

# UTM Forensics Society (IVNVI) Constitution

## **Article I: UTM IVNVI Forensics Society**

UTM IVNVI Forensics Society is an academic society under the umbrella of the University of Toronto Mississauga's Forensic Science program.

## **Article II: Purpose**

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

## **Article III: Membership**

- A. IVNVI 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 will be eligible to vote.

E. Non-voting members:

- i. Any student (Full or Part time) who is enrolled at any 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. Vote for the election of the Core Executive Members.

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,
- ii. 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 IVNVI Voting members:

- 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. At least three 1<sup>st</sup> Year Representatives,
  - ii. “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, through the Upper Year Representatives, or through 1<sup>st</sup> Year Representatives with a prospective POST,
  - iv. All the 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 or be enrolled in a Forensic Science Major, Minor, or Specialist program,
- 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 & Outreach Officer and the Forensic Science Program Director.

**Article V: Meetings**

A. Meetings will be held as follows:

- i. Core Executive meetings will be held approximately bi-weekly,
- ii. Year Representative meetings will be held approximately bi-weekly,
- iii. General meetings are open to all University of Toronto students and will be held at least twice each year to promote event awareness and raise issues.

**Article VI: Elections**

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

B. The election process will be overseen by the Forensic Science Program & Outreach Officer. They are responsible for explaining the election process, rules, and norms to candidates. Failure to abide to the guidelines set by the Forensic Science Program & Outreach Officer during each election period may result in a candidate's disqualification.

C. Complaints by candidates or voting members must be submitted to the Forensic Science Program & Outreach Officer in writing within 72 hours of the elections.

### **Article VII: Roles and Responsibilities of Core Executive Members**

#### A. President

The president is responsible for managing the general affairs of the society. This will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Ensuring and facilitating communication among Core Executive Members,
- iii. Consulting the Vice President before taking decisions
- iv. Consulting all core executives before changes or cancellation of events,
- v. Maintaining accountability to the Forensic Science Program Director and Program & Outreach Officer. This may include presenting a summary of the Society's finances and actions upon request,
- vi. Approving all financial spending, signing cheques, approving budgets and reports to be submitted, reviewing monthly spending of the Society,
- vii. Contributing to the planning and execution of all IVNVI events
- viii. Booking rooms for events,
- ix. Attending IVNVI events,
- x. Managing the Society's emails and responding promptly when necessary,
- xi. Ensuring that all Executive Members meet their responsibilities and notifying the Forensic Science Program & Outreach Officer when necessary.

#### B. Vice President

The vice president is responsible for assisting the president and all other Core Executive Members in the fulfillment of their duties. In the absence of the

President, assumes all responsibilities and duties of the President. This will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Ensuring and facilitating communication among Core Executive Members,
- iii. Consulting the President before taking decisions
- iv. Consulting all core executives before changes or cancellation of events,
- v. Maintaining accountability to the Forensic Science Program Director and Program & Outreach Officer. This may include presenting a summary of the Society's finances and actions upon request,
- vi. Contributing to the planning and execution of all IVNVI events
- vii. Booking rooms for events,
- viii. Attending IVNVI events,
- ix. Managing the Society's emails and responding promptly when necessary,
- x. Ensuring that all Executive Members meet their responsibilities and notifying the Forensic Science Program & Outreach Officer when necessary.

#### C. Treasurer

The treasurer is responsible for managing the financial affairs of the society. Their role will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Developing and revising a budget alongside the President,
- iii. Tracking all the Society's finances and transactions,
- iv. Managing the Society's banking accounts,
- v. Managing the merchandise and tracking all sales,
- vi. Maintaining all receipts duly,
- vii. Reporting the Society's finances in a transparent way to the Forensic Science Program Director, Program & Outreach Officer, and student body whenever requested,
- viii. Contributing to the planning and execution of all IVNVI events,
- ix. Attending IVNVI events.

#### D. Secretary

The secretary is responsible for scheduling and minuting meetings, executive event planning, and maintaining the membership list. Their role will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Scheduling meetings and events,
- iii. Documenting discussions and resolutions reached during meetings and making them available to the student body for transparency when requested,
- iv. Managing the Society's emails and responding promptly when necessary,
- v. Tracking and updating membership lists and emailing lists,
- vi. Contributing to the planning and execution of all IVNVI events,
- vii. Attending IVNVI events,
- viii. Managing the Society's emails and responding promptly when necessary.

#### E. Public Relations Officers (2 positions)

The public relations officers are responsible for promoting all events and maintaining the website and social media presence. Their role will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Creating appropriate media for online use,
- iii. Advertising the Society's events,
- iv. Create presentations for meetings when necessary,
- v. Maintaining the IVNVI website,
- vi. Contributing to the planning and execution of all IVNVI events
- vii. Attending IVNVI events.

#### F. Year Representatives Chair

The year representatives chair is responsible for scheduling and minuting meetings, executive event planning, and maintaining the membership list.

Their role will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Holding meetings with Year Representatives and delegating duties,
- iii. Collating feedback from Year Representatives to inform the other Core Executive Members of matters that should be discussed with the Forensic Science Program administration,



- iv. Contributing to the planning and execution of all IVNVI events
- v. Attending IVNVI events,
- vi. Managing the Society's emails and responding promptly when necessary.

#### G. Year Representatives

The year representatives should be active members of the program and interacting with their peers. They are responsible for assisting with in advertising and holdings events as directed, and gaining feedback from peers on suggestions and issues that should be discussed by the Core Executive Members. Their role will include:

- i. Acting as a liaison between Forensic Science Student Body and Forensic Science Program,
- ii. Attending meetings with the Year Representatives Chair,
- iii. Contributing to the planning and execution of IVNVI events,
- iv. Attending IVNVI events.

### **Article VIII: Dismissal from Office**

#### A. Resignation 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 other Core Executive Members and the Forensic Science Program & Outreach Officer for reclusion and may step aside from the team voluntarily.

#### B. Involuntary Removal from Office

- i. In the event that a Core Executive Member is not able to fulfill the responsibilities of the office under this Constitution and does not wish to step aside from the team voluntarily, the Forensic Science Program & Outreach Officer may remove them from their position.

#### C. Filling Vacant Positions

- i. In the event that a Core Executive Member is dismissed from their duties, the Core Executive Members can appoint a student meeting the requirements of eligibility for office (Article IV,C) to fill the vacant position with the approval of the Forensic Science Program & Outreach Officer.

**Article IX: Amendment of Constitution**

The constitution may be amended through a majority vote from the Core Executive Team duly accepted by the Forensic Science Program Director and Program & Outreach Officer.

