

BYLAWS OF THE SCIENTIFIC WORKING GROUP FOR THE ANALYSIS OF SEIZED DRUGS

1 Name and objectives

- 1.1 The name of the organization shall be the *Scientific Working Group for the Analysis of Seized Drugs*, herein referred to as SWGDRUG.
- 1.2 The mission of SWGDRUG is to recommend minimum standards for the forensic examination of seized drugs and to seek their international acceptance.
- 1.3 SWGDRUG shall seek to achieve this mission through the following objectives:
 - a) specifying requirements for practitioners' knowledge, skills and abilities,
 - b) promoting professional development,
 - c) providing a means of information exchange within the forensic science community,
 - d) promoting ethical standards of practitioners,
 - e) providing minimum standards for examinations and reporting,
 - f) establishing quality assurance requirements,
 - g) considering relevant international standards, and
 - h) seeking international acceptance of SWGDRUG recommendations.

2 Membership

Members shall be representative of the experience and knowledge in the discipline of forensic drug analysis.

- 2.1 The membership of the SWGDRUG Core Committee shall consist of a maximum of 30 individuals and shall consist of a Chair, **Vice Chair**, Secretariat and members. Subcommittees shall be drawn from the membership. The official roster shall be documented.
 - 2.1.1 The Chair shall be a representative from the Drug Enforcement Administration (DEA) and shall be appointed by the DEA Office of Forensic Sciences Deputy Assistant Administrator or his/her designee.
 - 2.1.2 The Vice Chair shall be appointed by the Chair from the membership.**
 - 2.1.3 The Secretariat shall be appointed by the Chair.
 - 2.1.4 The Chair shall endeavor to maintain a core committee consisting of members who are representative of international forensic organizations.
 - 2.1.5 Committee membership shall be published on the SWGDRUG website (www.swgdrug.org).
- 2.2 Members of SWGDRUG shall be appointed by the Chair.
 - 2.2.1 The Chair shall, to the extent possible, consider ancillary information such as profession (law enforcement, scientist, consultant, etc.), geography (regional, international, etc.), as well as affiliation (local, state, or federal government agencies; private; academic; etc.) in evaluating potential membership candidates.

2.2.2 Appointment to SWGDRUG membership resides with an individual and continues at the discretion of the Chair. It is not an agency or affiliation appointment.

2.2.3 A core committee member may be represented by a proxy at the discretion of the Chair.

2.3 Terms of appointment

2.3.1 The term of appointment for the Chair shall be at the discretion of the DEA Office of Forensic Sciences Deputy Assistant Administrator or his/her designee.

2.3.2 The term of appointment for the Vice Chair shall be at the discretion of the Chair.

2.3.3 The term of appointment for the Secretariat shall be at the discretion of the Chair.

2.3.4 Members of SWGDRUG shall be appointed for a minimum of three years with no limitation of the number of terms served either consecutively or in total.

2.4 Vacancies

2.4.1 The vacancy of a SWGDRUG membership position occurs upon the resignation of a SWGDRUG member either from SWGDRUG or his/her agency or affiliation, death of a member, or the completion of a membership term.

2.4.2 Should a SWGDRUG member fall out of good standing or be absent from three consecutive SWGDRUG meetings without good cause, or in other extreme cases of irregular attendance, the Chair may revoke SWGDRUG membership status.

2.5 Invited guests

The Chair may invite guests to participate in SWGDRUG meetings. Invited guests shall not be considered members of SWGDRUG and shall not be granted voting privileges.

3 Officers and duties

3.1 The Chair shall manage duties including but not necessarily limited to the following:

- presiding at meetings,
- appointing members,
- establishing subcommittees,
- inviting guests to meetings,
- assigning tasks to members and/or subcommittees, and
- acting as the principal spokesperson for SWGDRUG.

3.2 The Vice Chair shall perform such duties as may be assigned by the Chair and shall perform duties including, but not necessarily limited to the following:

- discharge the duties of the Chair as needed,
- assist with appointing members and establishing subcommittees, and
- monitoring tasks of members or subcommittees.

- 3.2 The Secretariat shall perform such duties as may be assigned by the Chair and shall perform all administrative duties incident to the office including, but not necessarily limited to the following:
- scheduling meetings,
 - preparing meeting agendas,
 - maintaining records of meetings and bylaws, and
 - maintaining the SWGDRUG website.
- 3.3 The SWGDRUG core committee shall review and evaluate all recommendations made by SWGDRUG subcommittees, vote on such recommendations and communicate information to their respective organization and/or country.
- 3.4 The SWGDRUG subcommittees shall draft recommendations to address specific topics or sets of issues identified to be important to the group or the general discipline of forensic drug analysis.

4 Meetings

- 4.1 SWGDRUG shall meet a minimum of one time per calendar year. SWGDRUG meetings are dependent on available funding.
- 4.2 SWGDRUG members shall be notified of SWGDRUG core committee meetings no less than 60 days in advance.
- 4.3 Public notice of meeting dates shall be posted on the SWGDRUG website.
- 4.4 The DEA shall make travel and/or lodging arrangements for all SWGDRUG members in accordance with United States Federal regulations, where applicable.
- 4.5 SWGDRUG members shall receive no compensation or honoraria in lieu of salary or wages for their time spent attending meetings or working on business.
- 4.6 Minutes shall be prepared after each meeting and circulated to the core committee for comment. Minutes shall be posted to the SWGDRUG website following an appropriate comment period.

5 Subcommittee working groups

- 5.1 The Chair shall establish subcommittees and designate Subcommittee Chairs.
- 5.2 The Subcommittee Chair shall manage the activities of the subcommittee and perform all duties, including but not necessarily limited to the following:
- presiding at subcommittee meetings,
 - preparing subcommittee meeting agendas,
 - maintaining records,
 - preparing subcommittee task documents,
 - acting as a spokesperson for the subcommittee,
 - seeking specialized input from outside the core committee membership, and
 - forwarding appropriate draft documents and other supplementary documents to the SWGDRUG Secretariat.

- 5.3 Upon completion of all the duties assigned it by the Chair, a subcommittee shall be indefinitely suspended or dissolved and its members reassigned as appropriate.

6 Formal Voting Procedures

- 6.1 The Chair and Core Committee members shall have voting privileges for the purpose of ratifying the SWGDRUG draft recommendations, supplementary documents, bylaw amendments and other business deemed necessary by the Chair.
- 6.2 The Chair shall have the discretion to grant proxy voting rights.
- 6.3 The Secretariat shall not have voting privileges.
- 6.4 A vote shall only be conducted when a quorum of at least 3/4 of the membership is achieved.
- 6.5 An acceptance vote requires an affirmative vote of 2/3 of the attending members.
- 6.6 Electronic ballots may be used at the discretion of the Chair to complete SWGDRUG tasks outside a core committee meeting. A quorum is documented by acknowledgment of receipt of electronic ballots.
- 6.7 Voting results must be documented.

7 Process for approval of recommendations or supplementary documents

- 7.1 SWGDRUG core committee members shall review draft recommendations or supplementary documents provided by subcommittees. The review process shall be governed by the Chair.
- 7.2 After review, the draft recommendation or supplementary document shall be presented to the SWGDRUG core committee members for a formal vote.
- 7.2.1 An acceptance vote shall release the draft recommendation or supplementary document for public comment.
- 7.2.2 A non-acceptance vote shall return the draft recommendation or supplementary document to the subcommittee for further consideration with direction from the Chair.
- 7.3 An approved draft recommendation or supplementary document shall be released for public comment on the website for a minimum of 60 days. Comments shall be acknowledged and forwarded to the subcommittee for review and consideration.
- 7.4 After public comment and any necessary revision(s) by the subcommittee, the draft recommendation or supplementary document shall be presented to the SWGDRUG membership for formal vote.
- 7.4.1 An acceptance vote shall release the recommendation or supplementary document for publication.

7.4.2 A non-acceptance vote shall return the draft recommendation or supplementary document to the subcommittee for further consideration with direction from the Chair.

7.4.3 The status of such documents shall be published on the website.

8 Amendments to the bylaws

8.1 Amendments to bylaws shall be by formal vote.

8.2 To the extent possible, proposed amendments to the bylaws shall be submitted to the Chair 45 days prior to a scheduled vote.

8.3 The SWGDRUG core committee shall receive proposed amendments from the Secretariat at least 30 days prior to a vote.

8.4 Final revisions may be made at a core committee meeting without further notice.

8.5 An acceptance vote shall approve the amendments to the bylaws.

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