

## Board of Admissions Committee

### Mission

- To accept, evaluate and render an opinion on applications submitted for AFTE membership, based upon the eligibility requirements as set forth in Article III of the AFTE Bylaws.

### Organization

The Board of Admissions is comprised of five (5) members—the First Vice-President who serves as the Chairperson, the Second Vice-President and three (3) Regular/Distinguished Members of the Association, who are nominated by the Nominating Committee and elected by the voting membership at the annual business meeting. The members serve three-year terms, which are staggered to provide continuity on the Board.

### Duties of the Chairperson

Review applications presented to the Board by the Membership Secretary and render an opinion to the committee by the date specified, based on the criteria as set forth in Article III of the AFTE Bylaws

- Initiate inquiries on applicants, when deemed appropriate.
- Coordinate inquiries of applicants by the members of the Board in a timely fashion.
- Notify an applicant whose membership status is delayed due to a specific inquiry or otherwise, in writing, of the delay.
- Notify the AFTE President of the decisions of the Board relative to applications.
- Assure that confidentiality is maintained by all members of the Board.

### Duties of the Board

- Review applications presented to the Board by the Membership Secretary and render an opinion to the committee by the date specified based on the following membership eligibility criteria, as specified in Article III of the AFTE Bylaws:
  - Membership in the Association shall be **limited to those persons of integrity with suitable education, training, and experience in the examination of firearms and/or tool marks.**
  - For purposes of membership, a practicing firearm and/or tool mark examiner shall be defined as an individual **who derives a substantial portion of their livelihood from the examination, identification, and evaluation of firearms and related materials and/or tool marks; or an individual whose present livelihood is a direct result of the knowledge and experience gained from the examination, identification, and evaluation of firearms and related materials and/or tool marks.**
- Be familiar with the AFTE Bylaws, and in particular, Article III pertaining to Membership categories and qualifications; use the criteria listed to evaluate applications considered.

- Conduct interviews, examinations and investigations, as deemed necessary, of individuals seeking Provisional, Regular or Technical Advisor membership in the Association.
- Appoint a Regular/Distinguished Member investigator, living in the same locale as the applicant, to serve as an extension of the board, in situations where an applicant is situated outside of the continental United States.
- Maintain confidentiality as regards all applications reviewed.