



## **Constitution**

### **Article 1 - Name**

The name of the Association shall be The British Association for Forensic Anthropology (BAFA) hereinafter referred to as ("The Association")

### **Article 2 – Objectives of the Association**

The objectives of the Association shall be:

- 1) To promote the professional and scientific skill sets of the forensic anthropologist
- 2) To provide information relating to career pathways for forensic anthropologists
- 3) To assist practitioners in maintaining professional standards by:
  - Encouraging compliance with the RAI Code of Practice and practitioner guidelines
  - Encouraging compliance with the BAFA Code of Conduct
  - Providing a Continuing Professional Development (CPD) framework
  - Supporting Academic Institutions in their delivery of Forensic Anthropology Curricula
- 4) To support the professional body for Forensic Anthropology, the Royal Anthropological Institute (RAI), in delivering a robust examination and certification process leading towards professional certification for forensic anthropology practitioners in the UK.

### **Article 3 – Powers**

In furtherance of the objects, but not otherwise, the Steering Committee of BAFA may exercise the power to:

- 1) Publicise and promote the work of the Association and organise meetings, training courses, events or seminars;
- 2) Work with groups of a similar nature and exchange information, advice and knowledge, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- 3) Hold meetings and publish material as may be calculated to further the objectives of the Association;



- 4) Conduct or assist in the promotion of research and surveys in relation to forensic anthropology, and publish the results of such research and surveys
- 5) Carry out all such other lawful activities that are necessary for the attainment of such objects.

#### **Article 4 – Membership**

There shall be two categories of Membership: Full Member and Concessionary Member (including student, retired and unwaged)

- 1) The Steering Committee will establish the annual membership fees to be paid by Full Members and Concessionary Members;
- 2) Payment is due on confirmation of acceptance of membership by the Membership Secretary of the Association and on each succeeding 1st January thereafter;
- 3) Any individual who has paid fees is a Member during the time for which fees have been paid. Members have the right to vote in Association elections and matters arising at the Annual General Meeting (AGM) or an Extraordinary Meeting, subject to any conditions set forth by the Steering Committee;
- 4) Membership is open to those with a professional interest in forensic anthropology and who are willing to assist in supporting and achieving the Association's aims;
- 5) Applications for entry as a Member shall be in a form approved by the Association;
- 6) Upon entry to the Association, Members shall agree to be bound by the Association's Code of Conduct.

#### **Article 5 – Management**

- 1) The affairs of the Association shall be handled by a Steering Committee;
- 2) The Steering Committee shall consist of:
  - a) Chairperson
  - b) Vice Chair (to be elected from one of the steering committee officers listed below, excluding the student member)
  - c) Treasurer
  - d) Secretary
  - e) Membership Secretary
  - f) International Liaison Officer
  - g) Communication/Outreach Officer
  - h) University R&D Officer
  - i) Commercial Officer



j) Student Member

3) The roles and responsibilities of the Steering Committee members are:

#### **Chair**

- a) To schedule and chair Committee meetings and the AGM, ensuring that they are run efficiently and effectively
- b) To be the named contact and spokesperson for the Association
- c) To provide clear leadership and direction for the Association
- d) To work with the Committee to ensure that the functions and aims of the Association are delivered in line with the Constitution
- e) To ensure that the necessary skills are represented on the committee and that the officers of the Committee carry out their duties
- f) To assist in the development of partnerships with other boards and organisations that are relevant to the objectives of the Association

#### **Vice Chair**

- a) To support the Chair in his or her role
- b) To assume the responsibilities of the Chair in the event that the Chair is unable to perform his or her duties

#### **Treasurer**

- a) To administer all financial affairs of the Association including:
  - i. receipt of monies relating to membership and all other payments
  - ii. payment of all accounts
  - iii. ensuring that all monies received are banked
  - iv. ensuring that all receipts and payments concur with bank deposits and withdrawals
- b) To maintain records of all financial transactions (income and expenditure)
- c) To lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval. This will include managing any surpluses or deficits and production of balance sheets for each Committee meeting
- d) To provide advice to the committee in their management of Association finances
- e) To support any required auditing processes
- f) To act as signatory on Association accounts



### **Secretary**

- a) To notify Association / Committee members of the times and dates of all Association meetings no later than two calendar months before the date of the meeting
- b) In collaboration with the Committee, to prepare and disseminate the agendas for Committee meetings and for the AGM
- c) To manage the minutes of the Committee meetings and AGM and ensure that minutes are distributed to members shortly after each meeting
- d) To maintain the records of the committee and ensure that they are made available when required by authorised persons, e.g. other committee members or members of the judiciary if documents are required for reference in court. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- e) To provide an up-to-date copy of the Constitution and Code of Practice at all meetings
- f) To monitor tenure of Committee members and renewal of Committee members
- g) To work with the Chair to ensure the election of Committee members is undertaken according to the Constitution

### **Membership Secretary**

- a) To be the contact point for membership enquiries and applications.
- b) To maintain a current record of all members
- c) To keep a record of all members contact details and the fees they have paid
- d) To liaise with the treasurer regarding payment of fees
- e) To issue reminders for fees when appropriate
- f) To notify Association members of the times and dates of all Association meetings no later than two calendar months before the date of the meeting
- g) In conjunction with other Committee Officers, to promote and increase the number of Members of the Association

### **International Liaison Officer**

- a) To maintain and develop partnerships with international boards and organisations which are engaged in similar or related activities to the Association. These might include (but are not limited to) NGOs, forensic institutes and professional associations such as FASE, AAFS
- b) To facilitate the exchange of information between the Association and international colleagues
- c) Promotion of BAFA and RAI framework in international fora
- d) To disseminate information relating to international developments and activities in the field of Forensic Anthropology to the Committee / Association



### **Academic / R&D (UK) Officer**

- a) To develop relationships with staff and students in academic institutions who are engaged in teaching and conducting research in Forensic Anthropology and related subjects
- b) To encourage members of those departments to join the Association, attend conferences and participate in CPD events
- c) Where appropriate, to encourage members of university departments to disseminate information relating to their current research and to direct members of the Association towards published research in their areas of expertise
- d) To work with student representatives to promote the activities of the Association in Universities/student societies
- e) To explore the potential for collaboration between academic institutions and commercial organisations in relation to research projects that would be applicable to forensic casework (in conjunction with Commercial Officer)

### **Communications and Outreach Officer**

- a) To ensure that the current BAFA website is up to date and to regularly post communications relating to CPD events, field schools, job vacancies, internships and interesting news items relevant to Forensic Anthropology
- b) To act as a focal point for Committee Officers, receiving, collating and disseminating information that they provided to Association Members
- c) To produce regular electronic news bulletins to be sent to Association Members via email or posted on the BAFA website
- d) To liaise with the wider membership to identify topics for CPD events
- e) Together with other Committee members, organise CPD events
- f) To facilitate feedback from Association members to the Committee on all areas relating to the Association, e.g. Certification, mentorship, CPD events
- g) To liaise with the web designer in the creation of registration details for BAFA events

### **Commercial Officer**

- a) To raise awareness amongst Association members of the role of the Forensic Service Providers (FSPs) within the UK Criminal Justice System
- b) To provide the Communications Officer with information received through Home Office communications and commercial fora such as the Association of Forensic Service Providers (AFSP), including relevant commercial information affecting the wider discipline of forensic science
- c) To inform Association members of research questions being generated by casework



- d) To explore the potential for collaboration between commercial organisations and academic institutions in relation to research projects that would be directly applicable to forensic casework (in conjunction with Academic R&D Committee officer)
- e) Together with other Committee members, to contribute to CPD events with non-*sub-judice* case studies

### **Student Member**

- a) To represent student views to Committee members
  - b) To act as a conduit for exchange of information between student and non-student members
  - c) To raise awareness of specific issues relating to students within the Association
  - d) To work with Academic / R&D Officer to promote membership of BAFA to appropriate students at universities
  - e) To liaise with other student members
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- 4) The Steering Committee may invite a person acknowledged by reason of their public standing and contribution to the advancement of the highest standards of practice in Forensic Anthropology, or closely related discipline, to act as Patron of the Association, to assist and guide the Association as required
  - 5) Members of the Steering Committee shall be Members of the Association and preferably members of the RAI
  - 6) The Steering Committee shall have the power to co-opt to fill any vacancies that may arise in the Steering Committee until the next Annual General Meeting
  - 7) Candidates for the Steering Committee shall be proposed, seconded and elected by and from Members of the Association
  - 8) If the number of nominations is no greater than the number of vacancies, nominees shall be deemed elected
  - 9) Members of the Steering Committee shall be elected for a period of three years and may be re-elected for a maximum of two successive periods; Normally, no more than three members of the Steering Committee may stand down from their posts in any one year or an Extraordinary General Meeting of Members of the Association under article 12 of this Constitution must be called
  - 10) Notice of vacancies within the Steering Committee shall be given by suitable electronic means. Information concerning candidates will be circulated in the same way. Where more than one candidate is nominated for a post, an election shall be held



- 11) The Vice Chair shall be elected from the members of Steering Committee, with the exclusion of the Chair and the Student Member. This shall be undertaken by a vote involving all Steering Committee members (either at a Steering Committee meeting and / or by electronic means)
- 12) The Steering Committee shall ordinarily meet twice a year in order to plan, review the activities and policies of the Association
- 13) A quorum of the Steering Committee shall be six members at least one of whom shall be the Chairperson, the Vice Chair or the Secretary of the Association
- 14) Extraordinary meetings of the Steering Committee may be convened as necessary.

## **Article 6 - Committees**

There shall be two Committee categories: Permanent Committees and Temporary Committees.

### **Permanent Committees**

- 1) The Steering Committee will notify the Membership of proposals for the creation of a Permanent Committee, including its objectives and structure, not later than two calendar months before the date of the AGM
- 2) Proposals for a Permanent Committee are confirmed by majority vote of the Membership at the AGM
- 3) Members of a Permanent Committee shall be Members of the Association
- 4) Members can be co-opted on a Committee by majority vote or at the discretion of the Steering Committee. The total number of Members on each Committee shall be determined by the Steering Committee but must be no less than 3 Members
- 5) All the policy decisions and activities proposed by a Permanent Committee shall be reported to the Steering Committee and to the Membership, to whom they are accountable
- 6) Each Permanent Committee shall elect its Chairperson. The result shall be determined on a simple majority basis. If the result of the election is undecided, the decision shall be made by the Steering Committee
- 7) The Permanent Committee shall hold elections for their chairs every three years
- 8) All Permanent Committee Members shall be notified by the relevant Chairman in writing of the points to be discussed at each forthcoming meeting



- 9) The Steering Committee shall ordinarily meet twice a year in order to plan and review the activities and policies of the Association and a report will be presented at the Annual General Meeting
- 10) Permanent Committee meetings shall be considered quorate if more than half of the members are present
- 11) The Steering Committee reserves the right to dissolve a Permanent Committee or change its objectives or structure and a notification of the changes shall be made to the Membership. This will be decided on the basis of a majority vote by the steering committee

#### **Temporary Committees**

- 12) Temporary Committees shall be proposed on an *ad hoc* basis for specific objectives outlined by the Steering Committee
- 13) The Steering Committee will notify the Membership of proposals for the creation of a Temporary Committee, including its objectives and structure
- 14) Members of a Temporary Committee shall be Members of the Association
- 15) Members can be co-opted on a Temporary Committee at the discretion of the Steering Committee depending on their expertise and/or objectives of the Committee. The total number of Members on each Temporary Committee shall be determined by the Steering Committee but must be no less than 3 Members
- 16) All Temporary Committees shall report all policy decisions and proposals to the Steering Committee and/or Permanent Committee. The Steering Committee shall relay the findings of the Temporary Committee to the Membership of the Association
- 17) All members of Temporary Committees shall be notified by the relevant Chairperson in writing of the points to be discussed at each forthcoming meeting;
- 18) Temporary Committees shall ordinarily convene as necessary to fulfil its objectives and a report will be presented at the Annual General Meeting
- 19) Temporary Committee meetings shall be considered quorate if more than half of the members are present;
- 20) The Steering Committee reserves the right to dissolve a Temporary Committee after its objectives have been met.





## **Article 7 – Meetings**

- 1) An AGM of members of the Association shall be held not later than the last day of each calendar year at such time and place as the Steering Committee may appoint for the purpose of conducting the business of the Association including the election of the Steering Committee members and the consideration of the annual accounts of the Association duly audited for the preceding year
- 2) Notice of the AGM shall be emailed to the Membership and published on the BAFA and RAI websites, being not later than two calendar months before the date of the Meeting;
- 3) An Extraordinary General Meeting of Members of the Association may be called at any time by the Council or upon the request of not less than twenty Members delivered to the Chair of the Steering Committee. One month's notice of such meeting and of the business to be transacted thereat shall be given to all Members of the Association prior to the date of the Meeting;
- 4) The minutes of the meeting shall be recorded by the Secretary of the Steering Committee and must be made available to the Membership. The minutes must be approved by the membership, either electronically before the next meeting, or in person during the next meeting.

## **Article 8 – Membership Rights**

- 1) Each Full and Concessionary Member of the Association who is present at the AGM shall have one vote pertaining to matters arising at the AGM
- 2) Ordinary Association business must be conducted by a majority vote of the Membership including Full and Concessionary Members;
- 3) A vote by mail or electronic means must be conducted by the Secretary of the Association, who must give notice of the voting procedures in a way reasonably calculated to reach all voting Members.

## **Article 9 – Finance**

- 1) The Association is a non-profit organisation
- 2) A bank account shall be opened in the name of the Association. Any deeds and cheques relating to the Association's bank account shall be signed by at least two Steering Committee members one of which must be the Treasurer or Secretary of the Association
- 3) The Treasurer of the Association shall receive and keep account of all monies of the Association. They shall produce accounts for each year ending 31 March, and submit



these to the next AGM. All monies received for the Association shall be paid into such banks as the Steering Committee shall appoint

- 4) Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by the Steering Committee in the name of the Association. All funds must be applied to the objects of the Association and for no other purpose
- 5) The financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March
- 6) An annual statement of accounts shall be undertaken internally by the Treasurer and presented to the Steering Committee for approval and to the Membership for reporting at the Annual General Meeting

### **Article 10 – Cessation of Membership**

- 1) The Steering Committee reserves the right to withdraw the membership of any member found to be in breach of the Code of Conduct of the Association.

### **Article 11 – Amendments**

- 1) This Constitution may be amended by a resolution duly carried by two-thirds (2/3) of the Members present and voting at any Annual or Extraordinary General Meeting of Members of the Association, provided that notice of any proposed amendment shall have been placed on the BAFA and RAI website at least one month prior to the Annual or Extraordinary General Meeting at which the resolution embodying such amendment is to be taken.

### **Article 12 – Dissolution**

- 1) If the Steering Committee unanimously decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a meeting of all Members of the Association who have the power to vote (stating the terms of the resolution to be proposed). No less than one month's notice shall be given
- 2) The motion for the dissolution must be agreed by at least two-thirds (2/3) of the members present and by at least half of the total membership
- 3) Notification of the dissolution shall be given by email to the known email address provided by the Member and posted on the BAFA websites. If such decision shall be confirmed as outlined in Article 12.1, the Committee shall have power to dispose of any assets held by or on behalf of the Association



- 4) 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 Association as the Steering Committee may determine

This constitution was adopted at an AGM held at the BAFA meeting on                      by:

Signed: Dr Julie Roberts – Interim Chair of the BAFA Steering Committee

Signed: Dr Catriona Davies – Interim Secretary of the BAFA Steering Committee

Signed: Linda Ainscough – Interim Communication / Outreach Officer of the BAFA Steering Committee

Signed: Dr Heather Bonney – Interim Academic / R&D Officer of the BAFA Steering Committee

Signed: Dr Jan Bikker – Interim International Liaison Officer of the BAFA Steering Committee