Chairs of standing committees shall be appointed by the President with the consent of the Board Term of offices will be one year; however, terms may be extended by the incoming President.
3. Ad-hoc Committees may be formed as needed for specific needs or projects such as Social Media,
4. Website, and ASFO Manual. Any Ad-hoc committee may be made a standing committee by vote of the Board.
5. The Nomination Committee and Newsletter Editor are delineated in the ASFO Constitution and Bylaws (*Article XI of the ASFO Constitution and Bylaws*).
6. Committee Chairs will be responsible for the selection of ASFO members to serve on their Committee.

Nomination Committee – (*Article X, Sections 5-6 of the ASFO Constitution and Bylaws*)

1. The Past President (Immediate) will be the Chair of the Nominating Committee and shall designate a nominating committee of three to five members. At least two members of the committee shall be members of the Board. At least one member shall be a non-office holding member of the Society.
2. The nominating committee shall submit names of qualified members for each vacancy. The names for each vacant office and each vacant Board Member at Large position shall be submitted.
3. Candidate's bios and statements will be posted in the Newsletter immediately prior to the Annual Meeting.
4. Nomination Committee will conduct the election at the Annual Meeting.

Research Committee

1. It is the mission and goal of the ASFO to encourage and stimulate investigation and research in forensic odontology and related disciplines.
2. The Chair of the Research Committee will be a member of the Board of Governors. The Chair will select two to four additional members.
3. Grant proposals/requests will be forwarded to the Committee Chair in accordance with the guidelines published on the ASFO website

4. The Research Committee will review all proposals upon their receipt for their format and scientific merit. The Committee may accept or reject the request. The Committee will consider and rate the proposal on the following areas:
 - a. Value, utility and relevance of the research to forensic odontology
 - b. Ability of the individual researcher to complete the research
 - c. Appropriateness of the budget for the research
5. Upon acceptance by the Research Committee, Chair will forward the Committee's recommendations to the Board for their approval/denial of the recommendation.
6. If approved by the Board, the Research Chair will notify the applicant of the Board's action. The applicant will be required to sign an agreement acknowledging the conditions under which the grant is awarded.
7. Notice of approved applications will be sent to the ASFO Executive Director. Once the acknowledgment agreement is received, the ASFO Executive Director will mail the recipient a check for the amount of the grant.

Annual Program Committee

1. The President-Elect serves as Chair of the Program Committee
2. The Chair will keep the Board informed of the theme for the Program and speakers selected.
3. The Chair will present a proposed budget for program to the Board for approval as early as possible, no later than the Fall (September) Board teleconference.
4. The Committee will review course evaluation forms received from participants and report summary findings to the Board at the first post meeting teleconference.

Membership Committee

1. In conjunction with the Executive Director and Webmaster:
 - a. Report active membership count to the Board by mid-year
 - b. Create alpha rosters of active and inactive members, both by surname and email address.
 - c. When possible have a roster with actual addresses of active members
 - d. Update website member directory to accurately note membership
2. Research and develop ideas to increase membership and membership value

Constitution and Bylaws Committee

1. Review Constitution and Bylaws for accuracy and grammar.
2. Review any proposed changes to the Constitution and Bylaws and provide recommendation to the Board.
3. Review and update Policies and Procedures as needed or directed.

Education Committee

1. Research and propose on-line CE for ASFO members through the website.
2. Assist Newsletter Editor in identifying Forensic Courses for publication in the Newsletter and website
3. Assist Program Chair as asked to collate course evaluations of the ASFO Annual Scientific Session.
4. Review and suggest possible articles to be made available to the membership via email blast or the website.
5. Review and suggest new options of educational activities for members, including virtual education presentations, other avenues of educational possibilities.

Ad-Hoc Committees

Newsletter Editor

1. The ASFO Newsletter Editor shall be appointed by the President with the approval of the Board for a term of up to three years. The Editor shall publish at least two newsletters per year and keep a financial record. The financial record will be reported to the membership at the annual meeting (*Article IX, Section 1 of the ASFO Constitution and Bylaws*)
2. The Editor of the Newsletter
 - a. Publish a minimum of two newsletters per year.
 - b. The Newsletter immediately preceding the Annual Meeting must contain candidate profiles, proposed Bylaw changes, and the annual meeting schedule
 - c. Create deadlines for newsletter publication
 - d. Solicit articles, future meeting ads, research projects, Bylaw changes, and committee/president reports for publication
 - e. Edit copy for grammar, punctuation, etc., while not changing content
 - f. Work with the Webmaster to maintain the archive of past Newsletters.

Social Media Director

1. Research and post items of interest to the ASFO membership on the ASFO authorized social media accounts.
2. Monitor and report demographics and user engagement for ASFO authorized social media accounts.
3. Research and recommend to Board social media platforms for ASFO membership and marketing.

Webmaster

1. Maintain and update the ASFO website as directed by the Board.
2. Archive meeting minutes, annual program agendas, newsletters and non-sensitive correspondence.
3. Archive all editions of the ASFO Manual of Forensic Odontology.

Editor – ASFO Manual of Forensic Odontology

1. Prepare outline and select chapter authors
2. Provide Board with budget projections for printing and publication
3. Establish timelines for chapter submissions and publication progress.
4. Liaison with publisher/printer
5. Liaison with Social Media Chair and Newsletter Editor for internal and external marketing
6. Provide Board with periodic progress reports.

ASFO Awards

Dr. Norman “Skip” Sperber Award

1. Award will be given in “recognition of outstanding contributions to the advancement of Forensic Odontology and service to the ASFO”
2. Nominations may be made by any active ASFO member with supporting signatures from at least 10 active ASFO members. Nominations may be submitted to the President in either written or electronic form.
3. Award may be granted by unanimous consent by the Board.
4. An appropriate plaque will be presented at the annual business meeting of the ASFO.

George Furst Award

1. For the best Newsletter article for the year.

2. Issues considered will be previous years pre-meeting issue (Winter) and the Spring, Summer and Fall issues of the year following.
3. Articles must be original articles written by an active ASFO member.
4. Articles to be considered will be presented for vote in the pre-meeting (Winter) Newsletter issue. All active ASFO members are encouraged to participate in an on-line vote. Author of the article with the most votes will receive the award.
5. The award will be an engraved Cross pen to be presented at the annual business meeting of the ASFO.

ASFO Research Grants

Dr. Gerald Reynolds Research Grant for New Investigators (Up to \$1000)

1. This grant was initiated by Dr. Gerald Reynolds, whose significant contributions included casework, teaching, research and lobbying governmental agencies on behalf of forensic odontology. Dr. Reynolds promoted the use of the scientific method to test new theories in forensic odontology, and encouraged members of ASFO to conduct peer-reviewed research.
2. The grant will be awarded to ASFO members at such a time in their careers when they first wish to become involved in a research project in forensic odontology
3. To apply for this grant, applicants must submit the following information:
 - a. The name of the grant for which the applicant is applying (Dr. Gerald Reynolds Research Grant)
4. ASFO membership status of at least one researcher.
5. A statement that confirms the applicant has not previously conducted a forensic research project.
6. Hypothesis to be proved by the research.
7. Plan to prove the hypothesis.
8. Timeline for completion of the research.
9. Listing of the materials, methods, equipment and supplies that will be utilized in the research.
10. Location where the research will be conducted.
11. Complete contact information for each researcher.
12. CV from each researcher including listing of all academic and professional affiliations.
13. This grant may be applied for and awarded at any time throughout the year.
14. Upon completion of the project, the recipient is required to submit an abstract of their results to the Research Chairperson for publication in the ASFO newsletter.

ASFO Research Grant (up to \$3000/project)

1. ASFO Research Grant is available to experienced researchers or those individuals seeking greater funding than is allowed by the Gerald Reynolds Research Grant.
2. An individual applying for an ASFO Research Grant must be an active ASFO member. If there are multiple individuals on the same project applying for the ASFO Grant, then only one individual from that particular group is required to be an active ASFO member
3. Active ASFO membership must be maintained by at least one individual/funded project until project completion requirements have been met as defined by the ASFO Research Committee.
4. Research grants are provided on an annual basis. The research must be a new proposed project. Pilot results will strengthen a proposal, but the ASFO will not fund previously completed projects.
5. Upon completion of the project, the recipient is required to submit an abstract of their results to the Research Chairperson for publication in the ASFO newsletter.
6. In order to be reviewed by the Research Committee, a valid application must be provided. An

example of a proposal format will be posted on the ASFO website. A valid application for ASFO Research Grant Funding will contain:

- a. The name of the grant for which the applicant is applying (ASFO Research Grant)
 - b. ASFO membership status of at least one researcher.
 - c. Hypothesis to be proved by the research.
 - d. Plan to prove the hypothesis.
 - e. Timeline for completion of the research.
 - f. Listing of the materials, methods, equipment and supplies that will be utilized in the research.
 - g. Realistic budget for the project.
 - h. Location where the research will be conducted.
 - i. Complete contact information for each researcher.
 - j. CV from each researcher.
 - k. Listing of academic and professional affiliations.
 - l. List of any other funding either pending or received for the project and the amount
7. The most highly rated research projects will receive funding until the annual funding ceiling is met. Partial funding may be approved and awarded.
8. Salary for the Principal Investigator or Institutional indirect costs will not be funded.
9. Examples of items that *may* be funded:
- a. Expendables
 - b. Testing media
 - c. Specific funding for technical and expert advice such as a biostatistician
 - d. Small equipment
 - e. Leases for major equipment
 - f. Software
 - g. Computer peripherals