

IACI Constitution

1. Name

The name of the Association formed by this constitution shall be *The International Association of Craniofacial Identification (IACI)* hereinafter referred to as the “Association”.

2. Roles, Objects and Purpose

The objects are:

1. To promote and support the discipline of craniofacial identification in the international context;
2. To promote, encourage and improve craniofacial identification skills and methods as used by practitioners;
3. To promote, encourage, and share Craniofacial Identification research;
4. To provide an Association conference, approximately every two years, to support objectives 1 & 2.

3. Powers

In furtherance of the objects, but not otherwise, the Board of Governors may exercise the power to:

1. Publicize and promote the work of the Association and organize meetings, training courses, events or seminars;
2. Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organizations;
3. Hold meetings and publish material as may be calculated to further the objects of the Association;
4. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results of such research, surveys and investigations;
5. Carry out all such other lawful activities that are necessary for the attainment of such objectives.

4. Membership

1. There shall be two categories of Membership: Full Member and Student Member;
2. There are no membership fees. Delegates pay a registration fee to attend the Association conference(s). Membership starts following payment, registration and attendance at the first Association conference that a delegate participates in;
3. Members have the right to vote at the Biennial General Meeting (BGM) or an Extraordinary Meeting, subject to any conditions set forth by the Board of Governors;
4. Membership is open to those with a professional interest in craniofacial identification and who are willing to assist in achieving the Association’s aims.
5. A student member must be a full-time student and not in receipt of a full salary. Student members may qualify for discounted fees at conferences and will be eligible for student prizes, e.g., best student podium/poster presentation(s).
6. A member may at any time resign his or her membership by notifying the Secretary in writing.

5. Register of Members

The Secretary shall keep a register of members recording the first and last names of members and their email address. (It is the responsibility of members to keep their contact details updated with the Secretary.)

6. Management

1. The affairs of the Association shall be handled by a Board of Governors (officers of the IACI);
2. The Association shall have a Board of Governors consisting of:
 - A. President
 - B. The five (5) immediate past Presidents
3. The Board of Governors shall have the power to co-opt to fill any vacancies that may arise in the Board of Governors until the next Biennial General Meeting (BGM);
4. Following a term as President, appointment of the immediate past president to the Board of Governors shall be automatic (replacing the past president completing 12 years service);
5. Members of the Board of Governors are requested to serve for a period of not greater than 12 years;
6. The Board of Governors shall ordinarily meet every two years in order to plan and review the activities and policies of the Association;
7. A quorum of the Board of Governors shall be three members and the President;
8. Extraordinary meetings of the Board of Governors may be convened as necessary;
9. The chair of the committee hosting the biannual conference will be appointed to president for the two years following the conference;
10. The incoming president will appoint a Secretary at the meeting they host to assist with Secretarial tasks in the two years following the conference, i.e., membership paperwork, website upkeep and maintaining currency of delegate membership and email lists;
11. The hosting committee and conference location is chosen by the Board of Governors following a call for, and review of, bids. Submission of bids to host the conference will be open for a period of not less than 2 months.

7. Meetings

1. A BGM of members of the Association shall be held at every conference for the purpose of conducting the business of the Association;
2. Notice of the BGM shall be emailed to the Membership and published on the IACI website;
3. An Extraordinary General Meeting of Members of the Association may be called at any time by the Board of Governors. 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 the date of the Meeting;
4. The minutes of the meeting shall be recorded by a Member of the Board of Governors 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.
5. Ten (10) per cent of the total all membership personally present constitute a quorum for the transaction of the business of a general meeting.

6. If a quorum is not present at the time scheduled for the commencement of a general meeting the meeting shall proceed, but shall be limited to formal business, i.e., receipt and adoption of the minutes of the previous general meeting.
7. The President, or in absence of the President the next immediate past president of the IACI, shall preside as the Chair at the general meeting of the IACI. If the President and all board of governors are absent from a general meeting, the members present shall elect one of their number to preside as Chair.
8. A question at a general meeting shall be resolved by a majority vote of all members present. The Chair shall have a deliberative, but not casting vote.

8. Membership Rights

1. Each Member of the Association who is present at the BGM shall have one vote pertaining to matters arising at the BGM;
2. Ordinary Association business may be conducted by a majority vote of the Membership;
3. A vote by mail or electronic means must be conducted by the President of the Association, who must give notice of the voting procedures in a way reasonably calculated to reach all voting Members.

9. Finance

1. The Association is a non-profit institution;
2. The conference organizer shall receive and keep account of all monies for the conference held and shall produce accounts for each conference, and submit these to the next meeting of the Board of Governors, ordinarily held at each biennial conference.

10. Liability of Members

No registered member of Board of Governors member shall be liable for any claim whatsoever, monetary or otherwise, in the event of any action against the IACI. This includes claims by persons whether they be members or nonmembers.

11. Amendments

This Constitution may be amended by a resolution duly carried by 75% of the Members present and voting at any Biennial or Extraordinary General Meeting of Members of the Association, provided that notice of any proposed amendment shall have been placed on the IACI website at least one month prior to the Biennial or Extraordinary General Meeting at which the resolution embodying such amendment is to be taken.

12. Dissolution

1. If the Board of Governors 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 of which meeting not less than one month's notice (stating the terms of the resolution to be proposed) shall be given;

2. The motion for the dissolution must be agreed by at least 75% of the members present and by at least half of the total membership;
3. Notification shall be given by email to the known email address provided by the Member. If such decision shall be confirmed as outlined in Article 12.2, the Committee shall have power to dispose of any assets held by or on behalf of the Association;
4. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Board of Governors may determine.

13. Disputes

Any dispute relating to the rules of this constitution must be submitted in writing (by email) to a member of the Board of Governors. The Board of Governors will respond within one month.

This constitution was adopted at a BGM held at the 19th IACI Board of Governor's Meeting in Liverpool, UK on July 30, 2022 by:

Signed: President Ginesse Listi

Signed: Secretary Teresa Wilson

Signed: President-elect Caroline Wilkinson (Witness)