



The Caribbean Association of Forensic Sciences

Constitution

Constitution and Bylaws of Caribbean Association of Forensic Sciences (CAFS)
Constitution

ARTICLE 1

1.1 Name and Registration

The name of this association shall be: Caribbean Association of Forensic Sciences (hereafter referred to as "CAFS").

The CAFS is registered in Jamaica and is subject to the Charities Act 2013 and is answerable to the designated Charity Authority under the Charities Act 2013, which is the Department of Cooperatives and Friendly Societies of the Ministry of Industry, Investment and Commerce of Jamaica.

1.2 Purpose

The sole purpose of the charity is to operate for public benefit as a professional institution, provide educational and professional support to its members, to provide advancement of forensic science and to be the authoritative voice for the profession in the Region.

The CAFS shall be maintained as a charity, and no part of its net income or any assets enuring will be to the benefit of any of its members or settler of the organization, or of any private individual.

1.3 Mission

The CAFS is a not-for-profit Regional professional organization dedicated to the promotion, advancement and guidance on all aspects of forensic sciences and its inherent disciplines for the Caribbean Region (defined as all islands and includes Belize, Suriname, Guyana, French Guiana and Bermuda, hereafter referred to as The Region).

1.4 Aim

Its overarching aim is to promote professional integrity and competence; to foster research and recommended practice; to support rigorous quality control regarding practitioners, process, reporting, the presentation of expert evidence, presentation of expert testimony and to encourage collaboration and collegiate engagement throughout the Region within the practice of forensic sciences.

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1.5 Objects

The objects of the CAFS are:

- To be established as a regional organization of all forensic and medicolegal practitioners in the Caribbean region and will function as the professional regional voice and supportive organization of all forensic and medicolegal practitioners.
- To promote professionalism, integrity, competence, and the application of evidence-based, best practices; to invoke rigorous quality control; to encourage collaboration amongst the forensic science disciplines, the Criminal Justice System and to foster and support opportunities for original research, professional networking and continuing professional development.
- To encourage that the respective standards of practice in all the forensic disciplines in the region are maintained at internationally acceptable standards, thereby promoting public confidence in the Criminal Justice systems of the various Caribbean territories.
- To enhance the development of its members and the profession through training, personal development and support by conducting workshops, praxis, conferences, webinars and through newsletter publications.

1.6 Powers

In furtherance of the objects but not otherwise the Executive of the CAFS may exercise the following powers:

1. Power to raise funds and to invite and receive contributions provided that in raising funds the Executive shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law and/or the Charities Act 2013;
2. Power to buy, take on, lease or exchange any property necessary for the achievement of the objects and to maintain and equip such property for use; power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the CAFS;

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3. Power subject to any consents required by law to borrow money and to charge all or any part of the property of the CAFS with repayment of the money so borrowed;
4. Power to employ such staff (who shall not be Members of the Executive) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
5. Power to pay Members for their professional services when they act in the capacity of examiners;
6. Power to co-operate with other charities, voluntary bodies and statutory authorities having similar or related interests operating in furtherance of the objects of the CAFS and may establish branches in any part of the world on such terms as to the Executive of the CAFS shall seem good. The CAFS may take steps to be represented at regional and international conferences concerned with forensic science.
7. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
8. Power to appoint and constitute such advisory committees as the Executive may deem fit;
9. Power to do all such other lawful things as are necessary for the achievement of the objects;
10. Power to operate the day to day business of the CAFS shall be conducted by the Executive. In matters concerning interpretation of the Constitution the decision thereof shall rest with the Executive. The Executive shall decide all matters concerning the CAFS which are not covered explicitly by the Constitution. Seven voting Members of the Executive shall constitute a 'quorum' provided that where a 'quorum' is not available a fewer number of Executive Members may act to conduct immediate business subject always to ratification by the Executive of the acting's. Such interpretations, matters and actions shall always be directed towards the benefit of the CAFS;
11. Power to appoint Trustees in whom the funds of the CAFS shall be vested. Such Trustees may be office bearers of the CAFS or Bank Nominees. The CAFS shall invest its funds in such fashions as the Executive shall decide and not necessarily in Trustee Securities.
12. Power to facilitate co-operation among persons interested in forensic science in the region.
13. Power to have a Code of Conduct for its members.
14. Power to co-operate with other Societies having similar or related interests and may establish branches in any part of the world on such terms as the Executive of CAFS shall seem good.
15. Power to take steps to be represented at regional and international conferences concerned with

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forensic science.

1.7 Access

The CAFS is open for professional membership to all persons working in various fields of the forensic sciences with an emphasis on the Region.

1.8 Cooperation

The CAFS may co-operate with other Associations and Societies having similar or allied interests and may establish branches in any part of the Region on such terms as to the Executive Council of the CAFS (hereafter referred to as "Executive Council") shall seem good.

The Executive Council may take steps to be represented at national and international meetings or conferences concerned with forensic science.

1.9 Partisan Alignments and Affiliations

The CAFS shall have no political affiliations in any jurisdiction within the Region and will remain nonpartisan in all aspects of its operation and engagement.

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ARTICLE 2

2.1 Membership

Membership of the CAFS is open to individuals over the age of 18 years who are currently undertaking relevant undergraduate or postgraduate qualification, are practitioners in any of the disciplines of Forensic Sciences as listed in 2.5 below or are practitioners in an affiliated field of study or practice. Membership is extended to retired practitioners who wish to remain engaged in the field. Membership is by application and is subject to an annual subscription as agreed by the Executive Council.

In the absence of chartered status of the CAFS, it is not permissible to use CAFS membership (for example, MCAFS) as a post-nominal for any category of membership.

2.2 Eligibility

Eligibility of applications will be assessed with set criteria and are approved by the Executive Council. All applicants must be willing to abide by the Constitution and By-Laws, agree to the CAFS Code of Conduct, and must maintain an active interest in the activities of the CAFS.

Membership is offered at four levels:

Student membership

Professional membership

Associate membership

Corporate-Affiliate membership

2.2.1 Student membership

This category of membership is open to those engaged in a relevant course of study at any Institution, and in good academic standing with that institution, with an interest in the forensic application of sciences, medicine, law and technology and who provide confirmation of a relevant course of study.

Student members have no voting rights, are not eligible to serve on or nominate others to

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serve the Executive Council except as Student Representative but will observe the Code of Conduct of the CAFS.

They are only entitled to use the designation “student member” on their curriculum vitae or any other pertinent correspondence. Student Member is a transitory category of membership and cannot nominally be retained for more than 1 year after attaining the relevant qualification.

2.2.2 Professional membership

This is the main category of membership denoting professional status in a given field of relevant practice, whether through certification, qualification, training or experience. Members are required to maintain a record of their professional development in their respective field. Members have full voting rights, may serve on Executive Council and are subject to the Bylaws and Code of Conduct of the CAFS.

2.2.3 Associate membership

This category is for individuals with an interest in the practice and support of forensic sciences, but do not qualify for either Student or General Membership. They are entitled to all rights and privileges of general membership, with the exception that they are not entitled to hold the office of President or Vice President of the CAFS. Associate membership is subject to the Bylaws and Code of Conduct.

2.2.4 Corporate-Affiliate membership

This category of membership is open to registered companies operating in the field of forensic science, have an interest in the work of Forensic Sciences, or whose business underpins the work of forensic sciences in the Region.

The Corporate-Affiliate members will be expected to observe the Bylaws and Code of Conduct of the CAFS.

2.3 Founding membership

This special category of general membership is offered to the named founding members of the CAFS only, in perpetuity. Founding members are all persons who became members for the CAFS within the first year of the formation of the CAFS.

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Founding members have the same rights as outlined for general membership i.e. have full voting rights, may serve on Executive Council and are subject to the Bylaws and Code of Conduct.

2.4 Membership Records

The Hon. Secretary is custodian of the register of members in all categories. The Secretariat of CAFS will maintain the records of the membership of the CAFS.

2.5 Eligible Fields

The fields that are eligible for membership are as follows:

Anthropology	Forensic Chemistry
Bloodstain Pattern Analysis	Forensic Engineering
Body Fluid Analysis	Forensic Histology
Ballistics and trajectory analysis	Forensic Interface Management
Clinical Forensic Medicine	Forensic Nursing
Crime Scene Investigation	Forensic Odontology
Criminalistics	Forensic Pathology
Cyber Forensics	Forensic Photography
Digital Forensics (hardware)	Forensic Psychology/Psychiatry
Digital Forensics (software)	Forensic Statistics/ Epidemiology
DNA Analysis	Forensic Toxicology
Document Analysis	General Forensics
Drug chemistry	Graphology
Environmental Forensics	Isotopic Analysis
Explosives Investigation	Ink and Print Analysis
Financial Fraud Investigation	Jurisprudence
Fingerprint Examination	Laboratory Quality Assurance
Firearms	Laboratory Management
Fire/Arson Investigation	Marks & Trace Analysis
Forensic Audiology	

ARTICLE 3

3.1 Structure

3.1.1 Trustees

The CAFS will be governed by a Board of Trustees who will hold the fiduciary responsibility and overarching governance for the CAFS and ensure that all relevant law is upheld and statutory obligations are met in a timely manner.

The Board of Trustees includes the Hon Secretary.

New trustees are nominated and appointed by the Executive Council.

Appointments can be made at any time in the calendar of CAFS as the Executive Council see fit.

3.1.1.1 Eligibility

All persons holding the position of trustee must:

- be of good standing
- have comprehensive experience of organisational governance and safeguarding
- have interest in the objects of CAFS and all its endeavours
- have special professional skills as required by the CAFS such as management, accounting or law.
- have the ability to leverage expertise, experience and relationships for the furtherance of the objects of CAFS

3.1.2 Executive Council

The Officers of the CAFS are the Secretary, President, two Vice Presidents and the Treasurer. These officers will have the title "*Honorary*" written before their office.

The Executive Council shall consist of at least one Trustee, the Officers, the President Elect or Immediate Past President and up to five Ordinary Members.

The Executive Council will ensure that the Constitution, Bylaws and code of conduct are upheld by the membership of the CAFS

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3.1.2.1 Eligibility

All persons holding office within CAFS must:

- Be a member in good standing
- Have been a member of the CAFS for a minimum of one year
- have interest in the objects of CAFS and all its endeavours

A person having held similar office in another institution is noted to be an asset but is not essential for eligibility.

The following officers are eligible for re-election biennially at the Annual General Meeting (AGM) of the CAFS: Hon Vice-President (two), Hon Treasurer and Assistant Treasurer, Hon Secretary, Assistant Secretary, Public Relations officer, Assistant Public Relations Officer and Student Representative.

3.1.2.2 Term of office

Trustees

This is a statutory role and is usually held for a maximum of two terms, one term being a period of 4 years. Trustees will be eligible for re-election for two consecutive terms.

This role is subject to the nomination and recommendation by the Executive Council.

Additional trustees may be added to the Board of trustees up to a number of seven.

Trustees may be added at any time that the Executive Council see fit to augment the sitting Board of Trustees.

Hon. Secretary

This is a statutory role and is usually held for a maximum of two terms, one term being a period of four years. The secretary will be eligible for re-election for two consecutive terms.

The Hon Secretary, along with trustees, has fiduciary responsibility for the organisation.

This role is subject to the same nomination process with selection and appointment undertaken by the Board of Trustees.

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Non Statutory Officers

The Non Statutory Officers shall be appointed by successful election at the AGM.

The Non Statutory Officers, shall be appointed for a period of two years and be eligible for re-election for two consecutive terms.

Non Statutory officers include the following: Hon President, Hon Vice Presidents, Hon Treasurer, Public Relations and Communications Officer, and Student Representative.

Hon Vice Presidents

The Hon Vice Presidents are two in number and shall be appointed by successful election at the AGM.

The Hon Vice Presidents eligible for re-election for two consecutive terms.

Hon Treasurer

The office of the Hon Treasurer shall be appointed for a term and be eligible for re-election at the AGM for a consecutive term. A term is two and a half years.

The handover period between the outgoing Treasurer and the newly elected Treasurer will be for a maximum period of six months.

This will ensure a full handover process inclusive of the preparation of the end of financial year preparation of accounts and returns.

The outgoing Hon Treasurer will remain technically responsible for the preparation and audit of the accounts for that part of the current financial year in which he/she held office.

Treasurer Elect

The successful candidate will be known as Treasurer-Elect and will serve alongside the Hon Treasurer for a period of six months in the remaining second year to facilitate handover.

The Treasurer-Elect will shadow the Hon Treasurer during this period of handover, and is expected to attend Executive Council meetings

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Assistant Officers

The Assistant Officers shall be appointed by successful election at the AGM.

The Assistant Officers, shall be appointed for a period of two years and will be eligible for re-election for two consecutive terms.

Public Relations and Communications Officer

The Non Statutory Officers shall be appointed by successful election at the AGM.

The Non Statutory Officers, shall be appointed for a period of two years and be eligible for re-election for two consecutive terms.

Student Representative

The Student Representative shall be appointed by successful election at the AGM.

The Student Representative shall be appointed for a period of two years and be eligible for re-election for two consecutive terms.

The Hon President

The Hon President shall serve for one term in the respective office. A term is two consecutive years. The Hon President, will not be eligible for re-election for at least two years after the term has been served.

President Elect

The Executive of the CAFS will announce at the AGM a request for nominations for President, 12 weeks into the second year of the current President's term of office.

The successful candidate will be appointed as President-Elect and will serve alongside the President in a subordinate role for the remaining second year of the term of the Hon President to facilitate handover.

The President-Elect will not undertake any duties of the President during this period, but is expected to attend Executive Council meetings

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3.1.3 Leadership Handover

At the end of the second year of the Presidential term, the President-Elect will become the new President, and the outgoing President will become the Immediate Past President.

This is to ensure a smooth and collegiate handover process for the leadership of the CAFS.

3.1.4 Interregnum

In the event of there being no suitable President Elect, the CAFS will be managed by the Trustees and the Company Secretary as an interregnum governing body and will actively engage in recruiting a new President. The names of potential candidates will be sent to all members of the Executive Council for acceptance as eligible candidates before sending to the members for election. The election of the new President from the list presented to the Executive during the period of Interregnum will occur at either a special meeting or the next AGM, as determined by the Hon Secretary.

If the President resigns midterm, and the resignation letter is accepted by majority of the Executive Council, the leadership of the CAFS is assumed by the Vice Presidents. **3.1.2.4**

3.1.2.3 Nominations

Nominations for Officers of the CAFS or Ordinary Members of The Executive Council may be made by any six Ordinary or Honorary Members of the CAFS and must be accompanied by intimation from the nominee that he or she is willing to stand for the position. Nominations must reach the Hon Secretary at least **three months** before the AGM at which it is intended that they should be proposed for election.

The Executive Council shall be empowered to appoint up to two Assistant Secretaries but these appointments must be ratified at the next AGM of the CAFS. Such Assistant Secretaries shall not be eligible to vote at Council Meetings.

The names of candidates for election to the Executive Council as Officers or Ordinary Members shall be printed in the notice of the AGM which will be issued to all members in good standing with CAFS Members by the Hon Secretary **no later than 8 weeks** before the AGM.

Nominations will be received electronically to facilitate residents throughout the Region and

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beyond. Nominations should be accompanied by a single paragraph biography with information relevant to the objects and activities of CAFS only.

No member can nominate him/herself.

The candidate is required to confirm by electronic communication, his/her acceptance and willingness to participate to the Hon Secretary or may submit a response in writing to the same. Officers will be elected by ballot at the AGM and installed after a suitable period of handover by the immediate past officer.

The Hon Secretary shall send to each Member a ballot paper with the names of the candidates for election to the various posts on the Council.

Nobody shall be appointed as a Member of the Executive Council who is aged under 18 or who would, if appointed, be disqualified under the provisions of this Constitution and the bylaws of CAFS.

3.1.2.4 Membership of the Executive Council

A Member of the Council shall cease to hold office if he or she:

- is disqualified from acting as a Member of the Council by virtue of the Charities Act 2013 of the law of Jamaica where the CAFS is registered (or any statutory re-enactment or modification of that provision);
- disqualified due to any breach of the Code of Conduct
- becomes incapable by reason of mental disorder, illness or injury, of managing and administering his or her own affairs;
- is absent without the permission of the Executive Council from all their meetings held within a period of twelve months and the Council resolve that his or her office be vacated; or
- notifies to the Honorary Secretary, a wish to resign (but only if at least seven Members of the Council will remain in office when the notice of resignation is to take effect).

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- The notice period post resignation is one month to allow for full handover process to take effect as outlined in 3.1.2.4

The Executive Council is empowered to co-opt up to three non-voting advisors to attend meetings of the Executive Council as may arise in the interest of CAFS.

Advisors will be or will become members of the CAFS.

An advisor is defined for the purpose of CAFS as a professional with knowledge outside of that of the sitting Executive Council who can provide the Executive Council with specific pertinent advice that may be required for the protection of or furtherance of the objects of the CAFS, or in any area regarding the operations of the CAFS.

Each advisor will be co-opted to serve for a term not exceeding 1 year and any one appointment. However, if it is deemed to be in the best interest of CAFS this term may be extended by the Executive Council.

The Executive Council reserves the right to terminate the appointment of the advisor if they cease to hold membership of the CAFS.

3.1.2.4 Handover and Records

Executive Council

Each member of the Executive Council will keep an accurate account of activities and projections for their term in office for all activities related to CAFS. Each year a minimum one page summary document of the member's activities undertaken, and a self evaluation of performance is to be submitted for evaluation by the Trustees and the Hon Secretary.

These records will form part of the handover process between incumbent and successors.

The outgoing President shall lead and oversee the handover process.

The handover process for the outgoing President will be overseen by the Trustees and Hon Secretary.

3.1.2.5 Resignations

Any member of the Executive Council who resigns midterm is still expected to submit to the

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Trustees and the Hon Secretary, a summary document regarding his/her activities and self evaluation of performance up to the time the resignation takes effect, as well as undertake to complete any outstanding the handover process as outlined in 3.1.2.4

3.1.2.6 Inventory

An accurate inventory of all physical assets, with the exception of the funds of CAFS, will be kept by the Hon Treasurer and Hon Secretary. This inventory will be reviewed annually by both parties and any inconsistencies brought to the attention of the Executive Council.

The location of these assets will be decided on by the Executive Council.

3.1.3 *Assets and Interests of the CAFS*

Subject to the provisions of sub-clause (2) of this clause no Member of the Executive Council or Advisor to the Executive Council shall acquire any interest in property or other assets (inclusive of its membership), belonging to the CAFS (otherwise than as a trustee for the CAFS) or receive remuneration or be interested (otherwise than as a Member of the Executive Council) in any contract entered into by Executive Council.

3.1.4 *Professional Representation and Services on behalf of CAFS*

Any Member of the Council for the time being who is a solicitor, accountant or other person engaged in a specialist profession may be paid a small honorarium agreed by the Trustees for specialist business done by him or her or his or her firm when instructed by the Trustees to act in a professional capacity on behalf of the CAFS; provided that at no time shall a majority of the Members of the Council benefit under this provision and that the Member of the Executive Council shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

3.1.5 *Meetings and proceedings of the CAFS and Executive Council*

3.1.5.1 *Meetings*

Meetings of the CAFS are private unless otherwise decided and proceedings may not be

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communicated to the press without the prior consent of the Executive Council.

The Executive Council meetings should be held on the **second Tuesday of every new month, commencing at the latest 18:30hrs.**

The meeting must have a general quorum of at least seven persons including board member(s), a trustee(s), president and/or vice president, treasurer and/or assistant treasurer, Hon Secretary and/or assistant secretary.

The minimum quorum is required for any decisions to be made.

Decisions should be made via a democratic process.

All meetings should be documented by means of minutes in accordance with the Proforma and should be circulated two weeks following the respective meeting. All corrections and/ or amendments should be sent to the Hon Secretary two weeks prior to the date of the next meeting.

Minutes of the previous meeting will be corrected and ratified in the succeeding meeting.

The Executive Council shall hold **at least one ordinary meeting** per quarter.

A special meeting may be called at any time by the President or by any two Members of the Executive Council upon not less than four days' notice being given to the other Members of the Executive Council of the matters to be discussed but if the matters include an appointment of a co-opted Member then not less than twenty-one days' notice must be given.

The President shall act as Chairman at meetings of the Council.

If the President is absent from any meetings, the Members of the Executive Council present shall choose one of their number to be Chairman of the meeting before any other business is transacted.

There shall be a quorum when seven Members of the Executive Council are present at a meeting. Fewer Members may conduct immediate business subject always to ratification by the Executive Council.

Every matter shall be determined by a majority of votes of the Members of the Executive 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.

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The Executive Council shall keep minutes, in files kept for the purpose, of the proceedings at meetings of the Executive Council and any sub-committee of the Council.

The Executive Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. All alterations and additions must be approved by the Trustees and Honorary Officers of the CAFS.

No rule may be made which is inconsistent with this constitution.

3.1.5.2 Sub-committees and meetings

Sub-committees

The Executive Council may appoint one or more sub-committees consisting of three or more Members of the Council for the purpose of making any inquiry or supervising or performing 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.

The Vice Presidents will have oversight of all sub-committees.

Approved sub committees are as follows:

- Conferences and Publications
- Finance and Statutory Reporting
- Marketing and Media Management
- Membership and Ethics
- Professional Standards and Training
- Sponsors and Patrons

Meetings of Sub-committees

Sub committees will meet as needed and directed by the Vice Presidents and the business of such sub-committees shall be duly recorded and a summary submitted to the Executive Council one week after the meeting is held.

All sub-committee reports will be reviewed at the following Executive Council meeting.

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AGM

The AGM is outlined in ARTICLE 8 Section 8.4

3.1.6 Other Scientific based Meetings

The CAFS shall hold scientific conferences, praxis and special scientific meetings at a frequency as determined by the Executive Council.

Conferences will be biennial and can be Praxis Symposiums, presentations or special scientific meetings

3.1.6.1 Conferences

All Conferences provided by the CAFS will be open to practitioners and persons of interest from the Region and internationally.

The CAFS shall publish proceedings of any conferences held. The Proceedings shall be managed by the Editor. The Editor may be assisted by a panel of associate editors.

3.1.6.2 Praxis Symposium

All Praxis symposiums will be thematic and focused on strengthening the themed practice throughout the Region. It will be open to all practitioners in the Region.

The CAFS shall publish summary documents and action plans of any Praxis Symposium will be collated and published by the Editor and issued to participants only. A copy of these documents will be held by the Executive Council.

3.1.6.3 Special Scientific Meetings

Special scientific meetings may be called throughout the year and can be on the theme of research, development, technology and applications in any field of Forensic Sciences, inclusive of equipment and technology companies.

When circumstances permit Members may seek permission of the Executive Council to introduce visitors to the special scientific meetings of the CAFS.

Members shall sign their names and also enter the names of any visitors whom they may introduce on an attendance sheet provided by the Hon. Secretary at such special lectures.

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The Council may invite any scientific or learned society to participate in such special scientific meetings.

ARTICLE 4

4.1 Code of Conduct and Disciplinary Committee

The CAFS shall have a Code of Conduct binding on all Members.

Any complaint made about a any member 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.

The Disciplinary Committee shall comprise the President or another designated officer of the CAFS, two Members of the Executive Council and two Ordinary Members who are not Members of Executive Council, which shall be constituted as the need arises.

Where the subject of complaint concerns a member of the Executive Council, then the Disciplinary Committee may refer up to the board of trustees for review and outcome.

Where the subject of complaint concerns a member, the Executive Council may co-opt a member from within the same field of specialism if one is not already present.

Any person subject to a disciplinary review is entitled to have representation at the review.

The findings of this Disciplinary Committee will be referred to by the Executive Council who, if in their opinion the interests of the CAFS require it, may remove or suspend that Member from the CAFS.

ARTICLE 5

5.1 Logo and Seal

CAFS has a logo and seal.

5.1.1 Official Logo

The Company logo is to be used on all official documents sent out or transacted by the company and is to be used only with the sanction of the Trustees, Hon President, Hon Vice Presidents, Hon Secretary and Hon Treasurer.



Official Logo of the Caribbean Association of Forensic Sciences

The logo is only to be represented in the designated as indicated above.

It is prohibited to use in any other format, colour combination other than that noted for the logo above and its black and white reproduction.

It is to be used on all marketing collateral, meeting agendas and minutes, and on any material to be disseminated to the members and/or the public at events such as conferences, technical meetings and lectures.

5.1.2 The Seal

The seal shall be maintained by the Hon Treasurer and Hon Secretary, to be used on any document in printed format with their approval as required.

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ARTICLE 6

6.1 Signing Officials

Subsequent to registration as a non-profit organization, the only CAFS members authorized to use their signature for CAFS' business, are as follows (except as noted elsewhere in the Constitution):

Authorised persons are Statutory Officers of the Executive Council and Trustees only. Any bank transactions will be signed two authorised Statutory officers which are the Hon Treasurer, and either of the Vice Presidents who are available geographically to undertake such a requirement.

6.2 Special use of signatures

Cheques drawn upon the funds of the CAFS shall require the signature of the Treasurer and/or the President or either Vice-President, and accurate, current documentation must be presented and recorded before this undertaking.

Withdrawal of any other CAFS funds from the Bank shall require two (2) signatures; Hon Treasurer and the President or either of the Vice-Presidents. Accurate and current documentation must be presented and recorded before this undertaking.

Any document committing the CAFS to, an implementation plan of action or engagement with a third party requires two (2) signatures, a member of the Board of Trustees and either the Hon Treasurer or the President or either Vice-Presidents. Accurate and current documentation must be presented before this undertaking.

6.3 Familial relationships

Signing members must **not** be related by marriage, blood or cohabitation.

6.4 Affiliations

The CAFS may only enter into any affiliation with external or corporate entities pending the approval of the Board of Trustees. Conditions of Affiliate membership must be adhered to as outlined in ARTICLE 2, Section 2.2.4 of this constitution.

ARTICLE 7

7.1 Receipts and Expenditure

The funds of the CAFS, including all donations, contributions and bequests shall be paid into an account managed by the Hon Treasurer in the name of the CAFS at such bank as the Executive Council shall from time to time decide.

All cheques drawn on the account must be signed by either two Members of The Executive Council as registered with the bank.

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 and submitted to the bank.

List of signatories and examples of their signatures will be updated with each change of eligible officers.

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

7.2 Accounts

The Council shall comply with their obligations under the Charities Act 2013 (or any statutory re-enactment or modification of that Act) with regard to:

- the keeping of accounting records for the CAFS;

- the preparation of annual statements of account for the CAFS;

- the auditing or independent examination of the statements of account of the CAFS; and the transmission of the statements of account of the CAFS if required by the Companies Office or any regulator of Charities in Jamaica

ARTICLE 8

8.3 Annual Report

The Executive Council shall be responsible for the preparation of the Annual Report

The Annual Report will include but not be limited to; all activities for the CAFS for that year; its achievements and challenges; a financial summary; projections for the upcoming year.

The Annual Report will be reviewed and signed by the President which will be made available at the AGM.

8.4 AGM

There shall be an AGM of the CAFS which shall be **within the month of March** in each year or as soon as practicable thereafter.

Every AGM shall be called by the Executive Council. The Hon Secretary shall give at least **8 weeks' notice** of the AGM to all the Members of the CAFS.

This will be by formal notification inclusive of location, time, reports, supporting information, and list of candidates for nomination, by electronic correspondence.

Members in other jurisdictions outside of where the AGM is held may connect and engage to the AGM by means of an electronic media interface selected by the Executive Council.

8.4.1 Voting

All the Members of the CAFS shall be entitled to attend the AGM.

All the Members of the CAFS with voting rights and in good standing shall be entitled to vote at the AGM.

All the Members of the CAFS with voting rights and in good standing shall have the right to vote on all questions submitted to any business meeting or extraordinary general meeting of the CAFS at which the Member is present.

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8.4.1.1 Proxy vote

Members not physically present and unable to indicate their vote in person at the AGM may do so by making a request for a proxy vote to the Hon Secretary.

Notice of any resolutions or questions to be raised must reach the Hon Secretary at least two weeks before any meeting.

The Officers of the Executive Council shall present to each AGM, the report and accounts of the CAFS for the preceding year. After audit, all accounts and supporting documents will be placed in the CAF Records held by the Hon Secretary.

At the AGM, new posts identified and vacancies on the Executive Council shall be filled.

The office of the Treasurer shall be effective from 1 April. The period between an AGM 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/she held office.

The conduct of any meeting shall be in the hands of the Chairman selected and approved by the Council.

8.5 Special General Meetings

The Hon Secretary shall convene within two months a Special General Meeting (SGM), for the membership to vote on any office that has not been filled such as the office of Hon. President as outlined in Article 3, Section 3.1.4.

The Hon Secretary shall convene within two months a SGM on the request in writing of not less than twenty Members to the Hon 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. A motion of "no confidence" in any Officer(s), Member(s) of Council, or Council as a whole may be proposed at the AGM or at a SGM. 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.

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If so ratified, the Executive Council or the retiring Executive Council will make arrangements for the election of new officers, Members and Executive Council as appropriate, within three months. Such a vote does not preclude any Member or Officer of the Executive Council seeking re-election.

The newly elected Council will remain in office for a minimum of four months.

8.5 Procedure at General Meetings

The Hon Secretary or other person specially appointed by the Council shall keep a full record of proceedings at every AGM of the CAFS.

There shall be a quorum when at least three fifths of registered members of the CAFS are present at any general meeting.

8.6 Notices

Any notice required to be served on any Member of the CAFS shall be in writing and shall be served by the Hon Secretary or the Council on any Member either personally, electronic mail (email) using the address within the CAFS membership records or by sending it through the post in a prepaid letter addressed to such Member at his or her last known address held within the CAFS membership records, and any letter so sent shall be deemed to have been received within 10 days of posting.

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Article 9

9.1 Amendments of the Constitution

Any proposed amendments to this constitution must be submitted in writing to the Hon Secretary.

This amendment will be tabled for the next meeting of the Executive Council, provided the agenda can accommodate the proposed item.

It will be reviewed by the Executive Council and a determination of approval or disapproval rendered with explanations accordingly. Once the determination of fitness has been made for the amendment, it will then be documented in the minutes and subsequently published within the proceeding two months.

It will then be presented to the general membership at the next AGM.

Exceptions to this format may be afforded in exceptional or time bound cases and with the approval of the Executive Council.

They shall become a part of this Constitution only if approved by two thirds (2/3) majority of the members present and voting at that meeting.

9.2 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 Members present and voting at an AGM. The notice of the AGM must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made which would have the effect of making the CAFS cease to be a Charity at law.

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Article 10

10.1 Dissolution

If the Executive Council decides that it is necessary or advisable to dissolve the CAFS it shall call a meeting of all Members of the CAFS, 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 the Executive Council shall have power to realise any assets held by or on behalf of the CAFS.

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 CAFS as the Members of the CAFS 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 CAFS must be sent to the Companies Office.