

## Section 1. Membership

F. Partner Member: Partner Membership shall be open to forensic educators, crime scene investigators, trainers and those who do not meet the criteria for Regular Membership. **Partner members may include forensic vendors which are actively involved in forensic technology research and development.** This membership allows an affiliation with the Association, however Partners may not vote nor earn points for promotion.

## Article 4: Committees

### **Section 4. The Audit Committee**

The Audit Committee shall consist of at least three (3) members of the Association. These members and the Chair shall be appointed by the President. The Audit Committee shall make a detailed examination of the financial records of the annual conference and the Association **main account.** The detailed examination may be conducted by an external individual(s) that is approved by the Board of Directors. This committee will present both reports of the findings to the membership, at least once each business year, or more frequently if deemed necessary by the President. The business year shall be from one (1) business meeting until the next business meeting. The Audit Committee will coordinate with the Website committee on how and where to archive examination of the financial records.

## Article Six: Duties of the President-Elect

### **Section 6.**

**The President-Elect will be given signatory rights to the Association financial records.**

## Article Eight: Duties of the Secretary

### **Section 4.**

The Secretary shall serve as a member of the Board of Directors. **In addition, the Secretary will be added to the Main and Conference accounts for the length of their term. This must be coordinated within 60 days of the association annual meeting or when the Secretary begins the term.**

## Article 11: Elections

### **Section 2.**

All officers shall be elected by a secure electronic balloting system. Only Regular, Distinguished, or Emeritus members of the Association may be nominated for or hold the office of Chairperson of the Board of Directors, President, President-Elect, Secretary, Treasurer, or Board of Directors. In order to be elected to any office, the person nominated must receive the highest number of votes cast for persons running for that particular office. **In the event of a tie, a runoff election will be held within twenty (20) days of the original election dates, to be completed by the annual conference.**

## Section 6

The Board of Directors will select a SWAFS member to receive the James Alan Zotter Memorial Award each year. The Board of Directors will submit nominees. **Active board members are exempt from nomination.** A vote will be conducted and the member with the majority votes will be the recipient of the award.

### Article Fourteen: Code of Professional Conduct

#### VI. Ethics relating to SWAFS committee chairpersons and elected board of directors' members.

- A. It shall be the responsibility of these chairpersons and elected officials to uphold all duties as explained in the bylaws.
- B. Each elected board member must sign a yearly code of conduct which will be electronically stored by the SWAFS Secretary. This must be completed within 60 days of the annual conference conclusion. See Document A for further reference.
- C. These duties start as soon as the annual conference ends and/or when the new officials and chairpersons begin said responsibilities and duties. The President is responsible for designating the chair and all committees once they have assumed office. This task may take additional time, depending on the circumstances.
- D. Each committee chairperson and elected official must avoid any conflict-of-interest situations regarding their positions.

#### VII. Rules and Procedures

### Document A

#### SWAFS BOD members Code of Conduct

1. I will comply with all bylaws of this organization to the best of my ability.
2. I will disclose any conflicts of interest regarding my position on the board of directors.
3. I will participate accordingly in discussions and association business in a prompt and thorough manner.
4. I will always keep all board discussion confidential.
5. I will conduct myself with professional respect and dignity that behooves the forensic science profession.
6. I will be respectful and gracious to others when debating issues and concerns.

BOD member \_\_\_\_\_ Date \_\_\_\_\_

For reference: <https://www.swgdrug.org/Archived/Ethics%20102003.pdf> (drug analysis specific)