



At the Council Chamber, Whitehall

THE 15th DAY OF JANUARY 2026

BY THE LORDS OF HIS MAJESTY'S MOST HONOURABLE
PRIVY COUNCIL

The Privy Council has approved the revised Bye-laws of The Chartered Society of Forensic Sciences set out in the Schedule to this Order.

Richard Tilbrook, CVO

SCHEDULE

REVISED BYE-LAWS OF THE CHARTERED SOCIETY OF FORENSIC SCIENCES

1. MEMBERSHIP

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

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

Associate ACSFS (Associate of The Chartered Society of Forensic Sciences)

Member MCSFS (Member of The Chartered Society of Forensic Sciences)

Fellow FCSFS (Fellow of The Chartered Society of Forensic Sciences)

Honorary Fellow HonFCSFS (Honorary Fellow of The Chartered Society of Forensic Sciences)

Chartered Status ChFP (Chartered Forensic Practitioner [subject specialism])

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

by the Code of Conduct but are not entitled to use post-nominals indicating Society membership.

- 1.4 Affiliate: this category of membership is open to those who are interested in forensic science and (meet certain criteria determined by Council). Affiliates have no voting rights, may not serve on or nominate others to serve on Society Council, are subject to the Society Code of Conduct but are not entitled to use post-nominals indicating Society membership.
- 1.5 Associate: this category of membership is open to graduates. This category will confer the post nominal ACSFS (Associate of The Chartered Society of Forensic Sciences) to recognise graduates of forensic science. Associates have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct. (Associate Member is a transitory category of membership and cannot be retained for more than 7 years after attaining the relevant qualification, save with the approval of the Vice President as Chair of the Membership and Ethics committee).
- 1.6 Member: this is the main category of membership denoting professional status. Members are entitled to use the post-nominal MCSFS (Member of The Chartered Society of Forensic Sciences) to indicate professional membership of the Society. Members have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.7 Fellow: this is the senior category of membership open to those who have demonstrated an outstanding contribution to the field over a significant period. Fellows are entitled to use the post-nominal FCSFS (Fellow of The Chartered Society of Forensic Sciences) to indicate professional membership of the Society. Fellows have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.8 Honorary Members or Fellows must be proposed by Council or by ten Members or Fellows for election at an annual general meeting of the Society. Honorary Fellows will be entitled to use the post-nominal HonFCSFS (Honorary Fellow of The Chartered Society of Forensic Sciences). They have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.9 Chartered status confers the post-nominal ChFP (Chartered Forensic Practitioner [subject specialism]). This distinction is open to Members or Fellows who are considered to be specialists in their field. They will be forensic practitioners who routinely prepare statements involving complex interpretation or statements of fact as evidence for court. They will be ratified by the Membership and Ethics Committee as meeting Council's criteria for Chartered status. Those with Chartered status have full voting rights, may serve on Society Council and are subject to the Society Code of Conduct.
- 1.10 Associates, Members, Fellows, Chartered, Honorary Members and Honorary Fellow persons shall have one vote.

1.11 A Member will be liable to disciplinary proceedings by the Society if alleged to have:

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

1.11.1 The Council will make regulations for the investigation, hearing and disposal of any complaint against a member and/or member of Council, and such member will be liable to sanctions applied by authorities appointed under those regulations including the sanctions of suspension or expulsion from membership and/or membership of Council. Such regulations will have regard to principles of human rights and natural justice. Any action will also be subject to current English legislation. Any professional level member who is suspended or expelled will immediately have their post nominals revoked. At the discretion of the Society, a member who has been suspended may be entitled to restoration of any rights withdrawn under this Bye-law at the end of a period of suspension.

1.12 Individuals in all membership categories shall pay such annual subscriptions as the Council shall from time to time determine.

1.13 No member shall be admitted to any of the privileges of membership of the Society until after payment of first annual subscription.

2. COUNCIL

2.1 The Council of the Society shall consist of the President, President Elect, Vice President, Honorary Treasurer, Honorary Editor, Honorary Chair of Professional Standards, Honorary Secretary and three Ordinary members. The Council shall be appointed by election, provided that the office of President shall be elected initially as President Elect and shall take office as President at the subsequent Annual General Meeting. The Society may afford such paid assistance to the Council members as shall be necessary to enable them to carry out their duties. The Council members, other than President, shall be appointed for a period of three years and be eligible for re-election. However, the President shall not normally serve more than two consecutive years in their respective office but will serve one year as President Elect and one year as Immediate Past President. In the event of there being no President Elect, the incumbent may remain in post until a President Elect is duly appointed.

- 2.2 The proceedings of the Council shall not be invalidated by any vacancy among their number or by failure to appoint or any defect in the appointment or qualification of a Member.
- 2.3 A Member of the Council shall cease to hold office if he or she:
- 2.3.1 is disqualified from acting as a Member of the Council by virtue of section 72 of Charities Act 2011 (or any statutory re-enactment or modification of that provision);
 - 2.3.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 2.3.3 is absent without the permission of the Council from half of all their meetings within a period of twelve months and the Council resolve that his or her office be vacated;
 - 2.3.4 ceases for any reason to be a Member of the Society; or
 - 2.3.5 is so removed in accordance with the Society's regulations for dismissal from Council referred to in Bye-law 1.14.
- 2.4 A Member of the Council may notify in writing to the Council a wish to resign and on acceptance by the Council shall cease to be a Member of Council.
- 2.5 A Member of Council may be suspended as such in accordance with Bye-law 1.14.

3. MEETINGS AND PROCEEDINGS OF THE SOCIETY AND COUNCIL

- 3.1 The Council shall hold at least two Ordinary meetings each year. A special meeting may be called at any time by the President or by any two Members of the Council upon not less than 4 days' notice being given to the other Members of the Council of the matters to be discussed but if the matters include an appointment of a co-opted Member then not less than 21 days' notice must be given.
- 3.2 The President shall act as Chairman at meetings of the Council. If the Chairman is absent from any meetings, the Members of the Council present shall choose one of their number to be Chairman of the meeting before any other business is transacted.
- 3.3 There shall be a quorum when seven Members of the Council are present at a meeting. Fewer Members may conduct immediate business subject always to ratification by the Council.
- 3.4 Every matter shall be determined by a majority of votes of the Members of the Council present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 3.5 The Council shall keep minutes of the proceedings at meetings of the Council and any sub-committee.

- 3.6 The Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with these Bye-laws.
- 3.7 The Council may appoint one or more sub-committees for the purpose of making any inquiry or supervision of any function or duty which in the opinion of the Council would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Council.

4. ACCOUNTS

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

5. ANNUAL REPORT

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

6. MEETINGS

Annual General Meeting

- 6.1 There shall be an annual general meeting of the Society which shall be within two weeks of 1 November in each year or as soon as practicable thereafter.
- 6.2 Every annual general meeting shall be called by the Council. The Secretary shall give at least 21 days' notice of the annual general meeting. Notices may be given electronically. All the Members of the Society shall be entitled to attend and vote at the meeting. Any accidental failure to send a notice of a general meeting to a Member shall not invalidate that meeting.
- 6.3 The Council shall present to each annual general meeting the report and accounts of the Society for the preceding year.
- 6.4 At the annual general meeting vacancies amongst the Officers and Council shall be filled. The office of the Treasurer shall be effective from 1 April. The period between an

annual general meeting and the following 1 April will be regarded as a handing over period and the outgoing Treasurer will be responsible for the preparation and audit of the accounts for that part of the current financial year in which he held office.

- 6.5 At least 21 days' notice shall be given of any general meeting and notice of any resolutions must reach the Secretary at least two weeks before any business meeting. Notices may be given electronically.
- 6.6 The conduct of any meeting shall be in the hands of the Chairman approved by the Council.
- 6.7 Each Associate, Member or Fellow shall have the right to vote on all questions submitted to any business meeting or extraordinary general meeting of the Society at which they are either present or join via recognised video conference. Special General Meetings.
- 6.8 The Secretary shall convene within two months a special general meeting on the request in writing of not less than twenty Members to the Secretary. Such a request shall state the purpose for which the meeting is required and the terms of any resolutions to be proposed at the meeting.
- 6.9 The Secretary or other person specially appointed by the Council shall keep a full record of proceedings at every general meeting of the Society.
- 6.10 There shall be a quorum when at least thirty members of the Society are present, or join via recognised video conference, at any general meeting, as long as that meeting is convened at a set location on a set time and date, in accordance with the Bye-laws.
 - 6.10.1 All eligible members shall be entitled to vote by proxy or electronic means.
 - 6.10.2 The instrument appointing a proxy shall be signed by the appointor, and no person who is not a member of the Society shall be appointed a proxy;
 - 6.10.3 To be valid the instrument appointing a proxy must be received at the office of the Society, or such other place as the Council may specify in the notice of the meeting, not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting as the case may be at which the person named in such instrument proposes to vote. If that person is not present at the meeting the appointment of that person as proxy shall be invalid;
 - 6.10.4 The instrument appointing a proxy shall be in such form as the Council may from time to time decide; and
 - 6.10.5 A member shall not be deemed to be personally present at any General Meeting by reason of having appointed a proxy for such meeting.

7. NOTICES

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