



THE FINGERPRINT SOCIETY

QUAERITE ET INVENIETIS

FOUNDED 1974

Patron: Vacant

The Rules of the Fingerprint Society

1. Name

The Society shall be known as THE FINGERPRINT SOCIETY

2. Objects

2.1 The objects of the Society are to advance the study and application of fingerprints and to facilitate co-operation among persons interested in this field of personal identification

2.2 The Society is not a Union or a Negotiating Body, but a group of professional people formed by their own mutual agreement

3. Qualification for Membership

3.1. Membership of the Society is open to persons having successfully completed an accredited initial fingerprint course and remaining in fingerprint work whilst employed in the Police or Government Service. However where a Full Member or Fellow is posted to other duties within the Police Service and no longer employed in fingerprint work, he/she will be allowed to retain membership of this Society

3.2 Members retiring from or leaving the Police Service may retain their membership of the Society on payment of the full annual subscription continuing their previously recognised status and retain full voting rights.

3.3 Other than in circumstances to be decided by the Executive Sub-Committee a person may not re-join the Society

4. Admission to Membership

4.1 A candidate for membership must: -

4.1.1 Apply on the form recognised by the Society sign the application form and remit his/her joining fee and first subscription and

4.1.2 Be proposed by a member who must vouch for the fitness of the candidate from his/her personal knowledge

4.1.3 Admission to membership is by approval of the Membership Secretary or at his/her discretion by approval of the Executive Sub-Committee

5. Procedure after approval

5.1 Immediately a candidate is approved for admission he/she must be:

5.1.1 Given notice that he/she has been approved

5.1.2 Furnished with a copy of these rules and

5.2 on clearance of the remittance for his/her joining fee and first subscription an approved candidate becomes a member of the Society and is entitled to all the benefits and privileges of membership and agrees to be bound by these rules.

6. Entrance fee and subscriptions

6.1 The joining fee is whatever sum the Committee determines from time to time. The joining fee is waived for a candidate under 21 years of age as at the date of approval of his/her membership

6.2 A person re-joining the Society must pay 100% of the joining fee in addition to the annual subscription.

6.3 The annual subscription is the sum decided upon from time to time at the Annual General Meeting of the Society making special provision for overseas Members and Fellows.

6.4 The annual subscription is payable in advance on 1st January each year (except the first subscription of a new member as provided by rule 5.2).

6.5 There will be no apportionment of subscription or joining fee for a member joining during the year and no refund if a member leaves during the year.

7. Subscriptions in arrears

7.1 If a member's subscription is not paid within 3 months of its due date, the Executive Sub-Committee may terminate his/her membership.

7.2 If at any time the member gives the Executive Sub-Committee a satisfactory explanation, he/she may, at the discretion of the Executive Sub-Committee and on payment of arrears and 50% of the joining fee, be readmitted to membership.

8. Fellows

8.1 On achieving the accepted National Standard in his/her country of origin and becoming a recognised expert in that country's Law Courts and proving the same to the satisfaction of the Executive Sub-Committee a Member shall become a Fellow and his/her name shall appear on a list drawn up by the Society.

8.2 Any Member or Fellow of the Society shall inform the Secretary of any change in his/her professional status, in order that the Society records may be updated.

8.3 Recognised Fellows of the Society may use the suffix FFS in their personal titles and Members may use the suffix MFS. The bearers of these titles may do so throughout the period of their membership of the Society.

8.4 The Society may issue a certificate to Members or Fellows indicating their status within the Society.

9. Honorary Members

9.1 Honorary Membership of the Society may be granted to persons giving or who have given valuable service to this Society but who are ineligible for ordinary membership.

9.2 Honorary Membership may only be conferred or withdrawn by an Annual General Meeting upon receiving and agreeing a nomination or report from the Committee and at every Annual General Meeting there must be a vote on whether existing Honorary Memberships are to be confirmed or withdrawn.

9.3 Honorary Members are entitled to the quarterly receipt of a complimentary copy of this Society's journal and the opportunity to attend, at their own expense, this Society's Annual Conference but to no other benefits. Without prejudice to the foregoing Honorary Members are not entitled to vote as members or to claim any share of the property of the Society on its dissolution.

9.4 The names of Honorary Members shall appear on a list drawn up by the Society and may appear in any Fingerprint Society publication.

9.5 Honorary Members may use the suffix Hon. MFS in their personal titles.

10. Associate Members

10.1 A person who is not eligible for membership of the Society and has never had full membership but who is interested in the objects of the Society may apply for Associate Membership.

10.2 A candidate for Associate Membership must apply on the form recognised by the Society and remit his/her joining fee and first subscription and rules 4.1.3 and 5 apply.

10.3 The Executive Sub-Committee may award Associate Membership free of charge to any person who is eligible to be an Associate Member.

10.4 The annual subscription for Associate Membership is equal to the subscription (from time to time) for full membership.

10.5 Associate Members are entitled to all the benefits and privileges of membership but may not be Officers or Members of the Committee and are not entitled to vote as members or to claim any share of the property of the Society on its dissolution.

10.6 Associate Members may not use a post nominal in their personal titles.

11. Resignation of Members

Any member may resign his/her membership by giving notice in writing to that effect to the Membership Secretary.

12. Members adjudged bankrupt etc

If any member:

12.1 is convicted on indictment of any criminal offence, or

12.2 is adjudged a bankrupt, or

12.3 makes a composition or arrangement with his/her creditors under the provisions of any statute, or

12.4 has a trustee appointed for the benefit of his/her creditors, or

12.5 is no longer capable of looking after his/her affairs he/she immediately ceases to be a member of the Society, but the Executive Sub-Committee may, in its discretion, reinstate him/her without entrance fee.

13. Expulsion of Members

13.1 If at any time the Committee considers that the interests of the Society require it they must invite a member to resign from the Society, by a letter specifying the time before which the withdrawal should be made.

13.2 If the member concerned does not withdraw the Committee must submit the question of his/her expulsion to the Annual General Meeting or a Special General Meeting to be held within eight weeks after the date of the letter.

13.3 Not less than 14 days' notice of the meeting must be given to the members.

13.4 The Secretary must inform the member in question of the time and place of the meeting and the nature of the complaints against him/her in sufficient time to afford him/her a proper opportunity of offering an explanation.

13.5 At the meeting the member must be allowed to offer an explanation of his/her conduct verbally or in writing and if after that more than half of the members present vote for his/her expulsion he/she will immediately cease to be a member of the Society.

13.6 The voting at any such Special General Meeting must be by ballot.

14. Effect of ceasing to be a member

14.1 On ceasing to be a member of the Society, a person forfeits all right to and claims upon the Society and its property and funds.

15. Suspension

15.1 If at any time the Committee consider that the interests of the Society require it they may suspend a member from the Society for a fixed period of time or until further notice.

15.2 A member who is suspended shall not during the period of suspension be entitled to any privileges of membership but may in accordance with Rule 13 attend any General Meeting at which his/her expulsion is sought.

16. Officers

16.1 The Officers of the Society shall be: - President, Regional Vice President, Chairman, Secretary, Membership Secretary, Editor, Treasurer and Webmaster each of whom must be elected at the Annual General Meeting.

16.2 All Officers of the Society must have at least three years' continuous membership immediately prior to their election to Office.

16.3 Nominations for Officer and Committee positions are to be submitted to the Secretary at least 21 days before the Annual General Meeting.

16.4 In the event of insufficient nominations being received by the due date, the Chairman shall be empowered to accept nominations at the Annual General Meeting.

17. Committee

17.1 The administration of the Society (except as otherwise provided by these rules) shall be carried out by a Committee of not less than 7 and not more than 24 Members who must be elected at the Annual General Meeting.

17.2 In addition to the elected members, the Officers of the Society are ex officio members of the Committee.

17.3 All correspondence on behalf of the Society must be seen and noted by the Secretary.

18. Election of Members of Committee

18.1 At each Annual General Meeting one half of the Members of the Committee must retire, but are eligible for re-election if there are insufficient replacement nominations.

18.2 To create a sufficient number of vacancies, the Members of the Committee must retire in order of seniority, and in case of equal seniority the order of retirement must be determined by lot.

18.3 The Committee may nominate members of the Society to fill the vacancies.

18.4 Any two members may at any time propose any other candidate or candidates, by notice in writing to the Secretary or in person, verbally, at the AGM.

18.5 Balloting lists must be issued at the AGM containing in alphabetical order all the names so obtained, distinguishing the candidates proposed by the Committee, and showing the names of the proposers of other candidates.

18.6 Every member of the Society is entitled, but not obliged, to vote for as many candidates as are proposed.

18.7 Up to the number of vacancies, the candidates who receive most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the chairman of the meeting has a second or casting vote.

19. Vacancies on Committee

19.1 The Chairman or the Committee may appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting.

19.2 Any member so appointed must retire at the next Annual General Meeting but may be elected as a Member of the Committee at that meeting.

20. Meetings of Committee

20.1 The Committee must meet at least twice in every year

20.2 Seven members of the Committee form a quorum

20.3 Decisions shall be taken by simple majority vote of those present.

20.4 Minutes of all the proceedings of the Committee must be taken and must be open to inspection by any member of the Society on application to the Secretary.

20.5 The Committee meetings shall be chaired by the Chairman or in his/her absence the President or in the absence of both another Committee Member elected at the meeting in question.

20.6 At the first meeting of the Committee following each Annual General Meeting the Committee must elect an Editor of the Society's journal who shall hold office until the first Committee meeting following the next Annual General Meeting.

20.7 The Society will create an Award or Awards for such purposes as the Society may from time to time decide at the Annual General Meeting. Awards may be made annually. A Committee Member will be identified to collate all nominations, the closing date for which will be the 31st July of each year. All nominations will be discussed by the full Committee at the October meeting. An award may not always be made but the decision of the Committee must be considered as final. A full presentation to the award winner will be made to the next Annual General Meeting.

21. Executive Sub-Committee

21.1 The persons from time to time holding office as Chairman, Treasurer, Secretary, President, Membership Secretary and Editor shall constitute the Executive Sub-Committee.

21.2 The Executive Sub-Committee shall deal with administrative matters arising between meetings of the Committee and other matters (including enquiries) as directed by the Committee.

21.2.1 The Executive Sub-Committee shall meet as required.

21.2.2 Three Members of the Executive Sub-Committee (one of whom must be the Chairman) constitute a quorum

21.2.3 Decisions shall be taken by simple majority vote of those present.

21.2.4 Meetings may be conducted via appropriate communication mediums to aide the processing of Society business provided that all Members of the Executive Sub-Committee are contacted.

21.2.5 A resolution in writing signed by all the Executive Sub-Committee Members shall be as valid as if it had been passed at a meeting and may consist of several documents in the form each signed by one or more of the Executive Sub-Committee

21.3 The Executive Sub-Committee must report its proceedings to the Committee at each Committee meeting and must conduct its business in accordance with its directions.

21.4 A member may submit to the Executive Sub-Committee claims for monetary assistance when representing the Society in an official capacity, necessary for the efficient performance of the Society's business. The Executive Sub-Committee may then grant an appropriate award not exceeding such sum as the Committee shall from time to time decide

22. Indemnity for Officers and Committee

22.1 The Officers and the Committee shall be indemnified by the members against all costs damages liabilities incurred by them in or about the execution of their duties or otherwise in relation thereto.

22.2 No Officer or Committee Member shall be liable for any loss damage or misfortune which may happen to or be incurred by the Society in the execution of the duties of his/her office or in relation thereto.

23. Codes of Professional Conduct and Practice

23.1. The Committee may from time to time make, repeal and amend any Codes of Professional Conduct and Practice and/or a regulation (not inconsistent with these rules) as it thinks expedient for the management and well-being of the Society.

23.2. All regulations made by the Committee under this rule are binding on the members until repealed by the Committee or set aside by a resolution of a general meeting of the Society.

24. Annual General Meeting

The Annual General Meeting of the Society must be held in March in each year on a date and at a time to be fixed by the Committee and must:

24.1 receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year;

24.2 fill the vacancies in and elect the Committee and for the ensuing year;

24.3 decide on any resolution which may be submitted to the meeting in the manner provided below;

24.4 fix the annual subscription of the Society and

24.5 consider any other business as determined by the Committee or by the previous Annual General Meeting or as raised by any member at the Annual General Meeting itself.

25. Notice of business at Annual General Meeting

Any member who desires to move any resolution at the Annual General Meeting may give notice in writing to the Secretary not later than 1st February or raise it at the Annual General Meeting.

26. Special General Meeting

The Committee may call a Special General Meeting at any time for any special purpose, and must do so immediately upon a requisition in writing (stating the purposes for which the meeting is required) signed by not less than 20 members entitled to vote.

27. Convening general meetings

27.1 Notice of the Annual General Meeting shall be given in the Society's Magazine at least 14 days before the Annual General Meeting. In the case of a Special General Meeting notice of the meeting and the business to be transacted at it must be sent to every member at least 14 days before the meeting.

27.2 No business other than that of which notice has been given may be brought forward at a General Meeting.

28. Proceedings at general meetings

28.1 At all general meetings of the Society the Chairman, or in his/her absence the President, or in the absence of both a member selected by the Committee, must take the chair. The President will sit with the Secretary at the Chairman's table during the meeting.

28.2 Every member present is entitled to one vote upon every motion, and in case of an equality of votes the chairman may have a second or casting vote.

28.3 All resolutions shall be passed by simple majority of votes cast.

29. Quorum

29.1 The quorum at all general meetings is 20 for all motions and business.

30. Amendments

30.1 No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any annual or Special General Meeting unless the meeting consents.

30.2 Whenever notice of any amendment to be proposed is given, it must be posted on the Society's web site immediately.

31. Financial Year

The financial year of the Society ends on 31st December in each year, and the accounts of the Society must be balanced to that day.

32. Audit of accounts

32.1 All funds shall be paid into the Society bank account via the Treasurer. Withdrawals shall be made by both of two of signatories nominated by the Committee.

32.2 The Society is non-profit making and any excess in funds shall be directed back into the Society for its general betterment.

32.3 The accounts must be audited by a professional accountant as soon as practicable after the end of the financial year.

32.4 The accountant auditor must be appointed at each Annual General Meeting and must not be a member of the Society.

33. Visitors

No non-member of this Society may attend the Annual General Meeting/Lectures or any other meeting, unless personally invited by the Secretary.

34. Members not to make profit out of Society

No member may on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Society without the permission of the Committee.

35. Society address not to be used for business

No member may give the address of the Society in any advertisement or use the Society address for business purposes.

36. Members' addresses

Every member of the Society must from time to time communicate his/her address to the Secretary, and all notices sent by first class post to that address are considered to have been given on the day following the date of posting.

37. Interpretation of rules

37.1 The Committee is the sole authority for the interpretation of these rules.

37.2 The decision of the Committee upon any question of interpretation or upon any matter affecting the Society and not provided for by these rules or by the regulations is final and binding on the members.

38. Amendment of rules

38.1 These rules may be added to, repealed or amended by a resolution passed at any annual or Special General Meeting by simple majority of votes cast.

39. Dissolution of Society

If at any general meeting a resolution for the dissolution of the Society is passed by a majority of the members present the Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Society and after the discharge of all liabilities must divide such property equally among all the members and on the completion of the division the Society will be dissolved.

40. Headings

The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.