

Statutes for the Nordic Association of Forensic Toxicologists

§ 1 Name

The Association is called the Nordic Association of Forensic Toxicologists. The Association is referred to as 'Nordisk rättstoxikologisk förening' in Swedish. The abbreviation NAFT applies in all languages.

§ 2 Registered office

The registered office of the Association is in Linköping, Sweden. The Association operates in Denmark, Finland, Iceland, Norway and Sweden. The Board can decide on changing the registered office of the Association.

§ 3 Company

The Board's chairman and treasurer are authorised to independently sign on behalf of the Association's company.

§ 4 Purpose

The Association is a Nordic co-operation body of forensic toxicologists. The overall purpose is to promote further training of forensic toxicologists, education and research through different activities such as, for example, scientific meetings, conferences and courses. The Association also aims to increase co-operation within the areas of analytical toxicology and interpretation of results.

§ 5 Activities

It is incumbent on the Association's Board to propose long-term goals which are compatible with the resources which the Association is expected to utilise. Prior to each annual meeting, the Board should present proposals on short-term and follow-up goals for the subsequent financial year.

§ 6 Form of the Association

The Association is a non-profit and politically independent association.

§ 7 Decision-making and executive body

The annual meeting is the Association's highest decision-making body. The Board is the Association's executive body and decides on matters which the annual meeting has delegated or which are evident from the statutes.

§ 8 Financial year

The Association's financial year is from 1 April to 31 March.

§ 9 Membership

Membership in the Association is open for people who at the time of the application work in areas related to forensic toxicology. Membership is also open to university and higher education students within areas related to forensic toxicology. The annual meeting decides the size of the membership fee following a suggestion by the Board. The application of membership should be made in writing to the Board. Membership in the Association ceases if members (a) request withdrawal, (b) despite reminders fail to pay the due membership fee, (c) through their actions damage or counteract the Association's purpose or (d) act in a manner which breaches the Association's statutes.

§ 10 Annual meeting

The Association's annual meeting should be held within three months from the end of the financial year at the time and place determined by the Board. The Board should strive to circulate the meeting places between those countries where the members operate. The summons for the annual meeting should be sent to all members at the latest three weeks prior to the annual meeting. Notification of topics for the annual meeting should be made in writing and should be received by the Board at the latest six weeks prior to the annual meeting. If a proposal is made at the annual meeting, which is not included in the agenda, the annual meeting can decide to address the matter for a decision.

The following points should be addressed at every annual meeting:

- Examination of whether the summons took place in due order
- Approval of the agenda
- Adjustment of the voting list/reporting of the number of members present
- Election of the meeting's Chairman and Secretary
- Election of person to verify the minutes and two tellers
- Presentation of the Board's operating and financial report along with the auditor's report
- The matter of discharge from liability of the Board
- Election of the Chairman and other members of the Association's Board
- Election of an auditor and a deputy auditor
- Election of an election committee consisting of at least two persons, whereof one convenor
- Determination of the size of the membership fee
- Other matters which have been notified to the Board by the Board or members and which are included in the agenda

§ 11 Voting

Voting at the meeting is open, unless a member requests voting by secret ballot. The opinion which has received the highest number of votes counts as the meeting's decision, or if the number of votes is equal, the opinion which is supported by the Chairman. If the number of votes are even following election, the outcome is determined by drawing of lots.

§ 12 Minutes

Minutes should be taken at every annual and Board meeting and should address matters which have been considered and decisions which have been made. Minutes from the annual meeting should be signed by the Chairman of the meeting and another person to approve the minutes.

§ 13 Composition of the Board

The Board is elected for a period of two years, except at the Association's first annual meeting, when half of the members are appointed for the time up until the next annual meeting. The Board should comprise of a Chairman and an even number, at least four other members. The Board can co-opt members for occasional or several meetings. Co-opted members have right of free speech, but no right to vote. The Association should strive to ensure that the Board consists of members from all the Nordic countries. Any conflicts of interest should be considered during election of members into the Board.

§ 14 The Board's quorum and work model

The Board forms a quorum when all the members are duly summoned and at least half of them are present. The Chairman ensures that the summons for the meeting takes place at least one week in advance. The Board's decision is made by simple majority and the Chairman decides in the event of even number of votes. The Board can decide per capsulam in matters

where all the member have been asked and a majority supports the decision. Such a decision should be entered in the minutes and adopted by the Chairman. The Board elects within itself a vice-chairman, a treasurer and a secretary. The Board has the right to, if necessary, appoint a working committee to prepare matters for Board meetings and to process matters on an ongoing basis.

§ 15 The Board's activities

The Board should during the current financial year conduct meetings and act in accordance with that stipulated in § 4 and § 5 and process all other matters which the Association refers to the Board.

§ 16 Alteration of the statutes

Proposals to amend these statutes should be submitted in accordance with the rules of annual meetings in § 11. Decision to alter the statute is made by the annual meeting. Such a decision can either be made by half of all the members at a scheduled annual meeting or by simple majority at two consecutive scheduled annual meetings.

§ 17 Dissolution of the Association

A proposal on dissolution must be accompanied by a settlement plan for the Association's assets. A decision on dissolution must be made in the same manner as for alteration of the statutes.