



The  
Chartered  
Society of  
Forensic  
Sciences

# Constitution

The Chartered Society of Forensic Sciences  
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## CONSTITUTION

### A Name

The name of the Society is The Chartered Society of Forensic Sciences. The Society shall be maintained as a charity, and shall not make any dividend, gift, division or bonus in money to or between any of its Members. (“the Society”).

### B Administration

Subject to the matters set out below the Society and its property shall be administered and managed in accordance with its Charter, Bye Laws and Constitution by the Council as constituted by clause G below (“Council”).

### C Objects

The objects of the Society are to advance the study, application and standing of forensic science and to facilitate co-operation among persons interested in forensic science throughout the world.

### D Powers

In furtherance of the objects but not otherwise the Council may exercise the powers as laid down in the Charter. In addition they may exercise the following powers:

1. power to operate the day to day business of the Society shall be conducted by the Council. In matters concerning interpretation of the Constitution the decision thereof shall rest with the Council. The Council shall decide all matters concerning the Society which are not covered explicitly by the Constitution. Seven voting members of Council shall constitute a ‘quorum’ provided that where a ‘quorum’ is not available a fewer number of Council members may act to conduct immediate business subject always to ratification by the Council of the actions. Such interpretations, matters and actions shall always be directed towards the benefit of the Society;
2. power to appoint Trustees in whom the funds of the Society shall be vested. Such Trustees may be office bearers of the Society or Bank Nominees. The Society shall invest its funds in such fashions as the Council shall decide and not necessarily in Trustee Securities.

### E Structure

The Society aims to act as an umbrella organisation for a wide range of forensic and related disciplines, supporting niche areas to ensure the diversity of forensic science within the UK and beyond. To this end collaborative organisations may join the Society as Divisions. Each Division will have access to the full range of CSFS benefits and input into the CSFS Strategy. The structure of the Divisions is laid out in clause J.

### F Membership

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. There are six categories of membership; Student, Affiliate, Associate, Member, Fellow as specified in the [Bye Laws](#) section 1.1 to 1.7.

Subject to the further provision of the 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)
Chartered Status	ChFP (Chartered Forensic Practitioner)

[Bye Laws section 1.2](#)

Associate, Member and Fellow indicates recognition of Professional skills and commitment to continuing Professional development.



## **G Council**

The Council of the Society shall consist of the Officers and three Ordinary members. Council members shall act as Trustees of the Society as per legal requirement of the Charities Act 2011. Nomination to Council is open to Associates, Members and Fellows of the Society (including Honorary Member and Honorary Fellow). Council shall be empowered to appoint up to two Co-opted members for a period of up to three years.

The Officers of the Society, as laid down in the [Bye Laws](#) section 2.1, shall be a President, President Elect/Immediate Past President, Vice President, Honorary Treasurer, Honorary Editor, Honorary Chair of Quality Standards and Honorary Secretary. The Officers shall be appointed by election. 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 for up to a further two years.

Ordinary members of Council shall be appointed for a period of three years, at the end of their three year term they will not be eligible for re-election for at least one year.

Nominations for Council may be supported by any six Associates, Members or Fellows of the Society (including Honorary Member and Honorary Fellow) and must be accompanied by an intimation from the nominee that he or she is willing to stand. Nominations must reach the office within the time frame laid down in the Notice of Annual General Meeting issued within the particular year.

The names of nominees for Council shall be available to view on the Society website no later than eight weeks before the annual general meeting.

No one Council shall acquire any interest in property belonging to the Society (otherwise than as a Trustee for the Society) or be interested (otherwise than as a member of the Council) in any contract entered into by Council.

## **H Committees and sub Committees**

The Council may appoint sub-committees to carry out functions of Council, provided that all proceedings of any such sub-committees are fully reported to the Council. All sub-committees must be Chaired by a member of Council. Chairs shall be appointed for a period of three years. Chairs may invite volunteers to sit on sub-committees for a fixed period of three years, at the end of the period the Chair may approach sub-committee members to continue in post.

## **I Meetings and proceedings of the Society**

The Society shall hold scientific meetings at which papers relating to the objects of the Society shall be communicated. The Council may invite any scientific or learned society to participate in the Society's meetings. Meetings of the Society are private unless otherwise decided and proceedings may not be communicated to the press without the prior consent of the Council.

The Society shall publish a Journal. The Journal shall be edited by the Honorary Editor, who may be assisted by a panel of Associate Editors.

## **J Annual General Meeting**

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. The annual general meeting shall be conducted in accordance with the [Bye Laws](#) section 6.

A motion of "no confidence" in any Officer(s), member(s) of Council, or Council as a whole may be proposed at the annual general meeting or at a special general meeting. In the event of any "no confidence" motion being carried it shall then be submitted to the Membership for ratification by ballot. Ratification shall require at least two thirds of those voting being in favour. If so ratified Council or the retiring Council will make arrangements for the election of



new officers and Council as appropriate, within three months. Such a vote does not preclude any member or Officer of the Council seeking re-election.

There shall be a quorum when at least thirty voting members of the Society (Associate, Member, Fellow, Honorary Member or Honorary Fellow) are present at any general meeting.

### **K Divisions**

Each Division of the Society will have a Chair and its own committee of no more than 4 additional members. Divisional Chairs shall be appointed for a period of three years, at the end of their three year term they will not be eligible for re-election for at least one year. Divisional Chairs must be Associates, Members or Fellows of the Society. Chairs may invite volunteers to sit on divisional committees for a fixed period of three years, at the end of the period the Chair may approach divisional committee members to continue in post. Committee members must be members of CSFS. Each Divisional Chair will be paired with a member of Council and/or Staff as liaison to ensure key issues are raised at Council in a timely manner.

### **L Code of Conduct**

The Society shall have a [Code of Conduct](#) binding on all those who belong to the Society. Any complaint made about an Associate, Member or Fellow concerning professional conduct will first be examined by the Membership and Ethics Committee existing at that time, who shall decide the merits of the complaint prior to referring it to a Disciplinary Committee.

### **M Funds and Expenditure**

The funds of the Society, including all donations, contributions and bequests shall be paid into an account operated by the Council in the name of the Society at such bank as the Council shall from time to time decide. All cheques drawn on the account must be signed by either two members of Council or one member of Council and one other person appointed by Council. In the case of another person being appointed a document shall be drawn up and signed by all members of Council giving their consent to the appointment.

The funds belonging to the Society shall be applied only in furthering the objects.

### **N Property and Investments**

Subject to provisions the Council, as Trustees, shall hold the title to:

- (i) all land held by or in trust for the Society which is not vested in the Official Custodian for Charities: and
- (ii) all investments held by or on behalf of the Society;

The Council may permit any investments held by or in trust for the Society to be held in the name of a clearing bank, trust corporation or any stock-broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock-broking company) as nominee for the Council, and may pay such a nominee reasonable and proper remuneration for acting as such.

### **O Accounts and 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:

1. the keeping of accounting records for the Society;
2. the preparation of annual statements of account for the Society;
3. the auditing or independent examination of the statements of account of the Society; and
4. the transmission of the statements of account of the Society to the Charity Commission.



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.

#### **P Alterations to the Constitution**

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the voting members (Associate, Member, Fellow, Honorary Member or Honorary Fellow) present at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made to clause A, B, C or any clause directly relating to the [Charter](#) or [Bye Laws](#).  
No amendment may be made which would have the effect of making the Society cease to be a society at law.

#### **Q Dissolution**

If the Council decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all those belonging to the Society, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting (Associate, Member, Fellow, Honorary Member or Honorary Fellow) the Council shall have power to realise any assets held by or on behalf of the Society. 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 Society as the members of the Society may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of account, or account and statement, for the final accounting period of the Society must be sent to the Charity Commissioners.