SWGTREAD BY-LAWS

Article I
Name and Objective
Section 1.
The name of the organization shall be the Scientific Working Group for Shoeprint and Tire Tread Evidence, herein referred to as SWGTREAD or the Board.

Section 2.
The purpose of the SWGTREAD shall be:
A. To develop a series of standards for the shoeprint and tire track discipline.
B. To disseminate SWGTREAD standards, studies, and other information that may be beneficial to the forensic community.
C. To encourage and enable communication between shoeprint and tire track examiners.

Section 3.
The objectives of SWGTREAD shall be:
A. to recommend and disseminate discipline standards for quality assurance and quality control,
B. to establish standards for laboratory management to ensure qualifications of shoeprint and tire tread examiners and the reliability of examination results.
C. To discuss, share and exchange ideas regarding forensic analysis, methods, protocols and research,
D. to bring together organizations and/or individuals actively pursuing relevant analysis methods for the purpose of exchanging and disseminating information,
E. to cooperate with other national and international organizations in developing relevant standards.
F. to monitor and disseminate, encourage and direct, research, technology, and other ideas and information related to the discipline.

Article II
Membership
Section 1.
A. The SWG shall consist of up to 21 regular Board members and will include the current year Chair of the Footwear and Tire Track Science and Practice Committee of the IAI (International Association for Identification) or designee from the IAI S&P committee. If the IAI S&P chair is not currently included on the Board he or she shall be invited to participate in all SWG activities as the 22nd member and have full voting privileges during his or her tenure.
B. New members are solicited through an announcement and application process. A new member may also be nominated by any SWGTREAD Board member. New members require a 2/3 majority of the Board vote for confirmation.
C. The Federal Bureau of Investigation is a member of SWGTREAD and may appoint an FBI liaison, to provide communication as the FBI manages funds and travel arrangements for SWGTREAD.

Section 2.
Termination of Membership

Effective 12/30/10
A. 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. Resignation: An individual Board member may withdraw from SWG by giving written notice to the Chair of SWG.

Article III
Officers and their Duties

Section 1.
The officers shall be the Chair of SWG, the Secretary, and Chairs of any established Committees.

A. Terms of office. The Chair of SWG shall be elected for a 3-year term, and a limit of two (2) two-year terms thereafter. The election requires a quorum of SWG representatives and the candidate with the largest number of votes will be elected. The incumbent Chair of SWG is permitted to vote in the election of a successor.

B. Vacancies. If at any time during a Chair’s tenure, that person is temporarily unable to serve, the Chair of SWG shall, at his or her discretion, designate any other Board member to serve as Chair of SWG 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 or the designated FBI member shall assume the duties of the Chair of SWG for the limited purpose of calling a meeting to elect a new Chair.

C. The Secretary shall be elected by the SWG and serve a 2-year term and be subject to re-election. The election requires a quorum of SWG representatives and the candidate with the largest number of votes will be elected. The incumbent Secretary of SWG is permitted to vote in the election of a successor.

Section 2.
The duties of the officers shall be as follows:

A. SWG Chair. Shall preside over meetings and shall, to the extent consistent with his or her official duties, promote the objectives of SWG and shall establish subcommittees and appoint members to committees as necessary.

B. SWG 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.
SWG shall have at least one (1) meeting per year.

Section 2.
The Chair may call for additional meetings at any time. Consideration will be given to the sponsor (FBI) for facilitation and funding approval.

Section 3.
To the extent possible, notice of the meetings will be communicated to each representative at least 60 days before the meeting date. Meeting dates should be posted on the SWG web site.

Effective 12/30/10
Section 4.
Meetings will consist of SWGTREAD members. Invited visitors (advisory members) may attend meetings at the discretion of the Chair, subject to approval for funding.

Article V
Committees
Section 1.
Committees shall be established on an ad hoc basis to address the business of the SWG and consist of at least two (2) Board members.
Section 2.
The Committee Chair shall be a Board member elected by the representatives appointed to the Committee. The candidate with the largest number of votes will be elected. The Committee Chair will be elected for the duration of the Committee business but not to exceed a two-year term and may be re-elected.
Section 3.
The Committee Chairs are encouraged to consult with representative(s) of other forensic laboratories and when necessary 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 shall solicit input and receive commentary from non-members of the SWG:
   A. when appropriate, draft documents shall be placed on the secure SWGTREAD web site at least 60 days prior to the SWG meeting date where finalization of the document will occur, and/or
   B. when appropriate, draft documents shall be presented in an open forum such as the annual IAI educational seminar, and/or
   C. mailings and publications, to reach the relevant community, either electronic or hard copy, at least 60 days prior to the SWG meeting date, where finalization of the document will occur.
Section 5.
The Chair of SWGTREAD may establish other committees as he or she deems appropriate to aid in the business of the SWG.

Article VI
Decision Making
Section 1.
Decisions regarding the adoption of standards and on the overall method of operation of SWGTREAD shall be made by the Board members.

Article VII
Voting
Section 1.
Sixty percent (60%) of the SWG members are required to constitute a quorum. A quorum of the members (or, in the case of Committee or special meetings, of the assigned or designated representatives) shall be required in order to call a meeting to order and to conduct business.

Effective 12/30/10
A. Each voting member shall have one vote.
B. Except as otherwise specified, all motions require a 2/3 majority vote of attending members for passage.
C. Voting may be conducted by email for business between scheduled meetings. Email votes must include response by at least 2/3 of the voting members of the Board.

**Article VIII**

**Amendments to the Bylaws**

**Section 1.**
To the extent possible, proposed amendments to the Bylaws shall be submitted to the Chair of SWGTREAD 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 Standards**

**Section 1.**

**Procedure.**

A. Proposed changes to existing standards must be submitted to any Board member in writing and contain the following information:
   - Document title
   - Requestor's name
   - Laboratory
   - Laboratory address
   - Telephone number
   - Change from (Note the document section number)
   - Change to
   - Reason for change

B. The contacted Board member shall forward a copy of the request to all other Board members within 15 days of receipt.

C. The proposal may be placed on the agenda of the next regularly scheduled SWGTREAD meeting for consideration or scheduled for an electronic vote. If the request can not be immediately addressed, an ad hoc committee will be formed. The Board may provide recommendations for Committee Advisory members as needed.

D. Recommendations from the Committee will be provided to all SWG members at least 30 days before the date on which they will be voted on.

E. At those SWGTREAD meetings where proposed changes have been received and await action, the Committee could meet on a day prior to the beginning of the general SWGTREAD 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 SWGTREAD membership for final vote.

G. SWGTREAD 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**

Effective 12/30/10
Section 1.
Official communications shall be conveyed only by the Chair or a designee.

Section 2.
SWGTREAD 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
Standards and approved documents will be published on the public SWGTREAD website.

Section 4
An effort to notify the relevant community of documents posted for comment will be made by the chair or a designee and may include written and electronic postings.

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.

SWGTREAD Bylaws Revised:
Adopted April 12, 2011

Terms:

Chair        Lesley Hammer        March 2009 - September 2012
Secretary    Brian McVicker       March 2011 - September 2012
Research Chair  Gary Hauptmann  March 2011 - September 2012
Standards Chair Matt Johnson      March 2011 - September 2012
Resource Chair  Brian McVicker  March 2011 - September 2012