

SWGANTH Bylaws

Article I

Name and Objective

Section 1.

The name of the organization shall be the Scientific Working Group for [Forensic] Anthropology, herein referred to as SWGANTH.

Section 2.

The purpose of the SWGANTH shall be:

- A. To develop consensus best-practice guidelines and establish minimum standards for the Forensic Anthropology discipline.
- B. To disseminate SWGANTH guidelines, studies, and other findings that may be of benefit to the forensic community.

Section 3.

The objectives of SWGANTH shall be:

- A. To recommend and disseminate discipline guidelines for quality assurance and quality control;
- B. To provide guidelines and identify minimum standards and not to mandate policy;
- C. To discuss, share and exchange ideas regarding forensic analytical methods, protocols and research;
- D. To bring together organizations and/or individuals actively pursuing relevant analytical methods for the purpose of exchanging and disseminating information;
- E. To cooperate with other national and international organizations in developing relevant standards; and
- F. To monitor and disseminate research and technology related to the discipline.

Article II

Membership

Section 1. Composition of the Board

A governing board (hereinafter, the Board) shall be composed of members representative of the diverse academic pedigrees, experience, and knowledge in the discipline. At a minimum, members should hold a post-baccalaureate degree in Anthropology (or administratively equivalent field) with training or experience in Forensic Anthropology.

- A. The Board shall consist of no more than 25 members and/or organizational representatives. The composition shall reflect the major practitioners of forensic anthropology, e.g. those working in government laboratories, medical examiner's offices, non-governmental organizations, academic institutions, professional organizations, and as private consultants.
- B. New members may be nominated by any SWGANATH Board member and require a 2/3 majority vote for confirmation.
- C. The Federal Bureau of Investigation (FBI), as an agency, is a permanent member of the SWGANATH Board and may appoint up to two (2) representatives, who will serve in their official capacities representing the interests of the FBI. Representatives of this organization will hold two proxy votes for the purpose of conducting SWGANATH business.
- D. The Department of Defense Central Identification Laboratory (DoD CIL), as an agency, is a permanent member of the SWGANATH Board and may appoint up to four (4) representatives. Representatives of this organization will hold four proxy votes for the purpose of conducting SWGANATH business.
- E. The American Board of Forensic Anthropology, as an organization, is a permanent Board member and is represented by the current-year President of that organization. The representative of this organization will hold one proxy vote for the purpose of conducting SWGANATH business.
- F. The International Committee of the Red Cross (ICRC), as an organization, is a permanent Board member and may appoint up to one (1) representative. The representative of this organization will hold one proxy vote for the purpose of conducting SWGANATH business.

Section 2. Terms of Membership

- A. Board members shall serve three (3) year terms, beginning with the first meeting after his or her election, except at the onset of term limits, at which time approximately one-half of the existing Board will serve a one (1) year term, and approximately one-half of the existing Board will serve a two (2) year term.
- B. If the Board is considering re-election of a member, the Chair shall contact the member to determine his or her interest in continuing membership.
- C. The membership roster shall be reviewed at least annually by the Board. As vacancies occur, the Chair will determine the need to elect new Board Members.

Section 3. Termination of Membership

- A. Non-permanent Board membership may be terminated only if such termination is initiated by a Board member and must be confirmed by a minimum of 2/3 majority vote of the Board. Termination of Board membership may occur for the following reasons:
 - 1. Inability or unwillingness to attend Board meetings
 - 2. Inability or unwillingness to contribute to work products
 - 3. Failure to adhere to Bylaws
 - 4. Finding of an ethical violation
- B. An individual Board member may withdraw (resign) from the SWG by giving written notice to the Chair.

Article III

Officers and their Duties

Section 1. Officers

The officers shall be the Chair of SWGANTh Board, the Vice-Chair, and Chairs of any established Committees.

Section 2. Chair of SWGANTh

- A. Duties: The Chair shall preside over meetings and, to the extent consistent with his or her official duties, promote the objectives of SWGANTh. In addition, the Chair shall establish Committees as deemed necessary
- B. Terms of office: The Chair of the SWGANTh Board (hereinafter, Chair) shall be elected for a four-year term, and may not serve more than two (2) four-year terms consecutively. The election requires a quorum of Board representatives and the candidate achieving a majority, or holding a plurality, of votes will be elected. The incumbent Chair is permitted to vote in the election of a successor. The first term of the first SWGANTh Chair shall be for two years; thereafter it shall be for four years.
- C. Vacancies: If at any time during a Chair's tenure, that person is temporarily unable to serve, the Vice-Chair shall serve as Chair during the period of absence. In the event of the Chair's resignation or an inability to serve for a period in excess of six (6) months, a successor will be elected. If the incumbent is unavailable at the time of this election, the Vice-Chair shall call a meeting to elect a new Chair.
- D. In the event that the Chair is an organizational representative, he or she shall become non-permanent members for the duration of their appointment.

Section 3. Vice-Chair of SWGANTh

- A. Duties: The Vice-Chair shall assist the Chair, monitor Board membership, provide official correspondence at the discretion of the Chair, communicate minutes and other meeting-related materials to the membership, and manage Committees established by the Chair to promote the objectives of SWGANTH.
- B. Terms of Office: The Vice-Chair shall be elected by the Board and serve a four-year term and be subject to re-election. The election requires a quorum of Board representatives and the candidate achieving a majority, or holding a plurality, of votes will be elected. The incumbent Vice-Chair of the SWGANTH Board is permitted to vote in the election of a successor.
- C. Vacancies: If at any time during a Vice-Chair's tenure, that person is temporarily unable to serve, the Chair of SWGANTH shall designate any other Board member to serve as Vice-Chair during the period of absence. In the event of the Vice-Chair's resignation or an inability to serve for a period in excess of six (6) months, a successor will be elected to serve out the remaining term.
- D. In the event that the Vice-Chair is an organizational representative, he or she shall become non-permanent members for the duration of their appointment.

Article IV

Meetings

Section 1.

The SWGANTH Board shall have at least one (1) official meeting per year. A meeting will be considered official when a quorum is present in person or proxy. Remote attendance (e.g., conference call, video teleconference) shall count toward seating a quorum.

Section 2.

The Chair may call for additional meetings at any time. Consideration will be given to the sponsor (FBI) and co-sponsor (DoD CIL) for facilitation and funding approval.

Section 3.

To the extent possible, notice of the meetings will be communicated to each representative at least 30 days before the meeting date. Meeting dates should be posted on the SWGANTH web site.

Section 4.

Meetings will consist of SWGANTH Board members. Invited visitors may attend meetings at the discretion of the Chair.

Section 5.

Each meeting will have a Recording Secretary, appointed by the Chair. The Recording Secretary will maintain a list of meeting attendance, determine whether a quorum is present, and record the meeting minutes. This information will be forwarded to the Vice-Chair following the meeting.

Article V

Committees

Section 1.

Committees shall be established on an ad hoc basis to address the business of the SWGANATH and will include at least two (2) Board members.

Section 2.

The Committee Chair shall be a Board member appointed by the SWGANATH Board Chair. The Committee Chair's appointment will be for the duration of the Committee business but not to exceed a two-year term and may be re-appointed.

Section 3.

The Committee Chairs are encouraged to enlist the aid of members of the forensic community in the development of proposals to be brought before the Board.

- A. Enlisted Committee members that are not members of the Board, but who are aiding in Committee business, shall be known as Advisory members.
- B. Advisory members are encouraged to participate in drafting proposals for review by the Board, but do not have voting privileges during Board meetings.
- C. Advisory members serve at the discretion of the Committee Chair.

Section 4.

Committees may solicit input and receive commentary from non-members of the Board:

- A. When appropriate, draft documents shall be placed on the secure SWGANATH web site at least 30 days prior to the SWGANATH meeting date where finalization of the document will occur, and/or
- B. Mailings, either electronic or hard copy, can be sent to recognized laboratories routinely carrying out the particular discipline at least 30 days prior to the SWGANATH meeting date, where finalization of the document will occur.

Section 5.

The Chair of the SWGANATH Board may establish other committees as he or she deems appropriate to aid in the business of the SWGANATH.

Article VI

Decision Making

Section 1.

Decisions regarding the adoption of Guidelines and on the overall method of operation of the SWGANTH shall be made by the Board members.

Article VII

Voting

Section 1.

Sixty percent (60%) of the SWGANTH Board members, including the Board Chair and Vice-Chair (or their designees), are required to constitute a quorum. A quorum of the members shall be required in order to call a meeting to order and to conduct business.

- A. Each voting member shall have one vote.
- B. Each permanent member shall have the designated number of proxy votes.
- C. Except as otherwise specified, all motions require a $2/3$ majority vote of attending members for passage.

Section 2.

At the discretion of the Board Chair, votes may be cast via mail or email. All other conditions of voting will apply.

Article VIII

Amendments to the Bylaws

Section 1.

To the extent possible, proposed amendments to the Bylaws shall be submitted to the Chair of the SWGANTH Board 45 days prior to a scheduled vote and the membership will receive proposed amendments from the Secretary at least 30 days prior to a vote.

Section 2.

Amendments to Bylaws shall require a $2/3$ majority vote of the entire Board.

Article IX

Changes to Existing Guidelines

Section 1.

Procedure.

- A. Changes to existing guidelines must be submitted to any Board member in writing and contain the following information:
 1. Document title
 2. Requestor's name
 3. Laboratory (or Institution) name
 4. Laboratory (or Institution) address
 5. Telephone number
 6. Change from (Note the document section number)
 7. Change to
 8. Reason for change
- B. The contacted Board member shall forward a copy of the request to the Chair of the SWGANTH Board.
- C. The proposal may be placed on the agenda of the next regularly scheduled SWGANTH meeting for consideration or scheduled for an electronic vote. If the request cannot be immediately addressed, an ad hoc committee may be formed. The Board may provide recommendations for Committee Advisory members as needed.
- D. Recommendations from Committees will be provided to all SWGANTH members at least 30 days before the date on which they will be voted.
- E. At those SWGANTH meetings where proposed changes have been received and await action, the Committee may meet prior to the beginning of the general Board meeting to make final recommendations regarding the changes.
- F. The recommendations of the Committee and the record of the request will be presented to the Board membership for final vote.
- G. SWGANTH members will be provided an opportunity to discuss both the proposed changes and the Committee recommendations and to vote on the final acceptance of the proposed changes.

Section 2.

SWGANTH products will expire as endorsed SWGANTH products after five (5) from the issue date. In anticipation of expiration, the product shall be reviewed for re-adoption without amendment, re-adoption with amendment, replacement, or abandonment.

Article X

Communication

Section 1.

Official communications shall be conveyed only by the Board Chair or a designee.

Section 2.

The SWGANTH shall have a method of communication by electronic means such as the Internet or email. Board members shall have a secure password protected site for private communications.

Section 3.

Guidelines and approved documents will be published on the public SWGANTH website.

Section 4.

Advisory members shall have access to draft guidelines and approved meeting minutes.

Article XI

Parliamentary Authority

Section 1.

The simplest mechanism governing meetings will be used.

Section 2.

Robert's Rules of Order Newly Revised shall be referred to where deemed necessary.