

**Michigan Society of Death Investigators**  
**Affiliate of**  
**Michigan Association of Medical Examiners**

**PREAMBLE**

**INCEPTION AND AUTHORITY**

This document has been developed in accordance with the Michigan Association of Medical Examiners (MAME) bylaws ARTICLE V. AFFILIATE MEMBERSHIP/ORGANIZATION. Who at their annual fall meeting of 2000 directed the affiliate membership to create an organization.

**ARTICLE I**

**NAME**

The name of the affiliate association to the Michigan Association of Medical Examiners shall be the Michigan Society of Death Investigators.

**ARTICLE II**

**OBJECTIVE**

The objective of this society shall be to foster the highest technical and professional standard in the performance of the duties of county medical examiner investigators. To this end the society will assist in producing and presenting of educational materials and hold meetings; present and provide a forum for the sharing and ongoing education of the clinical, technical and administrative issues facing Michigan Medical Examiners Offices; and provide information concerning death investigation to local, county, state officials and the general public, thus representing both MAME and MSDI in the highest professional standard.

**ARTICLE III**

**ETHICS STATEMENT**

Since the society is an affiliate of MAME and its membership comes from a variety of medical, legal, professional and paraprofessional backgrounds, each member shall honor the ethical principles of these disciplines. Every member shall strive for accuracy in reporting and testimony.

**ARTICLE IV**

**MEMBERSHIP**

Section 1 Membership in the society shall be open to any individual who is appointed, employed, or affiliated with County Medical Examiners Office within the state of Michigan. This includes but is not limited to crime labs; forensic labs; medical labs and their related parent agencies; and state, county, local and/or private labs, which by profession or employment provide expertise, clinical, and administrative support to a Medical Examiner Office.

Section 2 All members in good standing are eligible to vote and hold office.

Section 3 Persons seeking membership adhere to the application process as set forth by MAME bylaws Article V Affiliate Membership.

**ARTICLE V  
OFFICERS AND EXECUTIVE COMMITTEE**

Section 1 The management of the society shall rest with the Executive Committee that shall report to the MAME Executive Committee. The Executive Committee shall consist of nine (9) members.

Section 2 Three (3) members will be elected at each annual meeting of the society to serve a three (3) year term.

Section 3 **Officers and Terms:**

President	<b>one (3) year</b>	<b>term limit: 3 year</b>
President Elect	one (1) year	term limit: 1 year
Immediate Past President	one (1) year	term limit: 1 year
Treasurer	one (1) year	none
Secretary	one (1) year	none
<b>Member at Large</b>	<b>one (2) year</b>	<b>change on even years</b>
<b>Member at Large</b>	<b>one (2) year</b>	<b>change on odd years</b>

Election of officers will be held at the annual meeting. The officers will serve the terms as outlined above. The president elect at the conclusion of the annual meeting shall fill the President position. Positions that shall be filled by a vote of the membership are: President Elect, Secretary, Treasurer, and 2 Members at Large.

Section 4 The nomination committee shall conduct the election of officers. A ballot will be presented at the annual meeting in either paper or oral format and the vote shall be conducted on either paper or in oral format as deemed by the nomination committee. Proxies are not permitted.

Section 5 Elections will be determined by a majority vote of those present and voting. The election will be certified by the membership in attendance at the annual meeting and the minutes shall be approved upon adjournment of the meeting.

Section 6 No member of the Executive Committee shall serve more than three (3) consecutive three (3) year terms.

Section 7 The President will represent the MSDI to MAME by attending their annual meeting to report as directed on the society.

Section 8 Officers Roles and Responsibilities

- a. **President** – The President shall be the principle executive officer of the society and subject to the control of the executive committee shall have general supervision of the affairs of the society. The President shall subject to approval of the executive committee appoint the chairperson of all committees, except as otherwise provided. The President shall preside at all meetings of the executive committee and of the membership. The President will attend the MAME annual meeting and report to the MAME board on the current status of the society.

- b. **President Elect** – The President Elect will assume the position of President immediately following the current President’s term. The President Elect shall perform the duties of the President during the President’s absence and shall perform other duties as the executive committee may assign. In the event the President’s position becomes vacant, the President Elect shall complete the term then serve in the position of President as scheduled.
- c. **Immediate Past President** – The Immediate Past President shall act in the capacity of presidential advisor to facilitate a smooth transition of elected officers.
- d. **Secretary** - The Secretary shall keep the records of the society and maintain a current roster of the membership. The Secretary shall also keep minutes of all membership and executive committee meetings. The Secretary shall insure that notices of all meetings are sent to the entire membership.
- e. **Treasurer** – The Treasurer shall be responsible for all monies and securities of the society. The Treasurer shall keep regular books of account and in general shall perform all duties incident to the office of Treasurer. The Treasurer will provide a written report at each regular society meeting. The Treasurer shall be responsible for the deposit of monetary assets to the credit of the society in a depository designated by the executive committee and shall be responsible for the disbursement of the funds of the society as authorized by the executive committee. The Treasurer will provide a written annual report to the membership and the association at its annual meeting.
- f. **Members at Large** - **The Members at Large shall be responsible for assisting in the planning and coordination of the Annual Meeting. Duties many include, but are not limited to, recommending topics and contacting prospective Speakers, recommending meeting sites and site visits, and planning auxillary activities.**

## **ARTICLE VI COMMITTEES**

Section 1           The executive committee shall establish such committees as may be needed to conduct the affairs of the association. The President shall appoint a chairperson for each committee.

Section 2           **Standing Committees**  
The nomination committee shall prepare and present a ballot for the election of officers at the annual meeting. The ballot may be in oral, paper or electronic format. The committee will oversee the election and present the results for certification by the membership at the annual fall meeting.

## **ARTICLE VII MEETINGS**

- Section 1 The Society shall meet as a whole at least annually in conjunction with the MAME Annual Fall Meeting.
- a. The society annual business meeting shall be held during the MAME annual fall meeting. Reports from all committees including the executive report, and the financial report shall be presented during this meeting. The nomination committee shall prepare and present a ballot for the election of officers.
  - b. The executive committee will meet following the annual meeting to take action as needed and as outlined by the general membership.
- Section 2 Additional meetings may be set at the call of the President and notification shall be sent by the Secretary to all society members.
- Section 3 All meetings, unless specifically noted, are open to all society members.
- Section 4 Parliamentary authority at all meetings, except as otherwise noted by these bylaws, is Robert's Rules of Order, Revised.
- Section 5 **A quorum shall consist of the number of voting members of the Chapter present.**
- Section 5 The Secretary shall record the minutes of all meetings.

## **ARTICLE VIII FINANCES**

- Section 1 The executive committee will recommend the rate for annual dues to the executive board of MAME. MAME will set the rate for the society.
- Section 2 The executive committee will approve expenditures and will include meeting expenses, communications expenses, and any other expenses incurred by the society.
- Section 3 The society will report to the association upon request for Audit purposes all financial records and activities.

## **ARTICLE IX BYLAWS**

- Section 1 Bylaws may be adopted, amended, or repealed at the annual meeting or a special meeting called for that purpose. The membership shall be notified in writing of the proposed action and meeting date at least thirty (30) days in advance of the meeting. **Bylaw changes must be approved by a 2/3 vote of the members present and voting.**