



# ASIAN FORENSIC SCIENCES NETWORK CONSTITUTION

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## **1. Name of Organisation**

- 1.1 The organisation shall be known as Asian Forensic Sciences Network (AFSN).

## **2. Definition**

- 2.1 Asian Forensic Sciences Network is a network of Forensic Science Institutes in Asia.
- 2.2 Institute means an institution or laboratory or entity providing forensic science services.

## **3. Purpose**

- 3.1 To provide a forum for forensic science institutes in Asia for discussion on issues relating to forensic services.
- 3.2 To enhance the quality of forensic services in Asia through expert working groups, training, collaborative studies, proficiency tests and accreditation.
- 3.3 To establish links with other similar networks for the promotion and advancement of forensic science.
- 3.4 To formulate strategies relating to forensic science issues in Asia.

## **4. Membership**

- 4.1 The network shall comprise Directors (or a representative appointed by Director) of government or government-linked forensic institutes in Asia that have a credible status\* in their own country. The forensic institute can be one that covers multiple forensic disciplines or a specialist institution offering forensic service in selected disciplines.  
(\*Credible status means a regular supplier of reports used by police forces, prosecutors or judges.)
- 4.2 Each country shall have a maximum of one voting member. Each member shall only have one vote.
- 4.3 Application for membership shall be made on a prescribed form and sent to the Secretariat. The application shall be evaluated by the Board and if found suitable, the applicant shall be invited to make a presentation to the Board. The application shall be approved by the Board and reported to the members at the annual meeting.
- 4.4 Institutions that do not meet the criteria but are considered to be beneficial to AFSN may be invited to apply as non-voting members.



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- 4.5 Membership shall be revoked at the recommendation of the Board in an annual meeting if it no longer meets the criteria for membership.
- 4.6 A member may resign from the membership on its own initiative. The resignation is effective once the Board receives written notice from the member.
- 4.7 All members have the right to attend the annual meeting.
- 4.8 Members shall actively support and participate in all activities of AFSN and inform the Secretariat about changes to its eligibility or administrative data. If a member is continually absent for two consecutive years at the annual meetings, the membership may be reviewed by the Board.
- 4.9 Members shall, whenever possible, adopt the recommendations and guidelines as adopted by the Board.
- 4.10 Members shall bear all expenses related to participation in AFSN activities.

### **5. Board**

- 5.1 The Board shall comprise no less than four and no more than seven Board members including the past President (provided that he/she is still serving in the same member institute), current President and the Vice President to manage the operation of the network and to set strategic directions for the future. The Vice President shall be elected by the members at the annual meeting and will take over as the President when the current President's term is over.
- 5.2 Board members shall be elected at the annual meeting; nominated member shall have at least two years of AFSN membership. Each term is two years. If there are less than seven Board members, the Board may co-opt additional members as and when necessary for a term of two years.
- 5.3 The Board shall meet at least twice a year, which includes at least once in person during the Annual Meeting. At least 3 members need to be present for a quorum and must include the President or Vice President.
- 5.4 The Board shall appoint an International Liaison Officer from one of the Board Members to liaise with the international community.
- 5.5 No more than one Board Member shall be from the same Country.
- 5.6 The Board shall be supported by a Secretariat appointed by the President.
- 5.7 Any member can nominate itself or another member for Board Member by writing to the President or the Secretariat appointed by the President at least 60 days before the Annual General meeting. The nomination shall close 30 days before the Annual



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General meeting. The nominated member must consent to the nomination and the nomination must be seconded by another member.

### 6. Secretariat

- 6.1 The AFSN Secretariat shall support the Board in its operations. The Secretariat shall be headed by the AFSN President. The cost of the Secretariat shall be borne by the country of the President.

### 7. Workgroups

- 7.1 The Board shall appoint workgroups in different disciplines to coordinate and oversee specific fields of expertise. Each workgroup shall have a Board Member as an adviser.
- 7.2 The responsibilities of the workgroups are to set guidelines and recommendations concerning the particular field of expertise.

### 8. Code of Conduct

- 8.1 The Network shall adopt a Code of Conduct and all members shall comply with the Code of Conduct.

### 9. Annual Meetings

- 9.1 The network shall have an annual meeting at which all decisions concerning the work of the network are taken. The venue and the date of the next meeting shall be decided at the annual meeting.
- 9.2 The constitution may only be amended at the annual meeting.
- 9.3 The network may only be dissolved at an annual meeting.
- 9.4 The annual meeting shall proceed with at least half of voting members present.
- 9.5 The language at all meetings and correspondence shall be in English.

### 10. Resources

- 10.1 AFSN shall hold no budget of its own.