

BRITISH ACADEMY  
OF FORENSIC  
SCIENCES

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**Constitution**





## **CONSTITUTION OF THE BRITISH ACADEMY OF FORENSIC SCIENCES**

### **NAME:**

The name of the Academy shall be The British Academy of Forensic Sciences hereinafter referred to as ("The Academy")

### **1. OBJECTS:**

The objects of the Academy shall be:

- i. To encourage the study, improve the practice and advance the knowledge of the Forensic Sciences, relating to Medicine, Science and the Law.
- ii. To improve and develop the education and knowledge of both those actively concerned in the practice of the Forensic Sciences and of the public generally.

### **2. POWERS**

In furtherance of such objects but not otherwise the Academy may:

- i. Hold meetings and publish material as may be calculated to further the objects of the Academy.
- ii. Employ and pay any person or persons to supervise, organise and carry on the work of the Academy.
- iii. Bring together in conference, representatives of hospitals, scientific institutions, voluntary organisations, Government departments, statutory authorities, individual firms and companies and individuals.

- iv. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results of such research, surveys and investigations.
- v. Arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lecture classes, seminars and training courses.
- vi. Collect and disseminate information on all matters affecting such objects and exchange such information with other bodies having similar objects whether in this Country or Overseas.
- vii. Undertake execute, manage, assist any charitable trust which may be lawfully undertaken, executed, managed or assisted by the Academy.
- viii. Procure to be written and print, publish issue and circulate gratuitously or otherwise such papers, books periodicals, pamphlets or other documents or films or recorded tapes as shall further such objects.
- ix. Purchase, take on lease or in exchange hire or otherwise, acquire any property and any rights and privileges necessary for the promotion of such objects and construct, maintain and alter any buildings or erections necessary for the work of the Academy.
- x. Make regulations for any property which may be so acquired.
- xi. Subject to such consents that are required by law, the Academy may sell, let mortgage dispose of or turn to account all or any of the property or assets of the Academy.
- xii. Subject to such consents that are required by law the Academy may accept gifts and borrow or raise money to promote the said objects on such terms and such security, as shall be thought fit.
- xiii. Procure, contributions to the Academy by personal written appeals, public meetings or otherwise provided that the Academy shall not undertake any permanent trading activities in raising funds for charitable objects.
- xiv. Invest the money of the Academy not immediately required for such objects in or on such investments securities or property as may be thought fit subject nevertheless to such conditions if any as may for the time being be imposed or required by Law.
- xv. Do all such other lawful things as are necessary for the attainment of such objects.

### **3. MEMBERSHIP**

i. Members of the Academy shall consist of persons elected by the Council as Members in one or other of the following categories:

- (a) Full Members
- (b) Honorary Members
- (c) Associate Members
- (d) Student Members

ii. The Council may elect as:-

(a) "Full Members" - such persons as in the opinion of the Council by reason of their professional standing or special knowledge and integrity have contributed or are likely to contribute to the advancement, application and practice of the Forensic Sciences:

(b) "Honorary Members" - such persons, not exceeding at any one time ten in number, (who shall remain Members for life) as have made an exceptional and meritorious contribution to the objects of the Academy, or to the Forensic Sciences generally, or have otherwise given outstanding public service:

(c) "Associate Members" - such persons as are:

(i) Qualified in any of the three disciplines, (Medicine, Science and the Law) and whose professional experiences at the time of application do not in the opinion of the Council justify election to Full Membership

(ii) Not qualified in any of the disciplines but are engaged in activity directly related to one or more of the three disciplines.

(d) "Student Members" - such persons as are undertaking a course of study related to one or other of the three disciplines: provided that such Membership shall cease when in the opinion of the Council a Student Member shall have become eligible to be elected in any other category of Membership or shall have ceased to be engaged in an appropriate course of study.

### **4. MANAGEMENT**

(i) Between General Meetings of the Academy, the business of the Academy shall be conducted by an Executive Council (herein referred to as "the Council") which shall consist of:

- (a) The Officers of the Academy
  - (b) Six Members of the Academy, elected by the Annual General Meeting of the Members:
  - (c) the immediate Past-President and President elect of the Academy.
- (ii) The Council shall have power in its discretion to co-opt on to its body not more than five additional Members of the Academy to serve at any one time. The Council will confirm, or otherwise, the continuation of any co-optee appointments at the first Council meeting following the Annual General Meeting.
- (iii) The six Members of the Council elected by the Annual General Meeting shall:
- (a) subject to paragraphs (vii) and (ix) below hold office for a term of three years beginning with the termination of the meeting at which they are elected and ending at the termination of the third subsequent Annual General Meeting.
  - (b) not be eligible for immediate re-election thereafter.
- (iv) As soon as practicable after the election of Members of the Council in each year they shall elect a Chairperson from among their own Members. This person will normally be the President. In the absence of the Chairperson, the Members shall elect a Deputy Chairperson who will continue to perform the functions of this office until the end of the Annual General Meeting that follows.
- (v) Any casual vacancy which may occur in the Council through death, resignation or otherwise, may be filled by the Council until the next Annual General Meeting.
- (vi) Any person appointed by the Council to fill a casual vacancy on the Council shall be eligible for election to the Council at the next Annual General Meeting.
- (vii) Any person elected at any Annual General Meeting to fill a casual vacancy on the Council shall hold office for the balance of the term, for which the Member of Council whose death, resignation or otherwise created the casual vacancy, was elected and shall be eligible for immediate re-election.
- (viii) At any meeting of the Council the Chairperson, or in his absence any person for the time being appointed to act in his stead, shall in the case of an equality of vote have a second or casting vote.

(ix) Any elected member to Council who has not attended a Council Meeting within one year of the previous Annual General Meeting shall be deemed a lapsed member and shall not be eligible for re-election for the balance of the elected term plus one year.

## 5. OFFICERS

(i) The following Officers of the Academy shall be elected by the Annual General Meeting of Members of the Academy, such election being by a majority of votes of those present and voting and each Officer (save for the President) being elected to serve for a term beginning with the termination of the Annual General Meeting at which he or she is elected and ending with the termination of the next succeeding Annual General Meeting.

- (a) a President, who shall be nominated by the Council and shall serve for a period of two years terminating at the second Annual General meeting of office and be ineligible for immediate re-election, thereafter,
- (b) a President-elect,
- (c) the immediate past-President,
- (d) a Treasurer who shall have custody of the funds of the Academy maintain all necessary books of account and make collections and payments as directed by the Council,
- (e) a Secretary-General who shall have charge of the administrative affairs of the Academy, custody of its records, and supervise the activities of any employees of the Academy,
- (f) an Assistant Secretary-General who shall deputise for the Secretary-General or take specific responsibility for other individual functions as directed by Council,
- (g) a Representative of the Editorial Board of Medicine, Science and the Law

(ii) Except as regards the President, all the above Officers shall be eligible for immediate re-election.

(iii) Any Chairperson or Deputy Chairperson of the Council elected under Article 4(iv) hereof shall also be Officers of the Academy.

(iv) The Officers shall be entitled to attend and vote at all General Meetings of the Academy.

## **6. PATRON**

The Council of the Academy may invite a person acknowledged by reason of their public standing and contribution to the advancement of the highest standards of practice in the Forensic Sciences to act as Patron of the Academy, to assist and guide the Academy as required from time to time.

## **7. COMMITTEES OF THE ACADEMY**

(i) The Council shall appoint, whenever necessary from among Members of the Academy such Standing or Special Committees as they may deem necessary or desirable, with such jurisdiction and functions as they may determine, and in particular an Editorial Board for the Journal of the Academy, the Council remaining at all times in overall responsibility for the administration of the Academy.

(ii) The President, the Secretary-General and Chairperson of Council shall be ex-officio Members of all Committees.

(iii) Members of all Committees shall continue in office until the first meeting of the Committee to be held after the Annual General Meeting when Members of the Standing Committees for the ensuing year shall be appointed

## **8. MEETINGS**

(i) An Annual General Meeting of Members of the Academy shall be held not later than last day in each year at such time and place as the Council may appoint for the purpose of conducting the business of the Academy including the election of the Officers and Members of the Council (other than the Past-Presidents) and the consideration of the annual accounts of the Academy duly audited for the preceding year. Notice of the Annual General Meeting shall be given in the first number published each year of the Journal of the Academy and on the BAFS website, being not later than two calendar months before the date of the Meeting.

(ii) An Extraordinary General Meeting of Members of the Academy may be called at any time by the Council or upon the requisition of not less than twenty-five Members delivered to the Secretary-General. Fourteen clear days notice of such meeting and of the business to be transacted thereat shall be given to all Members of the Academy prior the date of the Meeting.

(iii) Meetings for the presentation, discussion and determination of matters falling within the objects of the Academy shall be held at such time and place as the Council may appoint.

(iv) Social and additional meetings of Members of the Academy may be called or arranged at such times and places as the Council from time to time determine.

(v) Guests of Members may be admitted to the meetings referred to in paragraphs (iii) and (iv) above.

## **9. QUORUM**

(i) The quorum for any General Meeting of Members of the Academy at which any business is to be transacted relating to the Management of the Academy shall be twenty-five.

(ii) The quorum for any meeting of the Council shall be five.

(iii) At any duly convened meeting of a Committee those present shall constitute a quorum.

## **10. MEMBERSHIP RIGHTS**

(i) Full Members and Honorary Members shall be entitled to attend and vote at all general and other meetings of the Academy, to receive any Journal published by the Academy and such other papers or documents as the Council may from time to time determine.

(ii) Associate Members shall be entitled:

(a) to attend meetings and functions of the Academy, but not to vote.

(b) to receive any Journals published by the Academy and such other papers or documents as the Council may determine.

(c) to serve, on the invitation of the Council, on any body or Committee of the Academy.

(iii) Student Members shall be entitled to attend Meetings of the Academy, other than the Annual General Meeting, and to receive Journals published by the Academy and such other papers or documents as the Council may determine.

## **11. PROCEDURE ON ELECTION TO MEMBERSHIP**

(i) Candidates for election to Membership of the Academy, other than as Honorary Members, shall be nominated by at least two Members of the Academy or shall submit their CV along with the names of two professional referees. On the receipt of the nomination the Secretary-General may make such further enquiries as he or she may consider necessary and shall submit to the Council the names and particulars of all candidates for election of Membership.



(ii) The Council shall consider any application placed before it and may elect the Applicant to such category of Membership as they deem appropriate, refuse the application or refer the application back to the Secretary-General to make such further enquiries as to the suitability of the Applicant for election as the Council may consider necessary.

(iii) If one-third of Council present and voting upon as Applicant for Membership vote against the election of the Applicant the application shall be refused.

(iv) The Council shall be at liberty to dispense with all or any part of the requirements of this article where three-quarters of those Members of the Council present and voting are satisfied that the circumstances are sufficient to warrant such a course and may proceed to consider the application forthwith.

(v) Any ten Members of the Academy may nominate a candidate for election by the Council as an Honorary Member, or the Council may elect such a Member on their own initiative.

## **12. PROCEDURE ON ELECTION TO THE COUNCIL**

(i) Candidates for election as Officers (other than the President) or other Members of the Council shall be proposed and seconded in writing by Members of the Academy, or recorded within the minutes of the Council Meeting prior to the Annual General Meeting, and the nominations shall be delivered to the Secretary-General at least twenty-one clear days before the Annual General Meeting at which the election is to take place. The names of candidates shall be placed on the BAFS website along with the notice of the Annual General Meeting at least fourteen clear days prior to the date fixed for the Annual General Meeting.

(ii) In the event of there being more candidates than vacancies there shall be taken a poll by voting papers of those attending the Meeting.

## **13. SUBSCRIPTIONS**

(i) Every Member (other an Honorary Member) shall upon election and thereafter on the first day of January in each year pay by Bankers Order a subscription appropriate to his or her category of Membership direct to the Bankers of the Academy of such sum as the Council may from time to time determine.

(ii) If an annual subscription has not been received within three months of the date when it falls due in any year, the Member so in default shall automatically be suspended from Membership, unless the Council in any particular case shall otherwise determine. A Member so suspended may be reinstated by the Council upon payment of all outstanding dues. If such subscriptions shall remain unpaid

for a period of one year from the date when it falls due, the name of the defaulting Member shall forthwith be removed from the list of Members, without prejudice to his or her right subsequently to apply for re-admission on such terms as the Council may deem proper.

(iii) No subscription shall be payable by Honorary Members.

#### **14. EXPULSION.**

Any member in whatever category of Membership who shall be found by the Council, or a committee convened to consider the matter, by reason of a breach of good conduct to be no longer a fit and proper person to continue to be a Member of the Academy shall, subject to any decision of the General Meeting of Members of the Academy hereto be expelled from Membership by removal of his or her name from the list of Members of the Academy.

#### **15. FINANCE**

(i) All money raised by or on behalf of the Academy shall be applied to further the objects of the Academy and for no other purpose provided that nothing contained in this constitution shall prevent the payment in good faith of reasonable and proper remuneration to any employee (not being a Member of Council) of the Academy or the repayment of reasonable out of pocket or other appropriate expenses to Members of Council, or to others as agreed by the Council.

(ii) The Honorary Treasurer shall keep proper accounts of the finance of the Academy.

(iii) The accounts should be audited at least once a year by the auditor or auditors appointed by the Annual General Meeting.

(iv) An audited statement of the accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

(v) A bank account shall be opened in the name of the Academy with any bank as the Council shall from time to time decide. The Council shall authorise in writing the Treasurer to sign cheques on behalf of the Academy.

#### **16. TRUST PROPERTY**

The title to all real or personal property which may be acquired by or on behalf of the Academy shall be vested in a corporation lawfully entitled to act as custodial trustee or in not less than three nor more than five individual persons (not being members of the Committee).

## **17. AMENDMENT**

This Constitution may be amended by a resolution duly carried by three-fourths of the Members present and voting at any Annual or Extraordinary General Meeting of Members of the Academy, provided that notice of any proposed amendment shall have been placed on the BAFS website at least fourteen clear days prior to the Annual or Extraordinary General Meeting at which the resolution embodying such amendment is to be taken.

## **18. DISSOLUTION**

If the Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Academy, it shall call a meeting of all Members of the Academy who have the power to vote of which meeting not less than twenty one days notice (stating the terms of the resolution to be proposed) shall be given. This shall be in writing to the last known address of all Members entitled to attend and vote, and posted on the BAFS website. If such decision shall be confirmed by a simple (two-thirds) majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or on behalf of the Academy. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Academy as the Committee may determine.

## **19. NOTICES**

Any Notice may be served by the Secretary-General on any Member either personally or on its appointed representative as the case may be or by sending it through the post in a prepaid letter addressed to such Member at his, her or its last known address in the United Kingdom, or published on the BAFS website and any notice so sent shall be deemed to have been received within ten days of posting.

## **20. INTERPRETATION**

For the interpretation of this constitution, the Interpretation Act, 1978 shall apply as it applies to the interpretation of an Act of Parliament.

SIGNED SEALED AND DELIVERED by the said CHAIRPERSON OF COUNCIL in accordance with the decision of the Annual General Meeting of the 7 April 2008  
signed: Jack Beatson

SIGNED SEALED AND DELIVERED by the Secretary-General in accordance with  
the decision of the Annual General Meeting of the 7 April 2008

signed: Denise Syndercombe Court

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