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Article I: IVNVI- UTM Forensics Society

(A) IVNVI is an official academic society, under the umbrella of UTMSU (University of Toronto Mississauga Students' Union). Where UTM stands for the University of Toronto Mississauga, and IVNVI stands for Forensics, in Roman numerals. IV= 4, and VI= 6. 4N6 = Forensics.

(B) IVNVI is composed of students who share an interest in the application of science to matters of truth and justice.

Article II: Purpose and Mission

(A) The Purpose of IVNVI is to enrich the learning experience of all students enrolled in a Forensic Science Subject POST by providing professional development and networking opportunities. As well, IVNVI will work to introduce the broader student community at UTM to the field of Forensic Science.

(B) Mission: To support professional development of all students enrolled in a Forensic Science Subject POST

(C) In fulfilling this Mission, IVNVI will undertake activities that:

- are designed by the Executive to meet the expectations of the Membership, the Advisory Board and the UTMSU;
- provide feedback from its membership to the Forensic Science Program (housed under the Anthropology Department) at UTM; and
- at all times, reflect the ethical behaviors and standards prescribed by the Canadian Society of Forensic Science and the American Academy of Forensic Science.

(D) IVNVI programs and activities may be undertaken independently or in association with other Academic Societies and Clubs recognized by UTMSU.

Article III: Membership

(A) INVI Membership are of two classes:

- i. Voting Members
- ii. Non-Voting Members

(B) IVNVI will not deny membership to any University of Toronto student based on race, religion, gender, academic inclination, age, and sexual orientation.

(C) Membership to IVNVI is free and available to those who register as provided in (D) and (E) below

(D) Voting Members:

- i. Voting rights are not automatic and are earned on the basis of participation in IVNVI
- ii. All Full-time and part-time students enrolled in a Forensic Science Subject POST as defined by the Department and have paid their incidental fees and registered their contact information with IVNVI will be eligible to vote if they have attended at least one IVNVI event or meeting in the course of the previous year.

(E) Non-voting members:

- i. Any student (Full or Part time) who is enrolled on any University of Toronto campus and has paid their incidental fees and has registered their contact information and interest in the activities of IVNVI.
- ii. Any alumnus of the Forensic Science Program, faculty or staff that has registered their contact information and interest in the activities of IVNVI.

(F) Voting members will be eligible to:

- i. Run for Executive Office positions in the Society
- ii. Elect Executives to manage the affairs of the society

(G) Communication to members:

- i. In order to receive communication from the forensics@utmsu.ca email, all members will have to either provide their mail.utoronto.ca email addresses to the Society when tabling is ongoing, or contact the Society and request their email to be added to the mailing list for that year. IVNVI will also use appropriate social media platforms to communicate with members.

Article IV: Executives

(A) The affairs of the society will be managed by the Executive Office comprising the following Core Executive Members who will be elected by Voting members IVNVI

- i. President
- ii. Vice-President
- iii. Treasurer
- iv. Secretary
- v. Public Relations Officers (2)
- vi. Year Representative Chair

(B) The Executive Office will be supported by Year Representatives comprising:

- i. Four 1st Year Representatives with one from each of the sciences: Anthropology, Biology, Chemistry, and Psychology.
- ii. Four "Upper Year" Representatives from Years 2 or 3 or 4 who are enrolled in any Forensic Science Subject POST.
- iii. The Core Executive Team will ensure that the selection process of the four Upper Year representatives results in all Forensic Science Subject POST streams being represented either through the Core Executive Team or through the Upper Year Representative team
- iv. All the 8 Year Representatives will be chosen by the Core Executive Members through an interview process.

(C) Eligibility for Office

- i. All Core Executive Members must be enrolled as Full- Time students, and must be taking at least one FSC Course.
- ii. Executive Positions of "President" and "Vice- President" must be filled by students enrolled in either a Forensic Science Specialist Program, or Forensic Science Double Major Program, unless an exception is granted by the Forensic Science Program Coordinator and the Forensic Science Program Director
- iii. The President and Vice-President do not need to have at least one year of experience as a Year Representative or another Core Executive position. The President and Vice-President positions are open for any society member to run for in an election.

(D) Reclusion from Office

- i. Any Core Executive Member who is not able to fulfill the responsibilities of the office under this Constitution may submit a request to the Core Executive Team

and the Advisory Board for reclusion and step aside from the team voluntarily.

Article V: Boards and Committees

(A) The Society will have the following Boards and Committees to fulfill the purpose and mission of IVNVI:

- i. Advisory Board
- ii. Roundtables

(B) Advisory Board: The Advisory Board will provide oversight, support and advice, to the current Executive team. The Board will assist the Executive Team in expanding activities, guiding them on events and finances. The Advisory Board will also be a platform to raise and resolve any issue within the society before referral to UTMSU. The Advisory Board will meet with the Core Executive Team at least once every 2 months to review the Society's affairs and plans.

(C) The Advisory Board will comprise:

- i. Program Director
- ii. Program Coordinator
- iii. Immediate Past President (from previous year)
- iv. Outreach Coordinator (1 Staff Member)

(D) Roundtables: Roundtables will be established to ensure that all students enrolled in a Forensic Science Subject POST, have a forum in which to discuss and share their thoughts about the program(s), and seek advice. Meetings will be held in a conference style room, for a maximum of one hour. The Core Executive Team will be responsible to schedule at least 6 Roundtables for Forensic Sciences students each year as below:

- i. Four Specialist Roundtables (one from each of Biology, Chemistry, Psychology and Anthropology)
- ii. One Double Major Roundtable
- iii. One Minor Roundtable

Article VI: Meetings

Core Executive meetings will be held **bi-weekly**, general executive meetings will be held monthly. General meetings are open to all University of Toronto students and will be held twice each semester (beginning of September, end of November, beginning of January, end of March) to promote event awareness and student solidarity.

Article VII: Elections

(A) Elections for positions in the Executive Office will be held annually in March. Voting Members of IVNVI will be eligible to participate in electing the Executive Team Members.

(B) The Election process to be observed is:

- i. 1st week- Publication of all available positions
- ii. 2nd week- Nomination Forms of all Candidates to be emailed to ivnvi.elections@gmail.com
- iii. 3rd week- All Candidates Meeting is held. At the CRO's convenience a time and place is decided upon. CRO must reviews Campaigning and Voting guidelines with all candidates. Obtains all candidates' signatures on a document, declaring that they understand all guidelines and failure to comply with guidelines will be result in a void of their nomination.
- iv. 4th week- Campaigning and Voting Period
 - o Campaigning will take place three days before the Voting period begins, and also carries on into the Voting Period.
 - o The total number of days allowed for campaigning are 5. 2/5 of those days are also the Voting Period.
 - o While Voting is ongoing, it is perfectly legal to campaign.
 - o Voting will end on the last business day of the fourth week in March, at 11:59 pm.

(C) Elections will be supervised by a Chief Returning Officer (CRO) who is nominated by the Program Director. The CRO will be responsible to undergo relevant training and be familiar with all applicable rules.

(D) Candidates may nominate themselves only during the nomination period which will end one week prior to election day. Individuals must email a 100 word maximum Candidate Statement to the CRO along with their Nomination Form.

(E) The CRO is responsible for managing the ivnvi.elections@gmail.com account, resetting the password each election, and responding to queries. All Nomination Forms should be acknowledged with an email to the Candidate.

(F) The CRO will be responsible to convene an All Candidates Meeting to explain the election process, rules and norms and invite all eligible candidates to attend. The All Candidates Meeting is a mandatory requirement. Failure to attend (either in person or virtually) will result in a nullification of the Candidate's Nomination. An email must be sent out to all Candidates announcing the date and time of the Meeting. Any arrangements to

attend the meeting virtually should be made within 24 hours of the Meeting being announced.

(G) Eligible candidates will be allowed to campaign only after the end of the nomination period and after attending the All Candidates Meeting. The following Campaigning Guidelines are to be observed:

- i. All campaigning through be done in person, or online. No physical posters, postcards, pamphlets, brochures, or tangible items are to be produced. There is no budget allotted for individuals who wish to campaign.
- ii. Social media campaigning can only begin at 12:01 am the day that campaigning starts
- iii. Campaigning must end at 11:59 pm when the Voting has ended
- iv. No campaigning is to take place before the campaigning period has begun
- v. CRO must receive a one page detailed summary report of the media that the candidate is planning to use
 - o What type of media
 - o All the information they plan on posting on chosen media
 - o What measures they have taken in order to ensure all the information will not go live until the appropriate time
 - o A link to the media if possible
 - o Facebook
 - All pages or events or posts must be approved by the CRO
 - All pages and events must be set to private, and the CRO must be the only person "invited" or able to see it prior to the campaigning period.
 - All posts must appear only after the campaigning period has begun

(H) Students cannot run on slate (cannot form a group together)

(I) Candidates cannot run for multiple positions

(J) Candidates cannot cross campaign

(K) Candidates cannot coerce, or sway voters with false promises

(L) Candidates are allowed to make announcements in classes to voters, after informing the CRO, and providing proof that they have gotten permission from lecturer or professor or TA.

(M) Any complaints by candidates or Voting Members must be submitted to the Academic Societies Administrator in writing within 72 hours of the elections

(N) It is recognized that the Academic Society Advisory Committee (ASAC) holds the right to nullify any club election results with valid reason

(O) Any failure or delay in completing the election process will be brought to the attention of the Advisory Board and the ASAC. In such event, the Core Executive Team will continue to be responsible for the affairs of Society under the supervision of the Advisory Board.

(P) No Executive Team Member can hold a position for more than 3 years

(Q) The above regulations will apply in case of a by-election.

Article VIII: Roles and Responsibilities of Core Executive Members

(A) **President:** The President is responsible for managing the general affairs of the society. This will specifically include:

i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program

ii. Ensuring the following communication protocols are met:

o An initial email to all core executives within 3-5 business days of taking office to:

- initiate the Years first core executive meeting
- circulate the Constitution amongst all core executives

o Responding to all emails within 3-5 business days, unless of an urgent nature

o Sending group emails whenever possible to ensure all executives are in the loop at all times

ii. Consulting the Vice- President before taking decisions

iii. Consulting ALL core executives before changes or cancellation of events.

- iv. Attending the Roundtable Meetings in order to update the Executive Team

- v. Ensuring that ALL UTMSU Deadlines are met- and adequate actions are taken to seek extensions when necessary

- vi. Reviewing and taking action on all documents to be submitted to UTMSU

- vii. Approving all financial spending, signing cheques, approving budgets and reports to be submitted, reviewing monthly spending of the Society

- viii. Directly overseeing the Treasurer and Public Relations Officers

- ix. Contributing to the Planning and Execution of, all events

- x. Attending ALL events

- xi. Ensuring that all Executive Members meet their responsibilities and taking appropriate action to initiate Removal from Office procedures when necessary.

- xii. Responsible for managing the email account: ivnvi.president@gmail.com and Google Calendar

(B) Vice-President: The Vice-President is responsible for assisting the President and all other executives in the fulfilment of their duties. In the absence of President, assumes all responsibilities and duties of the President. Ensures that all executives (including the President) are performing their duties in a satisfactory manner. The Vice-President's responsibilities include:

- i. Being informed and present for being consulted by the President
on all decisions
- ii. Attend ALL events
- iii. Directly overseeing the:
 - Secretary
 - Year Representative Chair
- iv. Ensuring the following communication protocols are met:
 - Responding to all emails within 3-5 business days, unless of an urgent nature
 - Sending group emails whenever possible, to ensure that ALL executives

are in the loop, at all times

- v. Being aware of all UTMSU deadlines and ensuring that these deadlines are met
- vi. Responsible for managing the email account: ivnvi.vicepresident@gmail.com and Google Calendar

(C) **Treasurer:** The Treasurer receives all monies, issues and signs cheques for all authorized expenditures and presents such cheques to the President for approval. As well the Treasurer creates and maintains the yearly budget and accounts in accordance with UTMSU accreditation standards. The specific responsibilities of the Treasurer include:

- i. Developing and Revising Budgets alongside the President
- ii. At beginning of office term (Month of May), during 1st Core Executive Meeting
- iii. Before beginning of Academic Term (if it has changed, with new developments such as planning of new events), in Month of August
- iv. Adjusting the Budget after:
 - 1st General Meeting, if general members have suggestions for events, and the event(s) have reached the planning stage within the Society
 - 1st Audit to UTMSU, under direct guidance and supervision of President, with consultation of Vice- President
- v. Tracking ALL Monies throughout Office Term
- vi. Staying up to date on online banking technology and procedures
- vii. Petty Cash:
 - Maintaining a maximum of \$200.00 petty cash in the Cash Box
 - Ensuring that Cash Box is the most secure version
 - Withdrawing \$200.00 of petty cash, and place into Cash Box at beginning of Office Term
 - Depositing ALL cash into bank account at termination of Office Term
 - Audit of the Cash Box once a month, in presence of the President
- viii. Online Banking
 - Conducting online banking using a secure browser
 - Observing safe banking practices including deleting history, not auto-saving passwords onto any computer system, desktop (including the office computer) or laptop
 - Checking the online Bank Statements monthly and printing off and filing

statements in secure locked drawer

- Confirming to the President and Vice-President that the bank statement for the month has been printed and available for review
- Recording review of bank statement by the President and Vice-President each month

ix. Merchandise Management and Sales

- Being responsible for ALL inventory. The Treasurer can enlist the assistance of Year Representatives in this activity
- Holding bi-weekly office hours, to sell merchandise. The President must be present for ALL Sales
- Receive only cash for sales and provide receipts to students, and keep a copy of the receipt for the preparation of the audit package.
- Maintain all receipts, duly filed, in secure locked drawer
- Collaborate with ALL executives when deciding on design of new Merchandise, before making purchase
- Work with Public Relations Officers to have Online Catalogue of all merchandise for sale on website and update the catalogue on a monthly basis
- Initiate Pricing decisions:
 - Recommend to President and Vice- President, with strong rationale, in written format (simple proposal)
 - Make changes to prices only after all executive members are in agreement before the President approves changes

x. Creating cheques, to be signed off by President and Vice-President

xi. Being aware and fulfilling all UTMSU financial and audit deadlines

xii. Giving a copy of the audit package to the President and Vice President to look over 2 weeks before UTMSU audit deadline

xiii. Being responsible for ALL purchases and:

- Giving the President and Vice- President 1 week notice, with itemized list of items to be purchased
- Obtaining Explicit Approval of the President, in some documented manner (email or hard copy only)

xiv. Responsible for managing the email account: ivnvi.finances@gmail.com and Google Calendar

xv. All online banking should be conducted using the ivnvi.finances@gmail.com account.

(D) Secretary: The Secretary is responsible for scheduling and minuting meetings,

executing event planning, maintaining the membership lists and volunteer list, voters list. Specifically, the Secretary's responsibilities in each of the key areas include:

- i. All scheduling, including but not limited to:
 - o Office Hours
 - o Core Exec Meetings
 - o General Exec Meetings
 - o Specialist, Double Major, and Minor Round Table Meetings
 - o Advisory Board Meetings
 - o Year Rep Meetings, as called by the Year Rep Chair

- ii. Event Planning and Management
 - o Room Booking should be done 4-6 weeks in advance
 - o Create detailed event planning forms and schedules
 - Work with Vice- President to ensure all executives are contributing to idea generation, and implementation
 - o Must give Treasurer 3 weeks- notice for any financial assistance when organizing any event
 - o E-mails membership with dates and information of upcoming events
 - o Works with Public Relations Officers to promote events

- iii. Note Taking
 - o Must be present at ALL meetings, to document the discussion(s) and conclusion(s) reached
 - o Aids permitted, subject to the consent of individuals present/called to the meeting. Aids include:
 - Laptop/tablet/handheld electronic device
 - Voice recorder
 - Voice to text app
 - o Refinement and addition to notes is highly encouraged
 - Use a technology that can track changes on a document, ex. Google Docs
 - Any changes to notes after meeting has ended should be done while using track changes software- all changes must be indicated clearly, by a different colour of text, or different font, or comments/footnotes
 - o Meeting minutes must be printed out monthly and filed in a secure locked cabinet
 - They should be uploaded to the Website for Transparency

iv. Office Hours

- o Hold IN PERSON, not online
- o Once a week, decide on time in consultation with President and Vice-President
- o Must be between Monday to Friday, 9am-3pm.
- o Online office hours are additional and not required, as a systematic culture of responding to emails will be in place.
- o Maintain the Google calendar associated with the forensics@utmsu.ca email account.
 - Ensures that all deadlines for all executives are listed on the Google calendar
 - Work with Vice- President to hold all executives accountable for all UTMSU deadlines

v. Emails

- o Responsible to answer all emails that come to the forensics@utmsu.ca email account
- o If unable to answer a specific question, forward the email to only the execs who are needed to respond to it
- o Always have either President or Vice- President review Drafts of Emails before sending, if unsure or have any doubts
- o Must be aware of what emails they're sending out to whom; develop distinct emailing groups
- o When responding to individuals requesting to be added to the mailing/membership list for the year- always ask if they're interested in being added to the Volunteering List

vi. Membership List

- o Must be present at all events, for students to register as a Member
- o Must compile a Membership list, and develop a Membership emailing group, when sending out emails
- o Responsible for keeping an up-to-date list of all membership emails.
- o Should be constantly updated
- o Emails should be sent out bi-weekly requesting those individuals who are interested in being added to the list, to send the following appropriate information in a separate email titled, "Request for Addition to MEMBERSHIP List"

vii. Volunteering List

- o Should have a comprehensive set of students' names, emails, student numbers, year and program
- o Can share with the Outreach Coordinator upon request

- o Should be constantly updated
- o Emails should be sent out bi-weekly requesting those individuals who are interested in being added to the list, to send the following appropriate information in a separate email titled, "Request for Addition to VOLUNTEERING List"

viii. Voters List

- o Should have a comprehensive set of students' names, emails, student numbers, year and program
- o Can be shared with the Party Responsible for organizing and holding Elections via voting.utoronto.ca

(E) Public Relations Officers (2 positions): These officers will be responsible to promote all Club events and maintain the website and social media presence. They will work with the IVNVI Year Representatives for Advertising and Publicity. Specifically, their responsibilities will include:

- i. Taking photos of all events (or if unavailable to attend, organizing photos to be taken by Year Representatives) and posting to social media as appropriate.
- ii. Archiving all photos/media
- iii. Creating appropriate media for online use
- iv. Updating IVNVI Facebook, Twitter, flickr accounts with Photos
- v. Creating and submit posters for events to President and Vice President for Approval 3 weeks ahead of event
 - o Get posters approved by UTMSU and distribute them on- campus 2 weeks in advance
- vi. Take charge of promotions
 - o Correspond with Year Rep Council for major advertising 1 week in advance
- vii. Create movies/powerpoint presentations for:
 - o General meetings with members
 - o Advertising in different classes
- viii. Create and/or maintain program tri folds representing the different branches of the program
- ix. Contact The Medium for all major events
- x. Communicate with the President and Vice President for approval of all media
- xi. Maintain website (and related documentations) with information on events and meetings
- xii. Update all social media accounts including
 - o Facebook
 - o Twitter

- o Instagram

xiii. Responsible for managing the email account: ivnvi.pr@gmail.com and Google Calendar

- o All social media accounts should be connected using this email, or the forensics@utmsu.ca email.

(F) **Year Representatives Chair:** Will be responsible to collate feedback from Year Representatives to inform the President and Other Executive Members of matters that need to be discussed with the Forensic Science Program administration. Responsible to oversee all Year Representatives, communicate effectively with them using the ivnvi.yrchair@gmail.com account and associated Google Calendar.

(G) **Year Representatives:** Year Representatives will assist in advertising and holding events as directed. They will also be responsible for gaining feedback from peers on suggestions and issues that need to be discussed by the Executive Members.

Article IX: Removal from Office

(A) Any elected Executive Team Member who is unable to perform the duties of office may be removed from office on the:

- i. Recommendation of the President or Vice-President to the Advisory Board; or
- ii. Recommendation of the Program Director; or
- iii. Instruction of the VP Campus Life

(B) Any action to remove an Executive Team Member will require the following Steps:

- i. Two verbal warnings issued by the President (or Vice-President in case it applies to the President) to the Team Member followed by a written notice issued under copy to the Advisory Board which clearly states the reasons and asks why the said team member should not be removed from office.
- ii. A special meeting must be called by the Advisory Board to resolve the problem. The Advisory Board can at the meeting decide to issue the team member a notice that states the reasons and asks why the said team member should not be removed from office.
- iii. A review of the written explanation given by the team member being considered for removal should be made within 3 weeks of the issue of the notice in (i) above should be conducted by the Executive Team and the Advisory Board.
- iv. An announcement of the decision of the Advisory Board must be communicated to the individual by the President or the Vice-President (in case it is

for removal of President) together with the date from which the decision is effective
v. The President or the Vice President should then commence the process to hold
an emergency by-election

In addition to the above rules:

Removal from office can occur after a member of the ASAC Committee, ex. VP University
Affairs, has issued (2) written warning. The warnings must clearly state the problem(s) and
the steps to be taken to resolve them.

After such warning, if failed to oblige, the executives can proceed to hold a vote within
the executive team to remove the member from the office. The vote should be supervised
by the UTMSU, and the results shall be verified by the Office of University Affairs. The
results of vote should be two-thirds of the executives in favour of removal.

The UTMSU reserves the right to intervene as a mediator due to their independence and
objectivity in the matter. The VP of University Affairs has the right to ensure the
procedures were followed accordingly and to rectify the removal of office.

Article X: Amendment of Constitution

This constitution may be amended only through a unanimous resolution of the Core
Executive Team duly accepted by the Advisory Board of IVNVI and approved by the
UTMSU.