

Regulation governing membership of the Forensic Archaeology Expert Panel

Definitions

1. In these Regulations the following words and phrases shall have the following meanings

WORDS

'CifA'	means the Chartered Institute for Archaeologists
The 'Expert Panel'	means the working group of forensic archaeologists practising as expert witnesses established by the CifA Forensic Archaeology Special Interest Group in accordance with clause 4 of the Group's Constitution
The 'Membership Panel'	means the committee elected from time to time by the Expert Panel to consider and decide applications for membership of the Expert Panel in accordance with these Regulations

MEANINGS

'Chair of the Expert Panel'	means the Honorary Chair of the Expert Panel
'Secretary'	means the Honorary Secretary of the Expert Panel
'MCifA'	means a Member of the Chartered Institute for Archaeologists as defined in Clause 5.3 of the Charter and by law of the Chartered Institute for Archaeologists
'The Forensic Matrix'	means that part of the 'CifA Skills matrix for accredited grades of accredited membership as related to Forensic Archaeology' which relates to 'Member (Forensic Archaeology)'
The 'Register'	means the register of the names of those members of CifA who have been accepted as members of the Expert Panel in accordance with these Regulations and who have not subsequently resigned membership or whose membership has not subsequently been revoked

2. A member of the Expert Panel must
 - 2.1. be a member of CifA at MCifA level
 - 2.2. have formally applied for membership of the Expert Panel
 - 2.3. be able to demonstrate competence in forensic archaeology in accordance with the Forensic Matrix
 - 2.4. in all other respects be a fit and proper person to be a member of the Expert Panel

3. Applications for membership of the Expert Panel

- 3.1. must be made in writing using the ClfA EP1 form and submitted to the Secretary
- 3.2. must be supported by such evidence as is stipulated in the ClfA EP1 form and/or requested at any time prior to determination by the Membership Panel
- 3.3. will be notified to all members of the expert Panel who may within 30 days of such notification object in writing to the Secretary on the grounds that the applicant does not fulfil one or more of the criteria set out under paragraph 2 above. Any member of the Expert Panel raising an objection must upon request produce evidence to the Membership Panel to substantiate the objection insofar as he /she is reasonably able to do so
- 3.4. will be considered by the Membership Panel as soon as is reasonably practicable after the expiry of 30 days from the date of notification of the application to all members of the Expert Panel.

4. The Membership Panel shall comprise 4 members of the Expert Panel (to include the Chair of the Expert Panel) and 1 employee of ClfA as elected from time to time by the Expert Panel. The Expert Panel may coopt members of the Expert Panel or employees of ClfA to fill any vacancies which might arise on the Membership Panel.

5. The Membership Panel

- 5.1. will decide an application by reference to the criteria set out under paragraph 2.
- 5.2. will accept ClfA certification that, upon validation as a MClfA not more than 5 years prior to the date of application under paragraph 3, the applicant demonstrated competence in forensic archaeology in accordance with the Forensic Matrix as sufficient demonstration of such competence. In any other case the applicant must produce evidence of competence in forensic archaeology sufficient to demonstrate such competence in accordance with the Forensic Matrix.

6.

- 6.1. Subject to the above and to any other instruction from the Expert Panel, the business of the Membership Panel will be conducted in such way as the Membership Panel shall think fit. The Membership Panel may in its discretion ask for further information from an applicant.
- 6.2. The Membership Panel may accept, defer or refuse an application.
- 6.3. Applicants will be notified in writing of the decision.
- 6.4. If an application is accepted, the applicant's name will be entered upon the Register of the Expert Panel upon receipt of signed acceptance form EP2 and, from the date of entry on the Register, the applicant will be entitled to represent himself / herself as a member of the Expert Panel.
- 6.5. If an application is refused, the applicant will be notified in writing of the reasons for refusal. The applicant may request a formal review of the decision to refuse, but must make such a request within 28 days of notification of refusal, addressing it to the Secretary. The review will be undertaken by a panel of 2 members of the Expert Panel

(neither of whom shall be members of the Membership Panel) and 1 member of ClfA's Advisory Council (as set out in 12.1 of the ClfA Membership regulations). The review will be dealt with by written representations.

7.

- 7.1. Members of the Expert Panel shall act in accordance with ClfA's *Code of conduct*. Professional misconduct (including the provision of inaccurate information in the course of an application to join the Expert Panel) will be dealt with through ClfA's professional conduct regulations. If a member of the Expert Panel is expelled from ClfA or his / her membership of ClfA is suspended, he / she no longer meets the requirements of membership of the Expert Panel under paragraph 2 and his / her name shall be removed from the Register and he / she will no longer be entitled to represent himself / herself as a member of the Expert Panel.
- 7.2. A member of the Expert Panel may resign from the Expert Panel by notice in writing to the Secretary. Upon receipt of notice of resignation the name of the resigning member shall be removed from the Register and he / she will no longer be entitled to represent himself / herself as a member of the Expert Panel.