

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 guidelines 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 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.

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, non-permanent 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 20 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 SWGANTH 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 SWGANTH 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 SWGANTH business.
- D. The Department of Defense Central Identification Laboratory (DoD CIL), as an agency, is a permanent member of the SWGANTH Board and may appoint up to four (4) representatives. Representatives of this organization will hold four proxy votes for the purpose of conducting SWGANTH 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 SWGANTH business.

Section 2.

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.
- 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.

The officers shall be the Chair of SWGANTH Board, the Secretary, and Chairs of any established Committees.

- A. 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 SWGANTH Chair shall be for two years; thereafter it shall be for four years.
- B. Vacancies: If at any time during a Chair's tenure, that person is temporarily unable to serve, the Chair of the SWGANTH shall, at his or her discretion, designate any other Board member to 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 Secretary shall assume the duties of the Chair for the limited purpose of calling a meeting to elect a new Chair.
- C. The Secretary 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 Secretary of the SWGANTH Board is permitted to vote in the election of a successor.
- D. In the event that the Chair or the Secretary are organizational representatives, they shall become non-permanent members for the duration of their appointment.

Section 2.

The duties of the officers shall be as follows:

- A. SWGANTH Chair: Shall preside over meetings and shall, to the extent consistent with his or her official duties, promote the objectives of the SWGANTH and shall establish subcommittees as necessary. Shall represent the SWGANTH.
- B. SWGANTH Secretary: Shall record the minutes of all meetings and maintain written records and membership rolls. Shall provide official correspondence at the direction of the Chair and membership and shall communicate minutes to members.

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.

Article V

Committees

Section 1.

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

Section 2.

The Committee Chair shall be a Board member appointed by the SWGANTH 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 SWGANTH web site at least 30 days prior to the SWGANTH 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 SWGANTH meeting date, where finalization of the document will occur.

Section 5.

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

Article VI

Decision Making

Section 1.

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

Article VII

Voting

Section 1.

Sixty percent (60%) of the SWGANATH Board members, including the Board Chair and Secretary (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 SWGANATH 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)
 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 can not 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 on.
- 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.

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.