



Constitution

Part 1

1. Adoption of the constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. Name

The charity's name shall be The British Association for Forensic Anthropology (BAFA) hereinafter referred to as ("The Association").

3. Objectives of the Association

The objectives of the Association shall be to advance education and science for the public benefit in particular but not exclusively by:

- 1) Promoting the professional and scientific skill sets of the forensic anthropologist
- 2) Raising awareness of the discipline of forensic anthropology within the law enforcement and criminal justice communities
- 3) Providing members of the public with advice on queries relating to forensic anthropology or, where appropriate, direct them to other relevant organisations and associations who may be able to assist.
- 4) Providing information on career pathways for forensic anthropologists
- 5) Providing a forum for the exchange of ideas and information on forensic anthropology related topics, and advance public understanding in the same through educational activities
- 6) Assisting practitioners in developing and 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
- 7) Supporting 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 (and worldwide where deemed appropriate by the RAI)



4. Application of income and property

- 1) The income and property of the Association shall be applied solely towards the promotion of the objects.
 - i. An Association trustee is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by themselves when acting on behalf of the Association.
 - ii. An Association trustee may benefit from trustee indemnity insurance cover purchased at the Association's expense in accordance with, and subject to the conditions in, section 189 of the Charities' Act 2011.
- 2) None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Association. This does not prevent a member who is not also a trustee from receiving:
 - i. a benefit from the Association in the capacity of a beneficiary of the Association;
 - ii. reasonable and proper remuneration for any goods or services supplied to the Association.

5. Benefits and payments to Association trustees and connected persons

1) General provisions

No Association trustee or connected person (defined in clause 34 of Section 2) may:

- i. buy or receive any goods or services from the Association on terms preferential to those applicable to members of the public;
- ii. sell goods, services or any interest in land to the Association;
- iii. be employed by, or receive, any remuneration from the Association;
- iv. receive any other financial benefit from the Association;

unless the payment is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission ('the Commission'). In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has monetary value.

2) Scope and powers permitting trustees' or connected persons' benefits:

- i. An Association trustee or connected person may receive a benefit from the Association in the capacity of a beneficiary of the Association provided that a majority of the trustees do not benefit in this way.
- ii. An Association trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the



provision of services to the Association, where that is permitted in accordance with, and subject to, the conditions in section 185 of the Charities Act 2011.

- iii. Subject to sub-clause (3) of this clause, an Association trustee or connected person may provide the Association with goods that are not supplied in connection with services provided to the Association by the Association trustee or connected person.
- iv. An Association trustee or connected person may receive interest on money lent to the Association at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- v. An Association trustee or connected person may receive rent for premises let by the trustee or connected person to the Association. The amount of the rent and the other terms of the lease must be reasonable and proper. The Association trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- vi. An Association trustee or connected person may take part in the normal trading and fundraising activities of the Association on the same terms as members of the public.

3) Payment for supply of goods only – controls

The Association and its trustees may only rely upon the authority provided by sub-clause 2(c) of this clause if each of the following conditions is satisfied:

- i. The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the Association and the Association trustee or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the Association.
- ii. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- iii. The other Association trustees are satisfied that it is in the best interests of the Association to contract with the supplier rather than with someone who is not an Association trustee or connected person. In reaching that decision, the Association trustees must balance the advantage of contracting with an Association trustee or connected person against the disadvantages of doing so.
- iv. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with them or it with regard to the supply of goods to the Association.
- v. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Association trustees is present at the meeting.
- vi. The reason for their decision is recorded by the Association trustees in the minutes.



vii. A majority of the Association trustees then in the office are not in receipt of remuneration or payments authorised by clause 5.

4) In sub-clauses (2) and (3) of this clause:

- i. 'the Association' includes any company in which the Association:
 - a. holds more than 50% of the shares; or
 - b. controls more than 50% of the voting rights attached to the shares; or
 - c. has the right to appoint one or more trustees to the board of the company.
- ii. 'connected person' includes any person within the definition set out in clause 34 of Section 2 (Interpretation).

6. Dissolution

- 1) If The 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 Association shall not be dissolved except at a special general meeting called for that purpose. The motion for the dissolution must be agreed by at least two thirds of the members present and by at least half of the total membership
- 3) If the members resolve to dissolve the Association, the trustees will remain in office as Association trustees and be responsible for winding up the affairs of the Association in accordance with this clause.
- 4) The trustees must collect in all the assets of the Association and must pay or make provisions for all the liabilities of the Association.
- 5) The trustees must apply any remaining property or money:
 - i. directly for the object;
 - ii. by transfer to any charity or charities for purposes the same as or similar to the Association;
 - iii. in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- 6) The members may pass a resolution, before or at the same time as the resolution to dissolve the Association, specifying the manner in which the trustees are to apply the remaining property or assets of the Association, and the trustees must comply with the resolution if it is consistent with paragraphs (a)-(c) inclusive in sub-clause (3) above.
- 7) In no circumstances shall the net assets of the Association be paid to or distributed among the members of the Association (except to a member that is itself a charity).
- 8) The trustees must notify the Commission promptly that the Association has been dissolved. If the trustees are obliged to send the Association's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Association's final accounts.



- 9) Notification of the dissolution shall be given by email to the known email addresses provided by the Members and posted on the BAFA website.

7. Amendment of constitution

- 1) The Association may amend any provision contained in Part 1 of this constitution provided that:
 - iv. no amendment may be made that would have the effect of making the Association cease to be a charity at law;
 - v. no amendment may be made to alter the object if the change would undermine or work against the previous objects of the Association;
 - vi. no amendment may be made to clauses 4 or 5 without the prior written consent of the Commission;
 - vii. any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 2) Any provision contained in Part 2 of this constitution may be amended provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.
- 3) A copy of any resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed



Part 2

8. Membership

- 1) Membership is open to all individuals interested in the Association's areas of study or related organisations who are approved by the trustees.
- 2)
 - viii. The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interest of the Association to refuse the application.
 - ix. The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - x. The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- 3) Membership is not transferable to anyone else.
- 4) The trustees must keep a register of names and addresses of the members. Access of members to this database will be governed by current data protection regulation.
- 5) There shall be two categories of Membership: Full Member and Concessionary Member (including student, retired and unwaged)
- 6) The trustees will establish the annual membership fees to be paid by Full Members and Concessionary Members;
- 7) Payment is due on confirmation of acceptance of membership by the Membership Secretary of the Association and on each succeeding 1st April thereafter;
- 8) 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 trustees;
- 9) 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;
- 10) Applications for entry as a Member shall be in a form approved by the Association;
- 11) Upon entry to the Association, Members shall agree to be bound by the Association's Code of Conduct.



9. 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.

10. Termination of membership

Membership is terminated if:

- 1) the member dies or, if it is an organisation, ceases to exist;
- 2) the member resigns by written notice to the Association unless, after the resignation, there would be less than two members;
- 3) any sum due from the member to the Association is not paid in full within four weeks of it falling due;
- 4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the Association that their membership is terminated. This may or may not be as a result of disciplinary procedures (see Complaints and Disciplinary Procedures). A resolution to remove a member from membership may only be passed if:
 - i. the member has been given at least twenty-one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - ii. the member or, at the option of the member, the member's representative (who need not be a member of the Association) has been allowed to make representation to the meeting.

11. General meetings

- 1) The Association must hold a general meeting within twelve months of the date of the adoption of this constitution.
- 2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.



- 3) All general meetings other than annual general meetings shall be called special general meetings.
- 4) The trustees may call a special general meeting at any time.

The trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but, in doing so, they must comply with the provisions of this constitution.

- 5) 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 Committee may appoint for the purpose of conducting the business of the Association including the election of The Committee members and the consideration of the annual accounts of the Association duly audited for the preceding year. Notice of the AGM shall be emailed to the Membership and published on the BAFA website and disseminated to the wider membership, being not later than two calendar months before the date of the Meeting;
- 6) 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 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;
- 7) The minutes of the meeting shall be recorded by the Secretary of The Committee e 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.

12. Notice

- 1) The minimum period of notice required to hold any general meeting of the Association is fourteen clear days from the date on which the notice is deemed to have been given.
- 2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- 3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.



- 4) The notice must be given to all the members and to the trustees.

13. Quorum

- 1) No business shall be enacted at any general meeting unless a quorum is present.
- 2) A quorum is:
 - i. 40 members entitled to vote upon the business to be conducted at the meeting; or
 - ii. one tenth of the total membership at the time; whichever is the greater.
- 3) The authorised representative of a member organisation shall be counted in the quorum.
- 4) If:
 - i. a quorum is not present within half an hour from the time appointed for the meeting; or
 - ii. during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.
- 5) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- 6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting

14. Chair

- 1) General meetings shall be chaired by the person who has been elected as Chair of the Association.
- 2) If there is no such person or they are not present within fifteen minutes of the time appointed for the meeting, the Vice Chair shall chair the meeting, or if the Vice Chair is not present, the next most senior Trustee.
- 3) If there is only one trustee present and willing to act, they shall chair the meeting.
- 4) If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

15. Adjournments

- 1) The members present at a meeting may resolve that the meeting shall be adjourned.



- 2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be re-convened unless those details are specified in the resolution.
- 3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date, time and place of the meeting.

16. Votes

- 1) Each member shall have one vote but, if there is an equality of votes, the person who is chairing the meeting shall have a casting vote in addition to any other vote they may have.
- 2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it, had it been proposed at a general meeting, shall be effective. It may comprise several copies, each signed by, or on behalf of, one or more members.

17. Representatives of other bodies

- 1) Any organisation that is a member of the Association may nominate any person to act as its representative at any meeting of the Association.
- 2) The organisation must give written notice to the Association of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Association. The nominee may continue to represent the organisation until written notice to the contrary is received by the Association.
- 3) Any notice given to the Association will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Association shall not be required to consider whether the nominee has been properly appointed by the organisation.

18. Officers and trustees

- 1) The Association and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be trustees of the Association and in this constitution are together called 'the trustees'.
- 2) The Association shall have the following officers:



- i. A chair
 - ii. Vice chair (to be elected from one of the trustees listed below, excluding the Student Officer)
 - iii. A secretary,
 - iv. A treasurer,
 - v. A membership secretary,
 - vi. International Liaison Officer
 - vii. Communication / Outreach Officer
 - viii. Academic R&D Officer
 - ix. Commercial Officer
 - x. A student officer,
- 3) A trustee must be a member of the Association or the nominated representative of an organisation that is a member of the Association.
 - 4) No one may be appointed a trustee if they would be disqualified from acting under the provisions of clause 20.
 - 5) The number of trustees shall not be less than three but (unless otherwise determined by a resolution of the Association in a general meeting) shall not be subject to any maximum.
 - 6) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.
 - 7) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

19. Appointment of trustees

- 1) The Association in general meeting shall elect the officers and the other trustees.
- 2) The trustees may appoint any person who is willing to act as a trustee. Subject to subclause 5(b) of this clause, they may also appoint trustees to act as officers.
- 3) Officers and trustees may choose to serve for two or three years (membership secretary and treasurer may serve for five years), starting on the 1st of October after the Annual General Meeting at which they were elected.
- 4) No one may be elected a trustee or an officer at any annual general meeting unless prior to the meeting the Association is given a notice that:
 - i. is signed by a member entitled to vote at the meeting;
 - ii. states the member's intention to propose the appointment of a person as a trustee or as an officer;



- iii. is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 5)
- i. The appointment of a trustee, whether by the Association in general meeting or by the other trustees, must not cause the number of trustees to exceed any number fixed in accordance with this constitution as the maximum number of trustees.
 - ii. The trustees shall have the power to co-opt to fill any vacancies that may arise in the Board of Trustees until the next Annual General Meeting.
 - iii. The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

20. Power of trustees

- 1) The trustees must manage the business of the Association and have the following powers in order to further the object (but not for any other purpose):
 - i. to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - ii. to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - iii. to sell, lease or otherwise dispose of all or any part of the property belonging to the Association. In exercising this power, the trustees must comply as appropriate with sections 117-122 of the Charities Act 2011;
 - iv. to borrow money and to charge the whole or any part of the property belonging to the Association as security for repayment of the money borrowed. The trustees must comply as appropriate with sections 124-126 of the Charities Act 2011 if they intend to mortgage land;
 - v. to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - vi. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the object;
 - vii. to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for the object;
 - viii. to set aside income as a reserve against future expenditure, but only in accordance with a written policy about reserves; to obtain and pay for such goods and services as are necessary for carrying out the work of the Association;
 - ix. to open and operate such bank and other accounts as the trustees consider necessary and to invest funds, and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.
 - x. to do all such other lawful things as are necessary for the achievements of the object.



- 2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.
- 3) Any meeting of trustees at which a quorum is present at the time the decision is made may exercise all the powers exercisable by the trustees.

21. Disqualification and removal of trustees

A trustee shall cease to hold office if they:

- 1) are disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- 2) cease to be a member of the Association;
- 3) become incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 4) resign as a trustee by notice to the Association (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- 5) are absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

22. Proceedings of trustees

- 1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 2) Any trustee may call a meeting of the trustees.
- 3) The secretary must call a meeting of the trustees if requested to do so by a trustee.
- 4) Questions arising at a meeting must be decided by a majority of votes.
- 5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 6) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.
- 7) The quorum shall be four or the number nearest to one-third of the total number of trustees, whichever is the greater, or such larger number as may be decided from time to time by the trustees.



- 8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.
- 9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 10) The person elected as the Chair shall chair meetings of the trustees.
- 11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair will chair that meeting. If the Vice Chair is not present the trustees present may appoint one of their number to chair that meeting.
- 12) The person appointed to chair meetings of the trustees shall have no functions or powers, except those conferred by this constitution or delegated to them in writing by the trustees.
- 13) A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution, shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.
- 14) The resolution in writing may comprise several documents containing the text of the resolution in like form, each signed by one or more trustees.

23. Conflicts of interests and conflicts of loyalties

An Association trustee must:

- 1) declare the nature and extent of any interest, direct or indirect, which they has in a proposed transaction or arrangement with the Association, or in any transaction or arrangement entered into by the Association which has not been previously declared; and
- 2) absent themselves from any discussions of the Association trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Association and any personal interest (including but not limited to any personal financial interest).

Any Association trustee absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Association trustees.



24. Saving provisions

1) Subject to sub-clause (2) of this clause, all decisions of the Association trustees, or of a committee of the Association trustees, shall be valid notwithstanding the participation in any vote of an Association trustee:

- i. who is disqualified from holding office;
- ii. who had previously retired or who had been obliged by this constitution to vacate office;
- iii. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without the vote of that Association trustee and that Association trustee being counted in the quorum, the decision has been made by a majority of the Association trustees at a quorate meeting.

2) Sub-clause (1) of this clause does not permit an Association trustee to keep any benefit that may be conferred upon them by a resolution of the Association trustees or of a committee of Association trustees if, but for sub-clause (1), the resolution would have been void, or if the Association trustee has not complied with clause 22 above (Conflicts of interests and conflicts of loyalties).

25. Delegation

1) The trustees may delegate any of their powers or functions to a committee of two or more trustees, but the terms of any such delegation must be recorded in the minute book.

2) The trustees may impose conditions when delegating, including the conditions that:

- i. the relevant powers are to be exercised exclusively by the committee to whom they delegate;
- ii. no expenditure may be incurred on behalf of the Association except in accordance with a budget previously agreed with the trustees.

3) The trustees may revoke or alter a delegation.

4) All acts and proceedings of any committees must be fully and promptly reported to the trustees.

26. Irregularities in proceedings

1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of trustees, shall be valid notwithstanding the participation in any vote of a trustee:

- i. who is disqualified from holding office;
- ii. who had previously retired or who had been obliged by this constitution to vacate office;



- iii. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;
- if, without:
- iv. the vote of that trustee; and
 - v. that trustee being counted in the quorum, the decision has been made by a majority of the trustees at a quorate meeting.

2) Sub-clause (1) of this clause does not permit a trustee to keep any benefit that may be conferred upon them by a resolution of the Association trustees or of a committee of the Association trustees if, but for clause 23, subclause (1), the resolution would otherwise have been void.

- 3) No resolution or act of
- i. the trustees
 - ii. any committee of the trustees
 - iii. the Association in general meeting

shall be invalidated by reason of the failure to give notice to any trustee or member, or by reason of any procedural defect in the meeting, unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Association.

27. Minutes

The trustees must keep minutes of all:

- 1) appointments of officers and trustees made by the trustees;
- 2) proceedings at meetings of the Association;
- 3) meetings of the trustees and committees of trustees including:
 - i. the names of the trustees present at the meeting;
 - ii. the decisions made at the meetings; and
 - iii. where appropriate the reasons for the decisions.

28. Accounts, Annual Report, Annual Return

- 1) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
 - i. the keeping of accounting records for the Association;
 - ii. the preparation of annual statements of account for the Association;
 - iii. the transmission of the statements of account to the Commission;
 - iv. the preparation of an Annual Return and its transmission to the Commission.
- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required



to prepare accounts in accordance with the provisions of such a Statement prepared by another body

29. Registered particulars

The trustees must notify the Commission promptly of any changes to the Association's entry on the Central Register of Charities.

30. Property

- 1) The trustees must ensure the title to:
 - i. all land held by or in trust for the Association that is not vested in the Official Custodian of Charities; and
 - ii. all investments held by or on behalf of the Association are vested either in corporation entitled to act as a custodian trustee, or in not less than three individuals appointed by them as holding trustees.
- 2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the trustees and that, if they do so, they will not be liable for the acts and defaults of the trustees or of the members of the Association.
- 3) The trustees may remove the holding trustees at any time.

31. Repair and insurance

The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Association (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

32. Notices

- 1) Any notice required by this constitution to be given to or by any person must be:
 - i. in writing; or
 - ii. given using electronic communications.
- 2) The Association may give any notice to a member either:
 - i. personally; or
 - ii. by sending it by post in a prepaid envelope addressed to the member at the address the Association holds for that person; or
 - iii. by leaving it at the address of the member; or
 - iv. by sending it using electronic communications to the member's e-mail address.



- 3) A member who does not register an address with the Association or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Association, except by electronic communication
- 4) A member present in person at any meeting of the Association shall be deemed to have received notice of the meeting and of the purposes to which it was called.
 - i. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - ii. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
 - iii. A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

33. Rules

- 1) The trustees may from time to time make rules or byelaws for the conduct of their business.
- 2) The byelaws may regulate the following matters but are not restricted to them:
 - i. the admission of members of the Association (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - ii. the conduct of members of the Association in relation to one another, and to the Association's Trustees, employees, service providers and volunteers;
 - iii. the setting aside of the whole or any part or parts of the Association's premises at any particular time or times or for any particular purpose or purposes;
 - iv. the procedures at general meeting and meetings of the trustees in so far as any procedure is not regulated by this constitution;
 - v. the keeping and authenticating of records. (If regulations made under this subclause permit records of the Association to be kept in electronic form and requires a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated).
 - vi. generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- 3) The Association in general meeting has the power to alter, add to or repeal the rules or bye- laws.
- 4) The trustees must adopt such means as they think sufficient to bring the rules and byelaws to the notice of members of the Association.



- 5) The rules or byelaws shall be binding on all members of the Association. No rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

34. Disputes

If a dispute arises between members of the Association about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

35. Interpretation

In this constitution 'connected person' means:

- 1) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- 2) the spouse or civil partner of the trustee or of any person falling within sub-clause (1) above;
- 3) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (1) and (2) above
- 4) an institution which is controlled –
 - i. by the trustee or any connected person falling within sub-clauses (1), (2), or (3) above; or
 - ii. by two or more persons falling within sub-clause (4)(a), when taken together
- 5) a body corporate in which –
 - i. the Association trustee or any connected person falling within sub-clauses (1) to (3) has a substantial interest.

36. Powers

In furtherance of the objects, but not otherwise, the trustees 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;
in the promotion of research and surveys in relation to forensic anthropology, and publish the results of such research and surveys
- 4) Carry out all such other lawful activities that are necessary for the attainment of such objects.

37. Management

- 1) The affairs of the Association shall be handled by the trustees who comprise the Steering Committee
- 2) The Committee (and therefore the trustees) shall consist of:
 - a) Chair
 - b) Vice Chair (to be elected from one of The Committee officers listed below, excluding the Student Officer)
 - c) Treasurer
 - d) Secretary
 - e) Membership Secretary
 - f) International Liaison Officer
 - g) Communication / Outreach Officer
 - h) Academic R&D Officer
 - i) Commercial Officer
 - j) Student Officer
- 3) The roles and responsibilities of The Committee members are:

Chair

- a) To provide clear leadership and direction for the Association
- b) To be the named contact and spokesperson for the Association by:
 - i. representing the Association and the discipline of Forensic Anthropology to national and international government and non-government organisations such as (but not limited to) the Royal Anthropological Institute (RAI), the Home Office, the National Crime Agency (NCA), the College of Policing, Interpol
 - ii. meeting with and advising senior figures who interact with forensic anthropologists, such as (but not limited to) the Forensic Science Regulator, the Director of the RAI, the UK DVI Coordinator, HM Coroners, regional Emergency Planning Officers
- c) To schedule and chair Committee meetings and the AGM, ensuring that they are run efficiently and effectively
- 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, such as the British Association for Biological Anthropology and Osteoarchaeology (BABAO), the Chartered Institute for Archaeologists (CifA), the RAI
- g) To represent BAFA on the RAI Forensic Anthropology Committee, and ensure that BAFA Members are appraised of any news and developments within the RAI that concern them, or may be of interest to them

Vice Chair

- a) To support the Chair in their role
- b) To assume the responsibilities of the Chair in the event of the Chair being unable to perform their duties. This might include any of the duties listed under **Chair**

Treasurer

- b) 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
- c) To maintain records of all financial transactions (income and expenditure)
- d) 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
- e) To provide advice to The Committee in their management of Association finances
- f) To support any required auditing processes
- g) To act as signatory on Association accounts
- h) To assist The Association in becoming a Registered Charity and maintaining relevant financial reports, including providing annual reports to the Charity Commission

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
- h) To assist the Treasurer with Charity Status and annual reporting

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 member 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
- h) To act as the data protection officer for The Association and advise on General Data Protection Regulation (GDPR)

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) To Promote BAFA and the RAI certification process in international fora
- d) To disseminate information relating to international developments and activities in the field of Forensic Anthropology to The Association

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

Academic R&D Officer

- a) To develop relationships with staff and students in academic institutions which 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 the Student Officer and student representatives to promote the activities of the Association in universities/student societies
- e) To work with the Commercial Officer to develop collaboration between academic institutions and commercial organisations in relation to applied research projects that would be of benefit to forensic casework

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 raise awareness amongst Association members of the Role of the Forensic Science Regulator
- c) 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
- d) To inform Association members of research questions being generated by casework
 - i. To work with the Academic R&D Officer and the International Liaison Officer to develop applied research projects and CPD events, that would be of benefit to forensic anthropology casework / the courts
 - ii. To discuss projects with the Student Officer and student representatives
 - iii. To organise meetings to discuss and progress R&D within the commercial sector
- e) To work with the Academic R&D Officer to develop collaborations between commercial organisations and academic institutions



- f) Together with other Committee members, contribute to CPD events by sharing non-*sub-judice* case studies

Student Officer

- 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 the Academic R&D Officer to promote membership of BAFA to appropriate students at universities
 - e) To liaise with other student members and student representatives
-
- 4) The 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 Committee shall be Members of the Association and should maintain membership throughout their tenureship
 - 6) The Committee shall have the power to co-opt to fill any vacancies that may arise in The Committee until the next Annual General Meeting
 - 7) Candidates for The 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 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 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 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 The Committee, with the exclusion of the Chair and the Student Officer. When the tenureship of the position of Vice Chair ends, Committee members will be invited to apply for the role. Should more



than one member put their name forward, a vote will be called within The Committee. This shall be undertaken by a vote involving all The Committee Trustees (either at a committee meeting and / or by electronic means). All existing Committee Trustees and new Committee Trustees awaiting ratification of their positions, will be eligible to vote. Only existing Committee Trustees will be eligible to stand

- 12) The Committee shall meet at least twice a year in order to plan, review the activities and policies of the Association (either in person or by electronic means)
- 13) Each Committee Trustee must attend at least one meeting per year and not be absent from more than two consecutive meetings. Committee Trustees must also attend the AGM, either in person or by electronic means. Committee Trustees must not be absent from more than two consecutive AGM's
- 14) A quorum of The Committee shall be five members at least one of whom shall be the Chair, the Vice Chair or the Secretary of the Association
- 15) Extraordinary meetings of The Committee may be convened as necessary

38. Committees

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

Permanent Committees

- 1) The 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 Committee. The total number of Members on each Committee shall be determined by The Committee but must be no less than three Members
- 5) All the policy decisions and activities proposed by a Permanent Committee shall be reported to The 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 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 Chairperson in writing of the points to be discussed at each forthcoming meeting
- 9) The 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 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 Committee

Temporary Committees

- 12) Temporary Committees shall be proposed on an *ad hoc* basis for specific objectives outlined by The Committee
- 13) The 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 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 Committee but must be no less than 3 Members
- 16) All Temporary Committees shall report all policy decisions and proposals to The Committee and/or Permanent Committee. The 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 Committee reserves the right to dissolve a Temporary Committee after its objectives have been met.

39. 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 Committee shall appoint
- 4) Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by The 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 1st April to 31st March
- 6) An annual statement of accounts shall be undertaken internally by the Treasurer and presented to The Committee for approval and to the Membership for reporting at the Annual General Meeting

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 website at least one month prior to the Annual or Extraordinary General Meeting at which the resolution embodying such amendment is to be taken.



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

Signed: Chair of the BAFA Steering Committee

Signed: Treasurer of the BAFA Steering Committee

Signed: Secretary of the BAFA Steering Committee

Signed: Membership Secretary of the BAFA Steering Committee

Signed: International Liaison Officer of the BAFA Steering Committee

Signed: Communication / Outreach Officer of the BAFA Steering Committee

Signed: Academic R&D Officer of the BAFA Steering Committee

Signed: Commercial Officer of the BAFA Steering Committee

Signed: Student Officer of the BAFA Steering Committee