

BYE-LAWS

(INCORPORATING APPROVED AMENDMENTS)

1 MEMBERSHIP

1.1 Membership of the Society is open to individuals over the age of 18 years who have paid the annual subscription laid down from time to time by Council of the Society and are admitted to membership by Council. There are five categories of membership: Student, Affiliate, Associate, Member, Fellow,

1.2 Subject to the further provision of these Bye-laws, certain members shall be entitled, for as long as they remain in the respective category of membership, to use the following designatory letters:

Associate	ACSFS (Associate of The Chartered Society of Forensic Sciences)
Member	MCSFS (Member of The Chartered Society of Forensic Sciences)
Fellow	FCSFS (Fellow of The Chartered Society of Forensic Sciences)
Honorary Fellow	HonFCSFS (Honorary Fellow of The Chartered Society of Forensic Sciences)
Accredited Status	AcFP (Accredited Forensic Practitioner [subject specialism])
Chartered Status	ChFP (Chartered Forensic Practitioner)

1.3 Student: this category of membership is open to those in full time or part time undergraduate studies who are interested in forensic science and who provide confirmation of a course of study. Student members have no voting rights, may not serve on or nominate others to serve on Council of the Society. They are governed by the Code of Conduct but are not entitled to use post-nominals indicating Society membership.

1.4 Affiliate: this category of membership is open to those who are interested in forensic science and (meet certain criteria determined by Council). Affiliates have no voting rights, may not serve on or nominate others to serve on Society Council, are subject to the Society Code of Conduct but are not entitled to use post-nominals indicating Society membership.

1.5 Associate: this category of membership is open to graduates. This category will confer the post nominal ACSFS (Associate of The Chartered Society of Forensic Sciences) to recognise graduates of forensic science. Associates have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct. (Associate Member is a transitory category of membership and cannot be retained for more than 7 years after attaining the relevant qualification, save with the approval of the Vice President as Chair of the Membership and Ethics committee).

1.6 Member: this is the main category of membership denoting professional status. Members are entitled to use the post-nominal MCSFS (Member of The Chartered Society of Forensic Sciences) to indicate professional membership of the Society. Members have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.

- 1.7 Fellow: this is the senior category of membership open to those who have demonstrated an outstanding contribution to the field over a significant period. Fellows are entitled to use the post-nominal FCSFS (Fellow of The Chartered Society of Forensic Sciences) to indicate professional membership of the Society. Fellows have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.8 Honorary Members or Fellows must be proposed by Council or by ten Members or Fellows for election at an annual general meeting of the Society. Honorary Fellows will be entitled to use the post-nominal HonFCSFS (Honorary Fellow of The Chartered Society of Forensic Sciences). They have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.9 Accredited status confers the post-nominal AcFP (Accredited Forensic Practitioner [subject specialism]). This distinction is open to Members or Fellows who routinely prepare statements of fact and give evidence of fact in court. Accredited Members or Fellows have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct. They will be assessed by the Membership and Ethics committee as meeting Council's criteria for accredited status.
- 1.10 Chartered status confers the post-nominal ChFP (Chartered Forensic Practitioner). This distinction is open to Members or Fellows who are considered to be experts in their field. They will be forensic practitioners who routinely prepare statements involving complex interpretation and give opinion evidence in court. Chartered Members or Fellows have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct. They will be assessed by the Membership and Ethics Committee as meeting Council's criteria for chartered status.
- 1.11 Council may award a Certificate or Diploma of the Society to an applicant who is a Member of the Society who has satisfactorily completed the examinations prescribed by the Society in the relevant discipline. Qualifications shall be valid for a period of four years and shall be renewable by re-assessment to the satisfaction of the Honorary Chair of Standards or their nominated deputy. Holders of the Diploma will be entitled for its duration to use the post-nominal DipCSFS (Diploma of The Chartered Society of Forensic Sciences). Holders of the Certificate will be entitled for its duration to use the post-nominal CertCSFS (Certificate of The Chartered Society of Forensic Sciences).
- 1.12 Affiliates, Associates, Members, Fellows and Accredited members may nominate for election to the Society, candidates of whom they have personal knowledge. At least two Members or Fellows must support each nomination. Where an application is supported by non-members then the Council shall satisfy itself as to the application and referees. The granting of Membership shall rest with the Council who shall scrutinise applications and may attach such conditions or dispense with the foregoing requirements as seems good.
- 1.13 Associates, Members, Fellows, Accredited, Chartered, Honorary Members and Honorary Fellow persons shall have one vote.
- 1.14 A Member will be liable to disciplinary proceedings by the Society if alleged to have:
- (a) been found guilty in a court of law of an offence involving fraud or dishonesty;

- (b) been committed to prison following conviction for any other offence;
- (c) failed to observe the Charter, Bye-laws or Regulations of the Society;
- (d) engaged in any activity inconsistent with membership of the Society;
- (e) acted in a manner detrimental to the welfare or reputation of the Society;
or
- (f) been guilty of any act or default discreditable to the profession of forensic science.

- 1.14.1 The Council will make regulations for the investigation, hearing and disposal of any complaint against a Member and/or Member of Council, and such member will be liable to sanctions applied by authorities appointed under those regulations, including the sanctions of suspension or expulsion from Membership and/or Membership of Council. Such regulations will have regard to principles of human rights and natural justice.
- 1.14.2 Unless otherwise determined by the Council, a Member who is the subject of a complaint will not be permitted to resign from Membership while any stage of disciplinary proceedings is being conducted.
- 1.14.3 A Member who is suspended or expelled will deliver to the Society, for cancellation or retention as the case may be, any certificate of membership or certificate referring to such membership or to the designation "Chartered Forensic Practitioner" or any other designation previously issued and will cease to use any letters or designations relating to the Society. At the discretion of the Society, a Member who has been suspended may be entitled to restoration of any rights withdrawn under this Bye-law at the end of a period of suspension.
- 1.15 Individuals in all membership categories shall pay such annual subscriptions as the Council shall from time to time determine. The subscriptions shall be payable in advance and become payable on 1 November or other appropriate date in each year.
- 1.16 No member shall be admitted to any of the privileges of membership of the Society until after payment of first annual subscription.
- 1.17 Resignation of Membership shall be signified in writing to the Secretary, and a resigning Member shall deliver to the Secretary for cancellation any certificate of membership or designation, and shall cease to use any designation or designatory letters to which he or she was entitled as a Member.
- 1.18 Any member whose subscription is three months in arrears and who has been duly notified of the fact shall, if the Council see fit, cease to be a member of the Society.

2 COUNCIL

- 2.1 The Officers of the Society shall be a President, President Elect, Vice President, Honorary Treasurer, Honorary Editor, Honorary Chair of Professional Standards and Honorary Secretary. The Officers shall be appointed by election, provided that the office of President shall be elected initially as President Elect, and shall take office as President at the subsequent Annual General Meeting. The Society may afford such paid assistance to the Officers as shall be necessary to enable them to carry out their duties. The Officers, other than President, shall be appointed for a period of three years and be eligible for re-election. However, the President shall not normally serve more than two consecutive years in their respective office, but will serve one year as President Elect and one year as Immediate Past President. In the event of there being no President Elect, the incumbent may remain in post until a President Elect is duly appointed.
- 2.2 The Council of the Society shall consist of the Officers, the President Elect or Immediate Past President and three Ordinary Members.
- 2.3 Every year two Ordinary Members of Council will be elected to serve for a period of three years. At the end of their period of office ordinary Members of Council will not be eligible for re-election for at least one year. If for any reason an Ordinary Member of Council is unable to complete their period of office the Council shall nominate a replacement for the remaining period. Such replacement must be ratified at the next general meeting of the Society. At the end of the original period the replacement Ordinary Member of Council may seek election for a full three-year period.
- 2.4 The proceedings of the Council shall not be invalidated by any vacancy among their number or by failure to appoint or any defect in the appointment or qualification of a Member.
- 2.5 A Member of the Council shall cease to hold office if he or she:
- 2.5.1 is disqualified from acting as a Member of the Council by virtue of section 72 of Charities Act 2011 (or any statutory re-enactment or modification of that provision);
 - 2.5.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 2.5.3 is absent without the permission of the Council from half of all their meetings within a period of twelve months and the Council resolve that his or her office be vacated;
or
 - 2.5.4 ceases for any reason to be a Member of the Society; or
 - 2.5.5 is so removed in accordance with the Society's regulations for dismissal from Council referred to in Bye-law 1.14.
- 2.6 A Member of the Council may notify in writing to the Council a wish to resign and on acceptance by the Council shall cease to be a Member of Council.
- 2.7 A Member of Council may be suspended as such in accordance with Bye-law 1.14.

3 MEETINGS AND PROCEEDINGS OF THE SOCIETY AND COUNCIL

- 3.1 The Council shall hold at least two Ordinary meetings each year. A special meeting may be called at any time by the President or by any two Members of the Council upon not less than 4 days' notice being given to the other Members of the Council of the matters to be discussed but if the matters include an appointment of a co-opted Member then not less than 21 days' notice must be given.
- 3.2 The President shall act as Chairman at meetings of the Council. If the Chairman is absent from any meetings, the Members of the Council present shall choose one of their number to be Chairman of the meeting before any other business is transacted.
- 3.3 There shall be a quorum when seven Members of the Council are present at a meeting. Fewer Members may conduct immediate business subject always to ratification by the Council.
- 3.4 Every matter shall be determined by a majority of votes of the Members of the Council present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 3.5 The Council shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Council and any sub-committee.
- 3.6 The Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with these Bye-laws.
- 3.7 The Council may appoint one or more sub-committees consisting of at least one Member of the Council for the purpose of making any inquiry or supervision of any function or duty which in the opinion of the Council would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Council.

4 ACCOUNTS

- 4.1 The Council shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to:
- 4.1.1 the keeping of accounting records for the Society;
 - 4.1.2 the preparation of annual statements of account for the Society;
 - 4.1.3 the auditing or independent examination of the statements of account of the Society; and
 - 4.1.4 the transmission of the statements of account of the Society to the Charity Commission.

5 ANNUAL REPORT

The Council shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commissioners.

6 MEETINGS

Annual General Meeting

- 6.1 There shall be an annual general meeting of the Society which shall be within two weeks of 1 November in each year or as soon as practicable thereafter.
- 6.2 Every annual general meeting shall be called by the Council. The Secretary shall give at least 21 days' notice of the annual general meeting. Notices may be given electronically. All the Members of the Society shall be entitled to attend and vote at the meeting. Any accidental failure to send a notice of a general meeting to a Member shall not invalidate that meeting.
- 6.3 The Council shall present to each annual general meeting the report and accounts of the Society for the preceding year.
- 6.4 At the annual general meeting vacancies amongst the Officers and Council shall be filled. The office of the Treasurer shall be effective from 1 April. The period between an annual general meeting and the following 1 April will be regarded as a handing over period and the outgoing Treasurer will be responsible for the preparation and audit of the accounts for that part of the current financial year in which he held office.
- 6.5 At least 21 days' notice shall be given of any general meeting and notice of any resolutions must reach the Secretary at least two weeks before any business meeting. Notices may be given electronically.
- 6.6 The conduct of any meeting shall be in the hands of the Chairman approved by the Council.
- 6.7 Each Associate, Professional, Honorary, Accredited or Chartered Member shall have the right to vote on all questions submitted to any business meeting or extraordinary general meeting of the Society at which the Member is present.

Special General Meetings

- 6.8 The Secretary shall convene within two months a special general meeting on the request in writing of not less than twenty Members to the Secretary. Such a request shall state the purpose for which the meeting is required and the terms of any resolutions to be proposed at the meeting.
- 6.9 The Secretary or other person specially appointed by the Council shall keep a full record of proceedings at every general meeting of the Society.
- 6.10 There shall be a quorum when at least thirty Members of the Society are present at any general meeting.

- 6.10.1 A member whose last address notified to the Society is outside the United Kingdom of Great Britain and Northern Ireland and/or the Republic of Ireland shall be entitled to vote by proxy or by electronic means, subject to 1.14; members whose last address notified to the Society is in the United Kingdom of Great Britain and Northern Ireland and/or the Republic of Ireland shall not be entitled to vote by proxy except as agreed by Council in exceptional cases;
- 6.10.2 The instrument appointing a proxy shall be signed by the appointor, and no person who is not a member of the Society shall be appointed a proxy;
- 6.10.3 To be valid the instrument appointing a proxy must be received at the office of the Society, or such other place as the Council may specify in the notice of the meeting, not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting as the case may be at which the person named in such instrument proposes to vote. If that person is not present at the meeting the appointment of that person as proxy shall be invalid;
- 6.10.4 The instrument appointing a proxy shall be in such form as the Council may from time to time decide; and
- 6.10.5 A member shall not be deemed to be personally present at any General Meeting by reason of having appointed a proxy for such meeting.

7 NOTICES

- 7.1 Any notice required to be served on any Member of the Society shall be in writing and shall be served by the Secretary or the Council on any Member either personally or by sending it through the post in a prepaid letter addressed to such Member at his or her last known address, and any letter so sent shall be deemed to have been received within 10 days of posting.