

# CLANDESTINE LABORATORY INVESTIGATING CHEMISTS ASSOCIATION CONSTITUTION

## Article I: NAME

The name of this organization shall be the Clandestine Laboratory Investigating Chemists (CLIC) Association, a non-profit organization, referred to hereafter as the Association.

## Article II: OBJECTIVES AND GOALS

Section 1: To encourage the dissemination of information within the field of clandestine laboratory investigation and evidence examination, and to discuss problems and issues of common interest.

Section 2: To stimulate research and development of new techniques, and to provide resource information in the field.

Section 3: The members of this Association, regardless of membership class, recognize, respect and vow to prevent the unlawful use of any sensitive information provided by the Association by unauthorized persons. A violation of this confidence may be punishable by expulsion from the Association.

Section 4: To provide training and establish recommended training standards for scientists engaged in the investigation of clandestine laboratories producing illicit drugs.

## Article III: MEETINGS

Section 1: The annual meeting of the Association shall be held at a time specified in the Bylaws.

Section 2: Notice of the annual meeting shall be published in the edition of the CLIC Journal immediately preceding the annual meeting or by email to all voting members at least 30 days in advance of the date of the annual meeting. The posting of such notice by email shall be sent to the last known email address of such members and shall be considered official notification of the pending meeting.

Section 3: A quorum at any regular meeting of the membership shall be equal to the number of members present.

Section 4: All actions by the Association shall be by majority vote except as otherwise provided in this Constitution or in the Bylaws.

Section 5: Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meeting of this Association.

## Article IV: OFFICERS

Section 1: Officers of this Association shall be the President, Vice President, Secretary, Treasurer, Membership Secretary, Editorial Secretary, Immediate Past President and two (2) Members- at-Large.

Section 2: The Officers of the Association shall also serve as the Board of Directors of the Association.

Section 3: Officers of this Association shall be elected to the following terms: 1) the office of President, Vice President and Immediate Past President shall be a term of one year; 2) the office of President shall be automatically assumed by the Vice

President from the previous term; 3) the outgoing President shall automatically assume the office of Immediate Past President; 4) the offices of the two (2) Members-at-Large shall be for terms of two years; and 5) the offices of Secretary, Treasurer, Membership Secretary and Editorial Secretary shall be for terms of three years.

The terms of the Officers of this Association shall begin at the close of the annual meeting at which they are elected. Officers shall be eligible to serve no more than two consecutive full terms.

In the event of the death or resignation of the President or, the President is unable to fulfill the duties of the office, the Vice President shall automatically be elevated to the office of President for the unexpired term. In the event of the death, incapacitation or resignation of both the President and the Vice President, the position shall be held by the Treasurer for the remainder of the term.

The Board of Directors shall meet as specified in the Bylaws. Special meetings may be called by the President or at the request of at least one-half of the Board members. Notice of each special meeting shall be given to all who are entitled to be present.

## **Article V: AMENDMENTS**

Any article of this Constitution may be amended by a three-fourths (3/4) vote of the voting members present at the Business Meeting, provided that copies of each proposed amendment shall have been distributed to all voting members at least thirty (30) days in advance of the meeting at which the action is to be taken. Changes to the Bylaws may be proposed by any voting member and the Bylaws may be amended by a three-fourths (3/4) vote of the voting members present at the Business Meeting. No Bylaw may conflict with this Constitution.

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# **CLANDESTINE LABORATORY INVESTIGATING CHEMISTS ASSOCIATION BYLAWS**

## **Chapter I: MEMBERSHIP**

Section 1. There shall be six (6) classes of membership in the Association:

(A) **REGULAR MEMBER**

- (1) A Regular member is a law enforcement laboratory scientist currently involved in chemical analysis of clandestine laboratory evidence, clandestine laboratory scene response and investigation, and/or regularly responsible for the identification of controlled substances that may be the result of clandestine production, and is currently subject to testifying in courts of law as a result of such activity; or is the manager of such a scientist(s), either directly or indirectly.
- (2) A Regular member shall provide upon application for membership to the Association a Verification of Employment signed by their immediate supervisor, laboratory director, or other management individual performing an annual Performance Evaluation confirming the applicant satisfies the requirements of Chapter 1, Section 1.A.1 above, and a current resume or curriculum vitae.
- (3) A Regular member is a voting class of membership and is eligible to hold an elected office in the Association.

- (4) The application packet of the person applying for Regular membership shall be reviewed by the Membership Committee. The Membership Committee shall recommend granting membership of the qualified applicant to the membership. The applicant shall be approved by three-fourths (3/4) of the voting members attending a regular Business Meeting.
- (5) A Regular member shall, upon written request of the Membership Committee or upon change of employment or position, provide an updated Verification of Employment stating the member continues to meet the qualifications for Regular membership. This Verification shall be received by the Membership Secretary no more than 45 calendar days from the effective change.

(B) ASSOCIATE MEMBER

- (1) An Associate member is a person who does not meet the requirements for Regular member but is: 1) a law enforcement scientist whose duties may require participation in clandestine laboratory investigation or seizure; 2) a sworn law enforcement officer or investigator whose duties may require participation in clandestine laboratory investigation or seizure; 3) a law enforcement crime scene examiner; 4) a law enforcement latent fingerprint examiner; or 5) other individuals found by the Membership Committee to qualify.
- (2) An Associate member shall provide, upon application for membership to the Association, a Verification of Employment signed by their immediate supervisor, laboratory director, or other management individual performing an annual Performance Evaluation confirming the applicant satisfies the requirement of Chapter 1, Section 1.B.1 above, and a current resume or curriculum vitae.
- (3) An Associate membership is a non-voting class of membership and is not eligible to hold an elected office in the Association.
- (4) The application packet of the person applying for Associate membership shall be reviewed by the Membership Committee. The Membership Committee shall recommend granting membership of the qualified applicant to the membership. The applicant shall be approved by three-fourths (3/4) of the voting members attending a regular Business Meeting.
- (5) An Associate member shall, upon written request of the Membership Committee or upon change of employment or position, provide an updated Verification of Employment stating the person remains qualified for Associate Membership. This Verification must be received by the Membership Secretary no more than 45 calendar days from the effective change.

(C) LIFE REGULAR MEMBER

- (1) Any individual who has maintained Regular membership in the Association for at least 15 years and has made significant and on-going contributions to the Association and the field of clandestine laboratory investigation may request to the Board of Directors reclassification of their Regular member status to Life Regular member status. Examples of significant and on-going contributions include, but are not limited to, active participation in the Association as an elected officer, seminar host, seminar trainer, seminar presenter, and contributor of material to the Association's Journal as well as notable activities outside the Association. The applicant's request shall provide a detailed listing of any and all activities the applicant believes supports their request.

- (2) Within one year of receipt of a petition for Life Regular member status, the Board of Directors shall review and evaluate the request and shall vote on the request. A simple majority of voting Board Members is required for approval.
- (3) Life Regular member status is a distinguished class of membership in the Association. However, it may be revoked at any time, without cause, by both :
  - (a) A majority vote of the Board of Directors.
  - (b) Notice to the involved Life Regular Member.
- (4) The loss of Life Regular member status terminates the individual's membership in the Association. To regain membership in the Association, the individual must re-apply to the Association to be evaluated for eligibility and suitability.
- (5) Life Regular members shall retain all rights, privileges, and responsibilities of a Regular Member.

#### (D) LIFE ASSOCIATE MEMBER

- (1) Any individual who has maintained Associate membership in the Association for at least 15 years and has made significant and on-going contributions to the Association and the field of clandestine laboratory investigation, may request to the Board of Directors reclassification of their Associate Member status to Life Associate member status. Examples of significant and on-going contributions include, but are not limited to, active participation in the Association as an elected officer, seminar host, seminar trainer, seminar presenter, and contributor of material to the Association's Journal as well as notable activities outside the Association. The applicant's request shall provide a detailed listing of any and all activities the applicant believes supports their request.
- (2) Within one year of receipt of a petition for Life-Associate Member status, the Board of Directors shall evaluate the request and shall vote on the request. A simple majority of voting Board Members is required for approval.
- (3) Life-Associate Member status is a distinguished class of membership of the Association. However, it may be revoked at any time, without cause, by both :
  - (a) A majority vote of the Board of Directors.
  - (b) Notice to the involved Life Associate Member.
- (4) The loss of Life Associate member status terminates membership in the Association. To regain membership in the Association, the individual must re-apply to the Association to be evaluated for eligibility and suitability.
- (5) Life Associate Members shall retain all rights, privileges, and responsibilities of an Associate member.

#### (E) AGENCY MEMBER

- (1) This class of membership is for law enforcement agencies who wish to receive the Association's Journal for informational purposes. The granting of Agency membership shall be at the sole discretion of the Board of Directors.
- (2) This is a non-voting class of membership.

#### (F) RETIRED MEMBER

- (1) Any individual who has maintained any class of membership in the Association for at least 5 years and has made significant and ongoing contributions to the Association in the field of clandestine laboratory investigation, may request to the Board of Directors through the Membership Secretary, reclassification of their Member status to Retired Member status. Examples of significant and on-

going contributions include, but are not limited to, active participation in the Association as an elected officer, seminar host, seminar trainer, seminar presenter, and contributor of material to the Association's Journal, as well as notable activities outside the Association. The applicant's request shall provide a detailed listing of any and all activities the applicant believes supports their request.

- (2) A member is eligible to become a Retired Member when they have retired from their qualifying agency and no longer meet the criteria of a Regular or Associate member.
- (3) Within one year of receipt of a position for Retired Member status, the Board of Directors shall evaluate the request and shall vote on the request. A simple majority of voting Board Members is required for approval.
- (4) Retired member status may be revoked at any time, without cause, by both:
  - (a) A majority vote of the Board of Directors.
  - (b) Notice to the involved Retired Member.
- (5) The loss of Retired Member status shall terminate membership in the Association. To regain membership in the Association, the individual must re-apply to the Association to be evaluated for eligibility and suitability.
- (6) Retired members shall not be eligible to vote on business brought to the general membership or occupy an Association office but may continue to volunteer their service.

#### Section 2:

- (A) Only Regular members shall be eligible to vote at Business Meetings.
- (B) Payment of annual Association dues and penalties is the responsibility of the individual member.
- (C) Annual dues for all membership classes are due and payable no later than June 1 of the current calendar year. After June 1 of the current calendar year, any unpaid or outstanding membership dues are delinquent. The Association reserves the right to assess a "Late Fee" penalty to delinquent dues.
- (D) An invoice or statement for annual membership dues shall be delivered by email, facsimile, or other electronic or physical means. At least one reminder of the unpaid dues shall be issued prior to September 1 of the current calendar year.
- (E) Any member who is delinquent, as defined in Chapter 1, section 2(C), shall not be allowed to register or attend the Association's annual training seminar or special courses sponsored by the Association, until their membership dues and penalties are paid in full.

#### Section 3: Ethics and Professional Conduct

- (A) Members shall act with honesty, integrity, and objectivity
- (B) Members shall work only within the bounds of their professional competence.
- (C) Members shall take reasonable steps to maintain their competence.
- (D) Members shall recognize their ethical responsibility to forensic science.
- (E) Members shall declare to their employer or other appropriate authority any pressure intended to influence the result of an examination.
- (F) Members shall declare to their employer or other appropriate authority any prior contact or personal involvement, which may give rise to conflict of interest, real or perceived.
- (G) Members shall undertake no actions nor maintain associations which could be interpreted to be unethical, nor shall they act or be party to activity likely to cause

detriment to the profession of clandestine laboratory investigation or to the Association.

- (H) Members shall not issue statements or present themselves in any manner which would appear to represent the position of the Association without the express written consent of the Board of Directors.
- (I) Members shall be liable, notwithstanding the above provisions, to be called to show cause why they should not be dismissed from the Association should they, by action, non-action or association, be determined by the Board of Directors to have brought the Association into disrepute.

#### Section 4: Termination of Membership

##### (A) Termination Upon Request of Member.

Any member may terminate their membership in the Association by a written request directed to the Membership Secretary or Treasurer.

##### (B) Termination For Failure to Pay Dues.

- (1) Any member who is delinquent in paying dues, as defined in Chapter 1, section 2(C) for two
- (2) consecutive years shall be automatically terminated without prior notice.
- (2) Any member who is delinquent, as defined in Chapter 1, section 2(C), in the calendar year following their acceptance as a member of the Association shall be automatically terminated without prior notice.
- (3) Any member terminated for delinquent dues shall be ineligible to apply for membership for a period of five (5) years from their date of termination, unless otherwise approved by the Board of Directors.

##### (C) Termination Due to Change of Employment.

A member shall be automatically terminated if the member's new employment fails to meet the membership eligibility requirements.

##### (D) Termination For Cause.

A member shall be expelled from the Association for violations of Ethics and Professional Conduct as enumerated in Chapter I, Section 3 above. Any member or members may initiate an ethics investigation against another member or members by petitioning, in writing, to the Board of Directors. The petition shall include the specific charges including dates, times, individuals involved, and copies of appropriate documentation such as reports or transcripts. The President shall appoint an Ad Hoc Ethics Committee comprised of a Member-at-Large and two (2) Regular or Life Regular members to investigate the claim. It shall be the duty of the Ad Hoc Ethics Committee to:

- (1) Investigate any claim(s) of unprofessional conduct as enumerated in the petition.
- (2) Allow the accused and the accuser a reasonable opportunity to be heard and confronted.
- (3) The Ad Hoc Ethics Committee shall present its findings and recommendations to the membership at the next regular Business Meeting of the Association. The findings of the Committee may range from "Unfounded, with no action taken," to "Founded, with the recommendation of expulsion from the Association." A three-fourths (3/4) vote of the voting members at the Business Meeting is required for expulsion of any member.

- (4) The suspected ethics violation(s), the accused, the accuser and associated documents shall be kept in the strictest of confidence. The records shall be sealed to anyone but the accused and the accuser, or their legal representatives. Records of ethics matters shall be held three (3) years from the date of the Business Meeting where action was taken on the matter, and then destroyed.
- (5) If the accused Member resigns prior to the presentation of the Ad Hoc Ethics Committee to the membership at the Business Meeting, the matter shall be considered closed with no further action required. All documents pertaining to the investigation will be destroyed within thirty (30) days of the Member's resignation.

#### Section 5: Reclassification of Membership

Members shall notify the Membership Secretary in writing within 45 calendar days of changes of employment or position. Life Regular and Life Associate members are exempt from this requirement.

(A) An Associate member may be reclassified to a Regular member if their new employment or position meets all the necessary requirements for Regular member status. Recommendation by the Membership Committee and the approval by three-fourths (3/4) of the voting members present at the Business Meeting shall be required to approve the elevation of Membership.

(B) A Regular member shall be reclassified to Associate member if their new employment or position fail to completely meet the requirements for Regular member. Elected Officers shall complete their term of office and shall not be eligible for re-election.

## Chapter II: GOVERNMENT

Section 1: The general management of the Association, including levying of dues, shall be the responsibility of the Board of Directors of the Association. A decision made by the Board of Directors of the Association is subject to recall by three-fourths (3/4) vote of the voting members present at the Business Meeting.

Section 2: The President shall preside at the Business Meeting. In the absence of the President, the Vice President shall preside. In the absence of both, the Board of Directors shall select an elected member of the Board of Directors to serve as Acting President for duration of the meeting. The President or Acting President shall appoint a sergeant-at-arms and a parliamentarian for the Business Meeting.

Section 3: The Secretary shall be responsible for the recording of the minutes of all meetings, and shall receive and care for all business records and papers belonging to the Association. In the absence of the Secretary, the President shall appoint an Acting Secretary to serve for the duration of the Meeting.

Section 4: Elections for the Officers of the Board of Directors of the Association shall be held at each Annual Business Meeting.

Section 5: If a vacancy occurs on the Board of Directors for an unexpired term, the Board shall fill the vacancy by appointment to serve out the elected term, at which time the vacancy shall be filled as normal.

Section 6: The Board of Directors shall meet annually. A quorum shall consist of a majority of the members of the Board. A quorum must be present to legally transact business at any meeting.

### **Chapter III: COMMITTEES**

Section 1: The standing committees of the Association are:

- (A) Membership Committee consisting of the Membership Secretary and at least two (2) or more Regular, Associate, Life Regular or Life Associate members.
- (B) Editorial Committee consisting of the Editorial Secretary, who shall be the Editor of the Association's Journal, and at least two (2) or more Regular, Associate, Life Regular or Life Associate members.
- (C) An Auditing Committee consisting of three (3) Regular members appointed by the President with the approval of the Board of Directors.
- (D) Financial Committee consisting of the Treasurer (the Committee Chairman), Chief Financial Officer and Financial Officer and other members as appointed by the Treasurer.
- (E) Seminar Committee consisting of the Seminar Chair and Program Chair, both of whom must be Regular members, and at least two (2) or more Regular, Associate, Life Regular or Life Associate members.
- (F) Steering Committee consisting of the Past President (the Committee Chairman) and four (4) or more members to include an Associate member, a Regular member with less than two years membership status at time of appointment, a Regular member with more than six years status and, if appropriate, a member representing law enforcement. Members of the committee shall be appointed by the Past President for a term of two years.
- (G) Historical Committee consisting of the Secretary (the Committee Chairman), Historian, and other members as required.
- (H) Electronic Communications Committee consisting of the Electronic Communications Chair, who must be a Regular or Life Regular member, and other members as required.

Section 2: The President shall be an Ex-Officio member of all standing committees, excluding the Auditing Committee.

Section 3: The duties of the appointed committees are:

- (A) The Membership Committee shall make certain all members fulfill all the requirements as required by the Constitution and Bylaws of the Association. The Membership Committee shall provide for an annual review of the membership roster. The Membership Committee shall be responsible for presenting nominations for new



Association officers to be filled at the regular Business Meeting of the Association. The Membership Committee shall nominate candidates for each office to be filled at the upcoming Business Meeting and shall obtain the consent of each candidate to serve if elected. These candidates shall be made known to the members of the Association prior to the election. In addition to the candidates submitted by the Membership Committee, additional nominations shall be taken prior to the Business Meeting by email or other means, and from the floor at the Business Meeting.

- (B) The Auditing Committee shall audit the Financial Records of the Association by the end of the current calendar year. Written notice of the completion of the audit shall be announced during the Business Meeting. The Audit Committee shall not contain members of the Board of Directors.
- (C) The Editorial Committee shall publish the Journal and other official communications approved by the Board of Directors. The Journal shall be made available electronically to all members in good standing to report the business of the Association and facilitate the communication of scientific and other information deemed necessary by the Journal Editor.
- (D) The Financial Committee shall handle all fiscal responsibilities of the Association.
- (E) The Seminar Committee shall handle all responsibilities necessary to facilitate the annual Technical Training Seminar and Workshop. The Seminar Chair shall be responsible for all matters not relating to the program and program topics. The Program Chair shall be responsible for all program and Workshop content and topics.
- (F) The Steering Committee shall be responsible for developing and exploring innovative ideas to guide the future direction of the Association. All actionable plans shall be subject to approval by the Board of Directors.
- (G) The Historical Committee shall handle all historical responsibilities of the Association.
- (H) The Electronic Resources Committee shall be responsible for the ongoing maintenance and support of the electronic resources and communications of the Association.

#### Section 4: Committee Regulations

- (A) Association committees may be formed or dissolved as the need arises by action of the Board of Directors.
- (B) No member of the Board of Directors or any appointed committee shall receive directly or indirectly any salary or compensation for their service to the Association.
- (C) Thirty (30) days prior to each Business Meeting the Chairperson of each Committee shall submit to the Secretary a report detailing the actions of the Committee over the past year. Any appropriate documents including correspondence, invoices, or other documents the Committee relied on to perform their function shall be submitted with the report.

Section 5: Any and all expenses chargeable to the Association must be approved by a majority vote of the Board of Directors prior to encumbering the expense.

Section 6: The files, books and records of the Association are the property thereof and shall at all times be open for the inspection and examination by any Association member. Upon vacating an office in the Association, the past office holder must turn over all files, books and records to their successor in office.

Section 7: The Association's Journal shall be the official publication of the Clandestine Laboratory Investigating Chemists, and any announcement appearing in the Journal shall be considered an official notification to the members.

#### **Chapter IV: ASSOCIATION MEETINGS**

Section 1: The power and authority of the Association shall be exercised at the annual Association Business Meeting attended by voting members. Resolutions by members duly passed shall be valid when a meeting is legally called, provided such resolutions are not contrary to the Constitution or Bylaws.

Section 2: The Annual Association Meeting shall be held at the location selected by the Board of Directors. The exact date and time of the meeting shall be selected by the Program Chairperson. The Annual Meeting shall consist of a Technical Training Seminar and a Business Meeting. The Technical Training Seminar shall consist of technical presentations by Association members or other related professionals invited by the Association. The Business Meeting shall be conducted at the Annual Meeting to conduct Association business and to hold elections.

Section 3: The Order of Business at the Annual Meeting shall be:

- A. Opening
- B. Approval of minutes
- C. Reports of President, Board of Directors, Secretary, Treasurer, Membership Committee, and others
- D. Elections
- E. Unfinished business
- F. New business
- G. Closing

Section 4: Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of the Regular and Life Regular members present.

Section 5: No one shall be declared elected to an office unless they have received a majority of the votes cast.

Section 6: If more than one ballot is required for an election, it shall be in order by proper motion to limit the balloting after first ballot to the three candidates receiving the highest number of votes on the first ballot. After the second ballot, to limit the balloting to two candidates receiving the highest number of votes.

Section 7: A Regular or Life Regular member may call for a vote by secret ballot on any proper motion placed before the membership. The President shall appoint two (2) or more members to tally the secret ballot. Once the results of the secret ballot have been announced, the secret ballots shall be destroyed.