INTERNATIONAL ASSOCIATION OF FORENSIC RADIOGRAPHERS

CONSTITUTION

Adopted by the Annual General Meeting
1st September 2018
CONSTITUTION

INTRODUCTION

The International Association of Forensic Radiographers (hereinafter referred to as the Association and/or IAFR) is an association of professionals involved in, or with an interest in, the provision of medical imaging services in support of forensic and post mortem investigations.

The IAFR committee, elected from the membership on an annual basis, will co-ordinate activity of the IAFR to ensure the aims and objectives of the IAFR are met. Officers of the committee and sub-committees will be responsible for meeting specific functional aims and objectives.

The IAFR committee will appoint from within its number an International Liaison officer who will hold office as a board member of the International Society of Forensic Radiology & Imaging (hereinafter known as ISFRI) to represent the interests of the Association and its Members.

AIM

To promote best practice in forensic radiography through education & training, research, communication and co-ordination of forensic radiography.

OBJECTIVES

• To provide a focal point for all matters concerning forensic radiography
• To provide advice and guidance on the provision of forensic radiography
• To promote awareness of forensic radiography and related issues
• To disseminate current, evidence based information on forensic radiography
• To publish texts, guidelines and scientific papers on Forensic Radiography
• To advise the International Society of Forensic Radiology & Imaging (ISFRI), The International Society of Radiographers & Radiologic Technologists (ISRRT), the United Nations International Criminal Court and Special Tribunals and other international organisations on all matters pertaining to forensic radiography
• To form branches and sub-branches in regions and countries to meet the needs of its members as appropriate
• To function as the Special Interest Group (Forensic Radiography) and advise national radiography organisations on all matters pertaining to forensic radiography
• To collaborate and liaise with other national and international associations and societies concerned with forensic radiography and imaging
• To advise appropriate institutions of higher education on the development of undergraduate and postgraduate training in forensic radiography
• To assist with the accreditation of post-graduate courses in forensic radiography in association with institutions of higher education and professional bodies
• To accredit post graduate study days and CPD events provided by external bodies
• To organise and facilitate practical training and education in forensic radiography
• Organise and facilitate study days and conferences
• To provide education and training resources to external organisations
• To promote research within the field of forensic radiography
• To actively promote the field of forensic radiography to other forensic professionals & promote multidisciplinary working
• To develop national and international registers of forensic radiographers
• To develop national, regional and international forensic radiography response teams
• To promote these registers and teams to external agencies and organisations
• To work with national and international organisations and government bodies to promote best practice in forensic radiography nationwide
• To appoint a representative to the Board of ISFRI
• To operate in accordance with the Memorandum of Agreement between the Association and ISFRI

MEMBERSHIP

Full membership of the Association will be open to any registered* Radiographer, Radiologic Technologist, Imaging Technician or Assistant Radiographic Practitioner residing in the area covered by the branch who has an interest in forensic medical imaging. (*The term registered will be taken to refer to registration by a recognised national regulatory body)

Full Members will be entitled to:
• Vote at the Annual General Meeting, Ordinary and Extraordinary General Meetings
• Stand for election to the committee
• Nominate members to stand for election to the committee
• Access to restricted areas of the website
• Receive advance notice of and advance registration for educational and training events
• Obtain IAFR Member discount where available
• Automatically become associate members of ISFRI under the conditions agreed in the Memorandum of Agreement between IAFR and ISFRI and receive the quarterly Journal of Forensic Radiology & Imaging

**Student Membership** of the Association will be open to any student registered on an approved full-time course of education in radiography or radiologic technology leading to a qualification eligible for registration* who has an interest in forensic medical imaging. (*The term registered will be taken to refer to registration by a recognised national regulatory body)

Student membership will be available to registered students who can provide evidence of current student status. The student membership fee will be set at one half of the full member rate and shall rise to the full member rate one year post graduation.

Student Members will be entitled to:
• Access to restricted areas of the website
• Receive advance notice of and advance registration for educational and training events
• Obtain IAFR Student Member discounts where available

**Associate membership** of the Association will be open to anyone with a professional interest in medical imaging. Members of ISFRI who are also registered* Radiographers, Radiologic Technologists, Imaging Technicians or Assistant Radiographic Practitioners will automatically become associate members of the association under the conditions agreed in the memorandum of association with ISFRI.

Associate Members will be entitled to
• Access to unrestricted areas of the web site
• Receive advance notice of and advance registration for educational and training events
• Obtain IAFR Associate Member discount where available

**Honorary membership** of the Association may be bestowed upon an individual at the discretion of the committee in acknowledgement of the contribution they have made to the IAFR.

Honorary Members will be entitled to
• Access to unrestricted areas of the web site
• Receive advance notice of and advance registration for educational and training events
• Obtain IAFR Member discount where available
Institutional Membership will be open to national and international societies and non-profit making organisations, educational establishments and public bodies having an interest in forensic radiography.

Institutional Members will be entitled to:
- An agreed number of associate memberships for members of their organisations providing full rights and privileges of associate membership of IAFR
- An agreed number of subscriptions to the Journal of Forensic Radiology & Imaging
- Apply for IAFR accreditation of courses and CPD events at no charge
- Consultant advice from the committee for assistance with development of protocols and other key documentation for their organisations
- Fees for institutional members will be determined both by the size & number of members and by reference to the ISRRT socio-economic classification

Corporate Membership shall be open to commercial organisations involved in the field of forensic science and radiological imaging.

Corporate Members shall be entitled to:
- Advertising on the IAFR website and in conference material
- Insertions in conference packs
- Demonstration and display space at IAFR Conference/Study Days
- Equipment update feeds on IAFR website
- Links to company websites from IAFR site

Members and Associate Members will hold office until such time as they either:
- Notify the Honorary Secretary in writing of their intention to resign
- Are in arrears of their annual subscription by more than 30 days
- Are removed from the membership register by resolution of the committee

MEMBERSHIP FEES

Will be payable on 1st April each year according to the scale agreed by the committee and ratified by the Annual General Meeting (AGM). Membership fees shall be detailed in Schedule 1 of this constitution. Members who have not renewed their membership by 31st May each year will no longer be a member and will have all membership privileges removed.
Members joining after 1st October in any year will be required to pay 50% of the annual amount for the period 1st October to 31st March and fees in full annually upon renewal.

FINANCIAL ARRANGEMENTS

The IAFR will operate on a “not for profit” basis, generating funds from membership subscriptions, donations, and sponsorship of activities, sales of literature and promotional material, study day registration and educational course fees and other professional fees.

Monies will be held in a bank account or accounts in the name of the IAFR. Payments will be made to meet the expenses of the IAFR in the furtherance of its aims and objectives, in accordance with the Standing Financial Orders that the Committee will approve. There will be a minimum of three authorised signatories to the bank account, as ratified by the committee.

Two independent auditors approved by the AGM will audit accounts. Audited accounts will be submitted to the AGM for approval.

COMMUNICATION WITH MEMBERS

All communication with members will be by electronic mail (e-mail). This will include notices of Annual, Ordinary and Extraordinary General Meetings, Annual Reports, Minutes of Meetings, Newsletters and Notices.

Members requiring hard copies (including paper copies, facsimile transmissions, copies on CD-ROM or other forms of electronic media) will be required to pay an additional fee per document, to be determined by the committee, upon application to the Hon Secretary.

Through seeking membership of the IAFR, members agree to the sharing of their personal data with ISFRI for the purposes of receiving information on events notifications and the periodical Journal of Forensic Radiology & Imaging.

ANNUAL GENERAL MEETING

An annual general meeting (AGM) of the IAFR will be held no later than 30th September each year. Twenty-eight days notice of the date, time and venue of the meeting will be given to members via electronic mail sent to the address that they have registered with the IAFR.

The purpose of this meeting will be to receive and approve an annual report and accounts, to appoint auditors for the next financial year, to agree membership subscription rates for the forthcoming year, to approve any changes to the constitution and to conduct any other business which the
committee should determine is right and proper to be conducted at an AGM and of which notice has been given to members at the time of notice of the AGM.

Members wishing to submit a resolution to the AGM must give notice in writing, supported by the signatures of 20 full members of the IAFR, to the Honorary Secretary no later than 12 noon (GMT/UTC) on 31st July. Emergency resolutions may be submitted up to five working days prior to the AGM; the committee shall determine whether such resolutions are valid.

10 members will constitute a quorum. Members unable to attend may appoint a proxy (the chair or another named member of the IAFR) by completing and returning the proxy form which will be circulated to members with the notice of the AGM. The meeting will be chaired by the Chair or in his/her absence the Vice-Chair. If neither is present within 10 minutes of the start of the meeting, the committee members present shall elect a chair from within their number.

Minutes of the meeting will be taken and certified by the committee as a true and accurate record of the meeting within 28 days of the date of the AGM. Minutes will then be circulated to all members of the Association, and will be presented at the subsequent AGM for review and ratification.

EXTRAORDINARY GENERAL MEETING

The committee may call an extraordinary general meeting (EGM) at any time subject to twenty-eight days notice to members.

The committee shall be required to call an EGM upon the request in writing of thirty percent of the registered full members (or 30 full members – whichever is the lesser). Twenty-eight days notice of such a meeting will be given to members.

10 members will constitute a quorum. Members unable to attend may appoint a proxy (the chair or another named member of the IAFR) by completing and returning the proxy form which will be circulated to members with the notice of the EGM. The meeting will be chaired by the Chair or in his/her absence the Vice-Chair. If neither is present within 10 minutes of the start of the meeting, the committee members present shall elect a chair from within their number.

Minutes of the meeting will be taken and certified by the committee as a true and accurate record of the meeting within 28 days of the date of the EGM. Minutes will then be circulated to all members of the IAFR, and will be presented at the subsequent AGM for review and ratification.

ORDINARY GENERAL MEETINGS

In addition to the Annual General Meeting, Ordinary General Meetings (OGM) may be held at other times during the year, to co-incide with a study day or
other educational event. It shall be normal for an Ordinary General Meeting to immediately follow the Annual General Meeting for members to raise issues for discussion with the committee.

5 members will constitute a quorum. There is no facility for appointment of proxy for an Ordinary General Meeting. The meeting will be chaired by the Chair or in his/her absence the Vice-Chair. If neither is present within 10 minutes of the start of the meeting, the committee members present shall elect a chair from within their number.

Minutes of the meeting will be taken and certified by the committee as a true and accurate record of the meeting within 28 days of the date of the meeting. Minutes will then be circulated to all members of the IAFR, and will be presented at the subsequent OGM for review and ratification.

**VOTING**

At Annual, Extraordinary and Ordinary Meetings, each Full Member of the Association will have one vote. Proxy votes are permitted only at Annual or Extraordinary General meetings and only in accordance with the rules of the instrument of appointment of proxy, as determined by the committee and circulated to members together with the notice of the meeting. Voting will be by show of hands and resolutions will be carried by a simple majority. In the event of an even split of votes on a resolution, the chair of the meeting shall have the casting vote.

**COMMITTEE STRUCTURE**

The IAFR will be administered by standing committee as outlined in Schedule B. The Committee will consist of no less than 8 and no more than 12 members elected by ballot of IAFR members. Committee members will take office from 1st October and shall hold office for 3 years. There is no limit on consecutive tenure.

**ELECTION OF COMMITTEE**

In each year, one-third of the committee shall retire or seek re-election. The committee shall give notice of the vacancies arising on the committee to members no later than 31st July each year. Any Full Member of the IAFR may stand for election to the committee and must be nominated in writing by three full members of the IAFR. A statement from the nominee must accompany the nomination expressing their willingness to stand for election. Nominations shall be received by the Hon Secretary no later than mid-day on 31st August.

Members may be co-opted onto the committee to fill casual vacancies that arise during the committee year, by simple majority vote of the committee. They will hold office until 30th September and shall be eligible to seek re-
election. Any committee member who fails to attend three consecutive meetings without good reason will be required to stand down from office with effect from the 1st day of the month following the third committee meeting at which they failed to attend and a member will be co-opted to replace them for the remainder of the committee year.

COMMITTEE MEETINGS

The committee will meet no less than four times in each committee year (October – September), using electronic meetings where appropriate. Travel expenses for committee members will be paid for travel to committee meetings in accordance with the Travel Claim Guidelines and limits agreed by the committee. Members residing outside the UK who are elected to the committee will be able to claim travel expenses up to an agreed annual limit and will also be able to contribute via electronic media link. At each meeting of the committee, four members will constitute a quorum.

The meeting will be chaired by the Chair or in his/her absence the Vice-Chair. If neither is present within 10 minutes of the start of the meeting, the committee shall elect a chair from within their number present. Minutes of the meeting will be taken and presented for ratification and approval by the chair at the next committee meeting.

½ of the committee members will constitute a quorum, with 4 members traditionally being the minimum.

Voting shall be by simple majority. In the event of an even split of votes on a resolution, the chair shall have the casting vote.

OFFICERS

At the first committee meeting following the AGM, the committee will elect from its number the following officers:

- Chair
- Vice Chair
- Honorary Secretary
- Honorary Treasurer & Membership Secretary
- Event Coordinator
- Education & Research Officer
- Communications Officer
- DVI Coordinator & Welfare Officer
- International/External Liaison Officer (ISFRI Board Member)

One individual may hold more than one office with the exception of the principal offices of Chair, Vice-Chair, Hon Secretary and Hon Treasurer, none
of which may be held by the same individual. The office of chair shall not be held by the same individual for more than 2 consecutive years.

In order to encourage effective succession planning, other committee offices shall not normally be held by the same individual for more than 2 consecutive years except where agreed by the majority of the committee as being in the best interests of the IAFR.

**SUB GROUPS**

The committee may create such sub-groups as it shall from time to time see fit. Sub-groups will be constituted from members of the IAFR Committee together with co-opted members not exceeding 30% of the total number of sub-group members. Such sub-groups will be accountable to and will report to the IAFR committee. Any sub-group shall be subject to the provisions of this constitution regarding the conduct of meetings, voting and accounts.

**BRANCHES**

Countries or geographical regions may create branches which will be self-governing and financially independent of the IAFR. The chair of these branches will report to the Chair of the IAFR committee. Branches must uphold the aims and objectives of the IAFR.

Schedule 2 outlines the reporting structure for this relationship.
SCHEDULE ONE

SCHEDULE OF FEES

Membership Fees

From 1st April 2019 the membership fees for existing members will be as follows:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Member</td>
<td>£65</td>
</tr>
<tr>
<td>Associate Member</td>
<td>£60</td>
</tr>
<tr>
<td><strong>Student Member (recurrent payment)</strong></td>
<td><strong>£30</strong></td>
</tr>
<tr>
<td>Institutional Members</td>
<td>Rates available upon application</td>
</tr>
<tr>
<td>Corporate Members</td>
<td></td>
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</tbody>
</table>

The IAFR reserves the right to award honorary memberships and/or to waive the joining fee for new members from time to time as the committee sees fit.
Reporting Structure of IAFR Committee

New structure

- Chair
- Vice-Chair
- Past-Chair (Int. Liaison)
- Treasurer
- Secretary

- CPD officer
- DVI coordinator
- International Liaison Chair
- Membership Secretary
- Communication officer

- Different working groups
- DVI groups & Welfare officers different branches
- Chairs different branches
- Finance committee

Different working groups:
- Education:
  - Theory: Annual study day, webinars, ISFRI-IAFR-congress etc.
  - Practice: DVI-dental training etc.
- Research
- Etc.