



Canadian Society of
Forensic Science

La Société canadienne
des sciences judiciaires

CANADIAN SOCIETY OF FORENSIC SCIENCE POLICY MANUAL

Revised July 2023

CSFS | P.O. Box 39023, 1582 Bank Street Ottawa, Ontario (Canada) K1H 1A1

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1.0 **INTRODUCTION**

Society within the body of this Policy Manual refers to the Canadian Society of Forensic Science (CSFS).

As per the Society By-laws, Secretary, refers to the Secretary of the Board of Directors.

The Executive Secretary as noted in the Society By-laws, is the Office Administrator for the Society. To prevent confusion between the Board of Directors Secretary position and duties, the Executive Secretary will be paired with Office Administrator, within this document.

The singular includes the plural and the plural includes the singular.

1.1 **Background**

The CSFS was founded in 1953 and incorporated in 1963. The business of the Society, which is governed by the By-laws, is managed by a volunteer Board of Directors assisted by several Committees, which report to the Board. The By-laws govern the organization of the Society as a Membership Corporation. A Board of Directors manages the Society. Officers from the Board of Directors form an Executive Committee which manages the operating of the business of the Society, in conjunction with Standing Committees. Special committees and Sections represent the various forensic disciplines found within Forensic Science and in the Society. The head office is in Ottawa, Ontario, Canada. The fiscal year is the calendar year. The organization year, when election terms for the Board of Directors run, is from July 1st to the following June 30th.

Many necessary activities and practices are not explicitly mentioned in the By-laws. As Board and Committee members change, there are often questions about common practices, current policies, position responsibilities, and committee functions. The Policy Manual collects the pertinent information in a format which will be accessible to all interested members, and which can be readily revised to remain up to date. This manual serves as a guide to ensure that continuity of operations is maintained over the years, as the principals in the Society change.

Changes to the By-laws may be required from time to time. This is done in consultation with the Constitution Committee. Amendments are recommended at the Annual General Meeting. The Membership will review the amendments and send in any questions regarding content or rationale. The By-law amendment(s) is then voted at the next Annual General meeting via Ordinary Resolution by the membership in attendance. Ordinary Resolution, as per the Society By-laws, is a resolution that is not effective until it has been approved by a majority of votes cast by the members in good standing at a General Meeting. Please refer to the Society By-laws for other definitions.

1.2 **Policy Manual Development & Maintenance**

The Policy Manual acts as a supplement to the Articles of Incorporation and By-laws providing interpretation of the By-laws and timelines of Society activities and responsibilities. It documents the way things are done, highlighting areas where policy needs to be developed; and providing a comprehensive framework for all the various

aspects of Society operations, and included are details of Officer, Board member, and Committee position responsibilities, the Society organization and routine operations, Board decisions, substantive committee reports, and an annual calendar of events. A historical perspective is beyond the scope of this manual. It is strongly suggested that a Society History be maintained by an Archivist. The Board of Directors can determine need of position, appointment of individual and length of term.

The master copy of the manual is kept at the Society Office; revisions are made as necessary. A sub-committee of the Board (i.e., Constitution Committee) is responsible for the revisions of the Policy Manual, following consultation with the Executive and Board members, and a review of Board and Annual General Meeting (AGM) decisions and any other notable changes in Society operations. A copy of each outdated version is archived.

The Policy Manual is distributed to all Board members, to the Chairs of all Committees and Sections, and to new members (Student and Provisional). The Policy Manual is available on the Society's website. It is also available on request from the Society Office. Given the many sources of information incorporated into this manual, the style has been kept as consistent as was easily attainable.

All comments or amendments about policy should be addressed to members of the Executive Committee and Board of Directors as well as to the committee or group concerned.

2.0 **THE CSFS OVERVIEW**

2.1 **Aims and Objectives**

The CSFS is constituted to carry on, throughout Canada and elsewhere, the following purposes and objects:

To promote the study, raise the standards and enhance the stature of forensic science as a distinct discipline, and, without limiting the generality of the foregoing, for this purpose:

1. to seek, receive, marshal, assess, record, report and disseminate information emanating from forensic and associated studies;
2. to conduct or assist in the conduct or research into forensic matters, techniques, procedures and practices and to establish or assist in the establishment of facilities therefore;
3. to promote and encourage the discussion at public level or otherwise of forensic intelligence;
4. to sponsor or publish a journal, periodicals and other literature from time to time pertaining to forensic science;
5. to provide assistance, financial or otherwise, for programmes of lay or professional education in forensic science and associated studies;
6. to establish, underwrite, sponsor, support or assist in the establishment, sponsorship or support, under appropriate auspices and affiliation, of scholarships, fellowships and chairs in forensic science and associated studies;
7. to solicit, receive and administer money by way of government or other grants, gifts, bequests, and donations of property, real and personal.

2.2 **Rules of Professional Conduct**

Members of the Canadian Society of Forensic Science with respect to their responsibilities to the CSFS, shall:

1. comply with the By-laws of the Society;
2. report to the Board, any violation of these "Rules of Professional Conduct" by another member of the Society;
3. accept that their membership in the Society demonstrates an active interest in forensic science; however, this membership does not by itself mean that they have the necessary qualifications to practice in their forensic science discipline nor does it mean that they are competent in their forensic science discipline;

with respect to their responsibilities to their client, employer or to the court, shall:

4. treat all information from an agency or client with the appropriate confidentiality;
5. make all reasonable efforts to treat items of potential evidential value with the care and control necessary to ensure their integrity;
6. take reasonable steps to ensure that all items in a case receive appropriate technical analysis;
- 7.a. utilise methods, techniques, standards and controls, provided that they exist, that they are generally accepted and that they are current and;

- b. utilises methods and techniques with standards and controls to conduct examinations and analysis such that they could be reproduced by another qualified and competent person;
- 8. make full and complete disclosure as required by law of the findings to the submitting agency or client;
- 9. make and keep work-notes on all items received, the examinations done, the results obtained and the findings and conclusions made in a timely fashion;
- 10. render opinions and conclusions strictly in accordance with the results and findings in the case and only to the extent justified by those results and findings;
- 11. make all efforts to testify in a clear, straightforward manner and refuse to extend themselves beyond their field of expertise or level of competence;
- 12. not exaggerate, embellish or otherwise misrepresent qualifications when testifying;
- 13. be impartial and independent in their analysis, reporting and testimony;

with respect to their responsibilities to the profession of forensic science, shall:

- 14. carry out their duties in a professional manner and strive to be worthy of the confidence of the public;
- 15. treat their peers with respect;
- 16.a. set a reasonable fee for services if it is appropriate to do so, taking care not to set unreasonably high fees for services, not to charge fees for services not done or services that are unnecessary, while being able to reduce or waive fees;
- b. not, under any circumstances, render services on a contingency basis; and
- 17. strive to maintain and improve their skills and knowledge and to keep current with advances and standards in their discipline.

2.3 **Investigation of Complaints, Grievances or Queries: Explanation**

2.3.a **Bylaw requirements**

For ready reference, the pertinent By-laws are quoted here, please refer to the By-laws for definitions:

- 1. Article II.2.2.A of the By-laws of the Society, states that:

“membership in the Society is open to individuals who have demonstrated an active interest in forensic science and who have exhibited the qualities of related professional competence, integrity and good moral character”.
- 2. Article II.7.1.b of the By-laws of the Society, states that:

"Membership in the Society shall be terminated:
...b) upon expulsion for cause in the manner described in Article II.7.3."
- 3. Article II.7.3 of the By-laws of the Society states as follows:

"Membership in the Society is subject to being terminated for any cause deemed justifiable by the Board through a Special resolution of the Board at a duly constituted meeting of the Board but such termination does not become effective until ratification by a General Meeting as provided in Article II.7.6."

4. The following By-laws of the Society define the current manner for terminating membership in the CSFS, as a result of the process referred to in Article II.7.3 given above.
 - II.7.4 Prior to termination as described in Article II.7.3, the Member in question shall be notified as least thirty days in advance of the time and place of the meeting of the Board at which the question of termination is to be considered.
 - II.7.5 The Member is entitled to a fair hearing at the meeting of the Board at which the question of termination is considered.
 - II.7.6 Any termination recommended by the Board must come before a General Meeting where it may be ratified by Ordinary Resolution.
 - II.7.7 If the Member presents the Secretary with a written request for a hearing bearing twenty signatures of Members in good standing at least thirty days prior to the General Meeting at which the termination is to be considered, the Member shall be entitled to a hearing at said meeting.”

2.3.b **Enforcement**

1. The Rules of Professional Conduct of the CSFS, as given in Chapter 2.2 of this manual, assist in establishing "any cause" as referred to in Article II.7.3. However, in possible situations of unethical conduct, the Board need not be limited to only those guidelines given in the "Rules". The "Rules" describe some minimum standards in the practice of forensic science.
2. Complaints about a member will be referred to the Discipline Committee, a sub-committee of which will review the complaint using the Guide to the Investigation of Complaints outlined in Section 8.6. The findings and recommendations are reported to the Board of Directors for a decision. No changes in the Bylaws (II.7.3 to II.7.7) are necessary to follow this procedure.
3. Section 8.6.f of this Policy Manual describes the process to be followed to deal with complaints against members of the Society with respect to the Rules of Professional Conduct of the Society. The process described in 8.6.f leads up to the action described in Article II.7.4 and from that point on incorporates the manner for terminating membership as currently described in the above By-laws (Articles II.7.5, II.7.6 and II.7.7). The documentation of the investigation is captured in Appendix 8.7.3. The termination of membership is the most severe penalty the Society can apply because of this process.

2.4 **Organization of the CSFS**

Refer to Section 1.1, 1st paragraph for organization of the Society.

2.4.a **Reporting Lines**

1. All sections and committees report to the Board of Directors through a mandatory formal written report at least once per year at the time of the AGM and directly

with the President or another member of the Executive Committee to keep them informed of their accomplishments and any issues and concerns that reflect on the Society. Section Chairs report to their membership in a way that is convenient and agreed upon by the Section. Sections and committees report their activities to the general membership through the use of the newsletters or the web site.

2. All reports to the Board should be submitted to the Society Office at least three weeks before a Board meeting to allow time for distribution to all Board members.
3. All information, issues and requests with a financial component should be reported to the Treasurer. When necessary, copies will also be forwarded to the Chair of the Finance Committee.
4. The President on behalf of the Executive Committee reports to the Board at each meeting.
5. The President reports to the members at the AGM re: the Board of Directors activities.
6. The Treasurer and the Chairs of the Nominating and Membership Committees make reports to the AGM. Other committees may also make written or verbal reports at that time.

2.4.b Meetings

1. All Meetings will follow Robert's Rules of Order. There shall be a recording secretary at each meeting. The agenda should be prepared and distributed ahead of time.
2. Meetings may take place at the AGM wherever at all possible. During the year they may be by teleconference or video conference. Such additional meetings shall be part of an approved budget for the committee and be arranged through the Society Office. Further discussions about meetings are found in each committee protocol.

2.4.c Minutes

1. The minutes of Society business meetings may be kept in the appropriate committee or section file at the Society Office. When proceedings are recorded and transcripts made, the recordings may be deleted after a period of time or can be saved depending on space availability. Minutes shall be distributed to all committee or section members (by mail, electronic copy, Dropbox, Fax, website, or the newsletters) and approved at the next meeting.
2. Minutes of Advisory Committees (ATC and DDC) are confidential. They are not to be released without the proper authority (e.g. court order) and permission of the Committee Chair and the Approval of the Executive Committee. Approval is granted via passing of a motion at the Executive Committee meeting level. Reports of Advisory Committees are distributed to the membership via the newsletters and/or website.

2.4.d Accommodation

- 1 The Canadian Society of Forensic Science endeavours to provide material (both written and audio) to all members who require accommodation. This may include but is not limited to larger font minutes, audio recordings of meeting made available, or resources at conferences, etc.
- 2 All members may use personal assistive devices at meetings or at conferences.
- 3 Members that may require service animals are encouraged to do so when attending meetings or conferences. If service animals are not allowed in a third-party venue, additional resources will be explored.
- 4 Support persons are encouraged. Discussions with the Board of Directors on waiving fees of support persons when accompanying individuals should be done before attending events.
- 5 When hosting a conference, availability of accessible facilities and/or services will be identified and, in the event, those accessible facilities or services are unavailable temporarily, that will be immediately communicated. Communication will include reason for the disruption, how long the disruption is anticipated to last and any available alternatives.
- 6 Include notification on website and AGM of feedback for how our organization will process feedback on accommodation requirements, including complaints.
- 7 Train staff and Executive/Board of Directors on how to providing accessible customer service and how to interact with people with various types of disabilities. This may include a discussion at the first Board of Director's meeting after the AGM and could entail participation in provincial on-line training with certificates printed; if needed.

3.0 **MEMBERSHIP IN THE SOCIETY**

3.1 **Preamble**

1. The relatively small size of the Society and the diversity of disciplines and geographic location repeatedly raise issues:

What does it mean to be a member of the Society?

What activities should the Society engage in and promote?

What levels of participation should be expected from the members?

How to deal with non-participation of members in Society affairs?

2. Article II of the By-laws governs membership in the Society. Members must comply with the Society's "Rules of Professional Conduct" (Section 2.2). Membership is open to those who have demonstrated an interest in forensic science. The Society is not a certifying or licensing body; it is a learned society. Membership is not conditional on dues payment only; there is a peer review process, as described in the Membership Committee section of this manual. Involvement in all aspects of the Society is encouraged, however, it is recognized that individuals will seek different levels of activity for a variety of personal and professional reasons. One of the main goals of the Board of Directors is to promote programs that will increase and expand the level of participation so as to promote the study and raise the standards of forensic science.
3. Each year the list of members proposed for Provisional membership, and promotion to Regular and Emeritus member, is sent to the Section Chairs for approval.

3.2 **Provisional Member**

Applicants to the Society who meet the qualifications outlined in Article II.2.2.A or B of the By-laws and are recommended by the Board and the Membership Committee may be elected to Provisional Membership. If such a member is not elected to Regular Membership after two years, membership is automatically terminated. If the Membership Committee subsequently receives information and reaches the decision that an individual should not be a member, that person will not be recommended for election to Regular membership. Provisional members may not hold office or vote at General Meetings. They may attend and participate in General Meetings and may be committee members and participate in Section activities.

The application form for Provisional/Regular membership is found on the CSFS website and Appendix 3.2.1

3.3 **Regular Member**

Regular membership in the Society is by way of Provisional Membership only. The Board and Membership Committee may recommend a person who has been a Provisional Member for one year for election to Regular Membership at the AGM.

3.4 **Fellow of the CSFS**

A Regular Member who has made and continues to make a significant contribution to the aims and objectives of the Society and forensic science may decide to elect to the Fellow status. Considering that the CSFS functions as a learned Society and not as a regulatory body for the practice of forensic science, attainment of this membership category shall not imply or designate the holder as being more qualified or competent than a Regular Member. Attainment of Fellow is a demonstration of one's willingness to undertake activities for the betterment of one's self, one's profession and the Society. Recognition of these activities is not automatic but is done so upon application by the candidate and approval by ordinary resolution. Promotion to the status of Fellow requires an application fee, filled in requesting form (found on the website and Appendix 3.4.1) and supporting documentation for qualification, the endorsement of the Board of Directors and majority support by Ordinary Resolution at a General Meeting of Society Members.

Requirements for Promotion to Fellow:

Regular Member for at least 5 years

Completion of an application form to be received by the Society Office by April 15th of each year. The applicant must have acquired, during the previous 5 years, a minimum of 15 points as laid out in the Points Schedule.

Points will be compiled retroactively for 5 years from the year of application. The maximum number of points applicable per year is 5. For the purposes of this protocol, a "year" means a calendar year.

There are three categories of activity, and the applicant must have a minimum of 2 points in each category.

Processing Applications:

It is the responsibility of the applicant to provide a complete list of his/her activities and publications as necessary to meet the requirements and attach it to the application.

On receipt of applications, the Executive Secretary/Office Administrator will conduct a cursory screening, and then forward them to the Chair of the Membership Committee for necessary checking and confirmation. The Chair will make recommendations to the Board for the endorsement of the successful applicants and propose those applicants for election to Fellow at the AGM.

Certificates will be presented to designate the person as a Fellow of the Canadian Society of Forensic Science.

Any anomalies, extraordinary situations, or equivalent contributions may be submitted to the Membership Committee who will consider them case by case without prejudice.

Procedure:

As mentioned above, it is the responsibility of the applicant to compile the list of his or her activities over the last five years, and to substantiate any item that is questioned. While the Society has some records, it is under no obligation to maintain a complete or definitive list of participants in all activities. Names mentioned in the report of Committee/Section Chairs will be considered proof of participation, subject to confirmation by the Chair.

Applications are to be submitted to the Society office, where the Executive Secretary/Office Administrator will carry out a cursory check of their records to confirm the participation of the applicant where such records are readily available. The applications will then be submitted to the Chair of the Membership Committee for confirmation and/or further checking as appropriate. On receipt of the Membership Committee report, the Board will approve the applications so that appropriate certificates can be prepared accordingly.

The status of “FELLOW” will be officially conferred at the conclusion of the Business Meeting at the AGM. Thereafter the person can be referred to as a Fellow of the CSFS, meaning that he/she has been a notably active participant in the affairs of the CSFS.

Test of Active Participation:

The applicant was present and took part in the activity.

The applicant, in the opinion of the Chair of the relevant Committee or Section, or the persons with whom the applicant was dealing at Society, did what he or she said they would do in a timely fashion.

The applicant carried out all the proper duties of the position occupied in a timely and correct manner.

Whether a Committee was active or not will be determined by:

Did the Committee meet at least once either in person or by telephone or equivalent medium?

Did the Committee submit a report to the Board?

Did the Committee report give recommendations?

Has anything positive been accomplished?

Note: If a Committee has gone through the motions but accomplished nothing significant, then the examiners shall take into consideration the amount of effort expended by that Committee in its efforts.

Points Schedule

ACTIVITY	POINTS
1. Author an article published in the CSFS Journal	3
2. Author an article published in another refereed forensic scientific journal.	2
3. Author an article published another Society supported publication [excluding committee & section reports & personal commentary]	1
4. Presentation of an original, self-authored paper at an AGM	2
1. Serve on the Board of Director [points awarded for each full term served]	2
2. Serve on a CSFS standing, special or ad hoc committee as appointed by the Board, for at least two consecutive years or the committee term.	1
3. Serve as the Chair of a CSFS committee or Editor of a Society supported publication, for at least two consecutive years or the committee term	2
4. Serve as an Executive Officer [points awarded for each full term served]	1
1. Organize a section seminar or workshop	2
2. Serve as a section chair [points awarded for each full term served]	1
3. Serve as secretary of a section [points awarded for each full term served]	1
4. Participation in a section seminar or workshop	1
5. Attendance at an AGM	1

3.5 **Emeritus Membership**

The requirements for Emeritus status are described in Article II.3.1.B of the By-laws. The application for Emeritus Membership can be found on the website or Appendix 3.5.1. They are entitled to vote at meetings and to hold office in the Society. The individual, a Section Chair or any other member may propose election to Emeritus member. This proposal should be done in writing to the Chair of the Membership Committee outlining the candidate's forensic career and contributions to the Society. The Board may waive the annual dues for Emeritus members.

3.6 **Honorary Membership**

Article II.2.2.D of the By-laws defines an honorary member as any person who is not otherwise a member and who has contributed significantly to the forensic science community. The application for Honorary Membership can be found on the website and Appendix 3.6.1

3.7 **Student Membership**

Using Bylaws II.2.2.B, the Membership Committee may also consider the following for students applying for Student CSFS membership:

- i. taking an undergraduate/post secondary program at a Canadian Institution in: Forensic Sciences, Major science discipline (B.Sc.'s) or BA's in Psych and Law and/or

Note: If the student is taking a major science discipline, they may not need to take any forensic science classes.

- ii. Working towards/enrolled in a Masters degree or PhD program in the above disciplines and/or
- iii. Students must be enrolled full or part time in the programs listed above and/or
Note: Part-time enrolment may need to be assessed individually and could include referring to Registrar's letter accompanying application.
- iv. Canadian students studying abroad in the above programs will also have the opportunity to apply into the CSFS as a student member and/or
- v. International students enrolled in Canadian Institutions will be eligible for entry.

In addition to a completed application form, the CSFS Membership Committee also requires proof of registration at the post-secondary learning institution and an up-to-date *Curriculum Vitae* (CV). This Student Application is found on the website and Appendix 3.7.1.

Eligible International students that have studies at an international institution must meet all criteria listed for students as noted above and in addition, provide an Educational Credit Assessment in order to be eligible for membership into the CSFS.

3.8 **Appendix**

- 3.2.1 Provisional/Regular Membership Application
- 3.4.1 Fellow Membership Application
- 3.5.1 Emeritus Membership Application
- 3.6.1 Honorary Membership Application
- 3.7.1 Student Membership Application

4.0 **EXECUTIVE COMMITTEE**

Articles V and VI of the Bylaws govern the Executive Committee, composed of the officers of the Society: namely, the President, President-Elect, Past-President, Secretary, and Treasurer. The President-Elect is elected by the membership at the AGM. The next year the President-Elect takes office as President. The third year is served as Past-President. Collectively, the Officers manage the routine business of the Society for the Board by fulfilling their individual duties.

4.1 **Duties**

The Executive Committee reports their activities to the Board and at the AGM. In particular, the Executive Committee shall:

1. -provide direction for the Chairs of the Sections and Committees;
2. be informed of all issues, problems, activities and report to the Board relating the question, discussion, and proposed resolution for the Board's consideration;
3. promote long term planning;
4. be proactive in forwarding the aims and objectives of the Society;
5. ensure a sound financial basis;
6. ensure that all Board members are contributing by managing at least one specific task or project;
7. endeavour to promote wide participation by all members.

Refer to Appendices 4.8.1 to 4.8.6 for Checklists to help monitor responsibilities.

4.2 **Meetings**

Meetings of the Executive were in the past conducted immediately before Board meetings. It has been found more effective to hold a teleconference approximately two weeks before a scheduled Board meeting. The President determines the time of the meetings. It is advised that there be no less than two Executive meetings held each year. Discussion at the meetings will focus on resolving issues and formulating recommendations to take to the Board. Routine items on the agenda for the Board meeting will not be discussed. During the year issues may also be discussed and resolved; so that all members of the Executive Committee should know of actions taken.

With respect to the Board meetings, it is suggested that these meetings be held via videoconferencing, whenever possible, to enable cost saving. It is advised that there be no less than two Board of Directors' meetings held each year. Board of Director members are entitled to reimbursement of travel costs for Board meetings and/or the AGM.

A Board of Directors meeting may be held in conjunction with the AGM, if the AGM is being held during a conference year (and it is in-person). In this instance the meeting site and Chair of the AGM should be appointed one to two years in advance. The Chair of the Board meeting which runs with the AGM, should not be the President; but may be the President-Elect.

4.3 **President**

The duties of the President are defined in Article IV.4.1 of the Bylaws. The President is the chief executive officer of the Society and is an *ex-officio* member of every committee. Specific duties include:

1. function as official spokesperson for the Society;
2. formulate policy, define goals for the year and follow through in a manner consistent with the aims of the Society;
3. preside at all Executive, Board meetings and at the AGM;
4. report to the Board of Directors and to the AGM on activities and decisions of the Executive and Board;
5. appoint Conference/AGM program committee approximately two years in advance;
6. prepare a summary of Board meetings highlighting the issues and actions to be taken by individuals; report to committees and membership e.g., Forum, AGM;
7. keep the Executive and Board members informed between meetings by such means as a regular news update;
8. ensure (delegate as appropriate) that a reply is made to all inquiries;
9. designate tasks to other Executive members;
10. set dates for Executive and Board meetings;
11. sign contracts;
12. appoint Special Committees with the approval of the Board;
13. write/sign letters to all winners of Society awards;
14. with reference to Policy Manual, ensure all routine tasks are completed (letters, deadlines, etc.).

4.4 **President-Elect**

The President-Elect works with the President and other members of the Executive Committee to become thoroughly familiar with all activities and policies of the Society and to become conversant with the current issues.

Specific duties include to:

1. act for the President as required;
2. act as a resource person for new members on the Board and follow up letter of orientation to answer any questions - see Section 6.3;
3. be aware of all ongoing Section and Committee activities that will require decisions in the coming year(s).

4.5 **Past President**

The Past President is Chair of the Nominating Committee and consults with the President on issues and practices of the Society. Past Presidents are also candidates for work on the Constitution Committee, as well as working with the Archivist.

4.6 **Treasurer**

The responsibilities of the Treasurer are outlined in Article V.4.3 of the Bylaws.

The Treasurer reports to the President and Executive Committee and to the Board at its meetings. The Treasurer is an *ex-officio* member of the Finance Committee and acts as liaison between the Finance Committee and the Board if the Finance Chair is not a Board member.

The Board of Directors from among its members elects the Treasurer annually. The term of office is to coincide with the accounting cycle of the Society, which is from January 1 to December 31. It is recommended for newly elected Treasurer, that a period of unofficial shadowing may be useful. To provide continuity of operation, it has been the practice for the position of Treasurer to be held for several years by one individual. The nominee for the position should be selected by the Executive of the previous year. Unless this person is not already a member of the Board, the election takes place at the AGM meeting of the Board.

4.6.a Duties

1. As an *ex-officio* member of the Finance Committee, the Treasurer maintains close liaison with the Finance Committee Chair and relays any information received by the Treasurer relevant to the Finance Committee.
2. Writes and issues all cheques for Society expenditures. Cheques must also be signed by one of the President, President-Elect, or Past President. In practise it is the President who normally signs the cheques and only on rare occasions do any of the others sign.
3. Responsible for all bookkeeping of the Society, including:
 - maintaining a sequential, chronological cheque register listing date, cheque number, amount and expense account designation.
 - monthly recapitulation of Expenditures and Revenue;
 - preparation of statements on request of the Board of Directors;
 - year-end submission of all materials and documentation to the Auditor of the Society;
 - reporting on the financial status of the Society to all Executive and Board of Directors meetings and at the AGM;
 - financial statements of the AGM.
4. Responsible for Payroll:
 - calculation of deductions,
 - issuing pay cheques,
 - monthly or quarterly remittances to Revenue Canada,
 - year-end preparation and issuance of T4 or T4A Supplementary,
 - year-end submission to Revenue Canada.
5. Advisory Committees (ATC), (DDC) - In close liaison with the Chairs of the Alcohol Test Committee and Drugs & Driving Committee:
 - prepares budgets for submission to Department of Justice.
 - signs contract (along with the President).
 - issues cheques for payment of expenses and maintains a separate record of all ATC and DDC expenditures.
 - prepares bi-annual statements on ATC and DDC.
 - requests advances of contributions from Department of Justice.
 - submits annual application for Innovation Grant to Department of Justice.
 - forwards copies of all correspondence to Chair of the ATC and DDC.

6. If not done by accountant firm/auditor, submits an Annual Information Return (prior to June 30th of the following year) to Revenue Canada, Non-Profit Organization Branch.
7. In consultation with the Finance Committee and the Executive and Board of Directors, administers the long-term investments of the Society:
 - investigates the general investment climate.
 - purchases GIC's or Bonds for fixed periods of time.
 - plans long-term cash flow of Society.
 - plans for H. Ward Smith Fund purchases or allocations- for the Awards Fund purchases.
8. Provision of information to the Finance Committee for the preparation of the annual budget, if done, which is subsequently considered by the Executive and Board of Directors.
9. Other duties and functions of special contracts:
 - administration of any special contracts,
 - administration of special grants or donations to ensure that all required follow-up provisions have been fulfilled,
 - assistance in setting travel expense guidelines for members of the Society in travel status. As a guide, Treasury Board of Canada expense rates current at the time of travel have been used.
 - provides financial advice insofar as is possible to the Executive, Board of Directors, and Chairs of the various committees,
 - maintain a list of charitable donations received during the fiscal year which had tax receipts issued.

The Treasurer's functions including Bookkeeping and Accounting, the appropriate accounts, ledgers and important dates are captured in the Treasurer Guidelines. The Society may hire a Bookkeeper to assist the Treasurer in any or all of the above activities.

4.7 **Secretary**

The responsibilities of the Secretary are outlined in Article V.4.2 of the Bylaws. In fact, many of the tasks are carried out by the Executive Secretary/Office Administrator. Therefore, it is an important function of the Secretary to maintain regular contact with the Executive Secretary/Office Administrator and be familiar with their responsibilities and activities. It is also important for the Secretary to maintain regular correspondence with the various Committee and Section Chairs on behalf of the Executive and Board.

The Secretary reports to the President and Executive and to the Board at its meetings and is elected annually by the Board of Directors from among its members. The term of office is July 1st to the following June 30th. To provide continuity of operation, it has been the practice for the position of Secretary to be held for several years by one individual. The nominee for the position should be selected by the Executive of the previous year. Unless this person is not already a member of the Board, the election takes place at the AGM meeting of the Board.

4.7.a **Duties**

In general terms, the most important task of both the Secretary and the Executive Secretary/Office Administrator is to maintain the flow of information, ensure letters and

inquiries are answered, that deadlines are met, and that any concerns (conveyed in writing) of Committees, Sections, or members are addressed by the appropriate person.

1. Most importantly, review the annual timetable of activities regularly and send reminders to the appropriate individuals and committees. This is especially important prior to each Executive, Board and Annual General meeting. Advise on procedures. Know the Bylaws, Policy Manual, Robert's Rules, and usual routines
2. Write a letter of welcome to each newly elected Board member including the orientation package. In November, request from the Section and Committee Chairs notification of the next year's Chair, Secretary and Committee members. Write letters of appreciation (for the signature of the President) to all retiring Committee and Section Chairs. Three months before the AGM remind, in writing, each Chair of the requirement to submit a report to the Board.
Compile and distribute a list of all Chairs and Committee members each year (the Executive Secretary/Office Administrator will do this).
Prepare other correspondence as directed by the Board or President. Ensure that all letters received are directed to the appropriate person and answered promptly. Many routine or straightforward inquiries are answered by the Executive Secretary/Office Administrator.
Ensure that notice of all meetings and all other notices required by the Bylaws are sent to the appropriate members at the correct time.
According to Bylaw V.4.2, the Secretary has charge of all correspondence. This may include the use of the Seal of Society. The Seal of the Society is kept in the Society office for use by the Executive Secretary/Office Administrator as needed. All records are also in the Society office. The files include a copy of every piece of correspondence received.
3. Prepare the agenda in consultation with the President and ensure that the meeting notices and agenda are sent in advance. Copies of all pertinent information (reports, letters, etc.) compiled by the Executive Secretary/Office Administrator will be forwarded with the notice. Take minutes for all meetings of the Executive and the Board. Ensure that the minutes are prepared, reviewed by the President, and distributed to all members of the Board as soon as possible. Minutes of the Board meetings or portions thereof will be sent to Committee Chairs and others, as decided by the President.
4. The notice of the AGM must be sent to all members not less than 21 days prior to the meeting. This should be co-ordinated with other meeting notices such as notice of amendments to By-laws. Where possible the use of the FORUM or Newsletter or other bulk electronic mailing of the Conference/AGM Program Committee should be utilised. Minutes of the AGM are not sent separately to all members, but copies should be available at the AGM the following year or included in the package generated for the following AGM.
5. Advise the Constitution and By-laws Committee, at the end of each year of pertinent Board of Director decisions for incorporation into the Policy Manual following their approval at a Board meeting, if needed.
6. Liaise with the Membership Committee Chair on membership issues, working with the Executive Secretary/Office Administrator. The register of all members is on computer in the Society Office and sent out via electronic messaging.
7. Maintain files to include generic forms for meeting agendas, notice of the AGM, letter of welcome to the Board, letter to all Chairs requesting reports for the AGM and requiring reports for the Forum and any other correspondence which is used annually. This could be done via the website or Dropbox or electronic mailing.

Together with the Executive Secretary/Office Administrator and others involved in communicating information (e.g., Publications, Conference/AGM Program Committee), the Secretary compiles and makes known to all members a schedule of routine correspondence.

4.8 **Appendix**

- 4.8.1 Checklist for the Executive Committee
- 4.8.2 Checklist for President
- 4.8.3 Checklist for President Elect
- 4.8.4 Checklist for Past President
- 4.8.5 Checklist for Treasurer
- 4.8.6 Checklist for Secretary of the Executive

5.0 **SOCIETY OFFICE**

The head office of the Society is in Ottawa at PO Box 37040, 3332 McCarthy Avenue, Ottawa, ON K1V 0W0 Phone: 613-762-9237 Fax:613-738-1987 Email: csfs@bellnet.ca Website: <http://www.csfs.ca>

Members should be aware of the following:

- Committees and Sections are expected to conduct their own correspondence and will be provided with a supply of Society stationery as an electronic format for that purpose
- Committees and Sections are encouraged to conduct as much correspondence as possible using electronic means, with a copy to the Society Office. Board members and Section chairs may use CSFS email accounts to facilitate correspondence and may be beneficial for possible future subpoena or ATIP requests.
- the Society Office is not staffed at a level which permits extensive research to be conducted; if research is required the Committee or Section chair should seek a volunteer in the Ottawa area who can visit the Society Office during business hours to conduct research in the Society documents and archives, alternatively, if an Archivist/Historian position is staffed, they may be asked to help in research requests. The Society may wish to explore the possibility of historical records being available electronically to allow for ease of access to authorized individuals.
- the Executive Secretary/Office Administrator is responsible for custody of Society documents, and may refer a member to the Executive for permission to view or copy certain Society records
- in particular, a member shall not have access to any personal record other than his or her own
- all requests for assistance from the Society Office should provide adequate notice and a time-frame for completion, so that they can be properly scheduled, where approved
- the Executive Secretary/Office Administrator will refer all requests for significant assistance from the Society Office to the Executive for review - this could include includes all requests research, hard copy mailing to membership, etc.

5.1 **Executive Secretary/Office Administrator**

The Executive Secretary/Office Administrator reports to the President of the Society and works closely with both the Secretary and the Treasurer of the Society.

The Executive Secretary/Office Administrator is responsible for the Society Office and its routine operations and is often the first contact an individual has with the Society. To be an effective ambassador and conduit for enquiries, it is important for the Executive Secretary/Office Administrator to be kept informed of issues and changes in policy and that her or his requests for information or action are answered promptly.

5.1.a Correspondence

The Executive Secretary/Office Administrator strives to immediately answer all inquiries received (i.e., phone calls, emails or letters), either conveying the necessary information or stating that the inquiry has been forwarded. Inquiries requiring forwarding will be forwarded (either through email or other means) to the appropriate person with a request to respond with a copy for the Society Office.

5.1.b Filing

All correspondence and information are filed in the Society Office. Membership information including: past members and unsuccessful applicants are in an archived electronic file. Hardcopy requests for the CSFS Journal linked to the appropriate member are noted for possible future follow up. Minutes of Board, Executive, and AGM meetings are maintained mostly via electronic copy and can be accessed by the Board or Executive upon request. Current AGM minutes are available to the membership with the previous year's minutes being shared at the AGM for membership voting. Historical AGM minutes are maintained in electronic format. The Annual Scientific Meeting or Conference may also have documents which are kept either in hardcopy or electronic and list participants and exhibitors.

Committees such as the ATC and DDC have several files, including interactions with the Department of Justice. These committees may have historical records which are kept as hardcopy, however electronic versions may be available to appropriate committee members.

Archived Presidents' messages as well as historical individual biographies, curriculum vitae and obituaries may also be maintained and available via electronic format.

5.1.c Duties and Responsibilities

The activities carried out in the Society office are detailed below: Duties and responsibilities of the Executive Secretary/Office Administrator are included in this listing. If made necessary by workload, and within budgetary constraints, part-time office support may be hired to supplement the Office activities.

1. Secretarial

- represents CSFS by answering routine inquiries
- directs non-routine inquiries to appropriate member of Executive Committee, to Section and Committee Chairs, as necessary
- maintains a current copy of the By-laws of the CSFS
- prepares and circulates bilingual notices and agenda of Annual General Meetings, Board of Director Meetings and Executive Committee Meetings
- sends out letters of welcome to new Board Members
- distributes minutes of meetings and maintains minutes of meetings with aide from Secretary
- prepares a roster of members of the Executive Committee, Board of Directors, Section Chairs and Committee Chairs.
- assists when required in preparation of correspondence for members of the Executive, Board, Standing and Special Committees, Section Chairs.
- composes a report for each Executive and Board meeting of activities of the Society Office
- maintains a corporate library
- works closely with the Awards Chair during judging of papers and selection of medal recipients; advises re: names of those who should receive certificates
- maintains a timetable for yearly activities/deadlines and advises Board members, Executive members, and/or membership as necessary.

2. Financial Administration

- receives and deposits membership dues, subscriber fees, conference fees and moneys from merchandising items
- and issues receipts during the year to cover any donations made to the Society and advise the Treasurer accordingly
- maintains cash ledgers for the Treasurer
- assists the Finance committee and Treasurer in the preparation of the annual budget for the Society Office.
- replenishes supplies for the Society Office and Committees (if requested)
- if needed, maintains inventory, and arranges for the maintenance or repair of office furniture and equipment
- if needed, recommends purchase of office furniture, and equipment to the Executive

3. Publications

Historically, the Society office was involved in the distribution of the CSFS Journal and needed to maintain records which showed subscription preference (i.e., hardcopy or electronic), advertising found with the Journal, invoices paid and related correspondence. Publication of the CSFS Journal is now handled by Taylor & Francis, reducing the amount of involvement by the Society office and Executive Secretary/Office Administrator.

- subscription to the Journal is captured via the online membership portal. The office may enquire about hardcopy mailings, if needed
- maintains a current inventory of Journal subscribers which includes addresses, and is forwarded to Taylor & Francis to facilitate online access to the CSFS Journal
- if needed, receives correspondence and redirects to the Editor, prepares correspondence for the signature of the Editor
- if needed, acknowledges and redirects to the Editor papers submitted for publication consideration and books submitted for book reviews
- forwards meeting announcements to the Publications Committee for inclusion in the Journal and Forum, as appropriate
- if needed, proof-reads the Forum before posting to website

4. Membership

- maintains or can access a record for each member which lists year of membership, category of membership and statement of dues paid
- maintains a file for each member which includes Application for Membership, correspondence and copies of invoices paid
- prepares and forwards membership invoices via the website, with a copy of the Rules of Conduct and returns a receipt
- monitors payment of dues, prepares and forwards communication of default and communication of termination in conjunction with the Membership Chair and Treasurer
- receives and acknowledges applications for membership, retains a copy of file and
- forwards the original application to the Membership Chair

- prepares and forwards letters of admittance and letters of change in status to provisional members and regular members
- maintains a current inventory of Society membership which includes membership category and status, section, address, etc.
- when requested, prepares, and forwards a roster of Section membership to each Section chair and can send material to each member of the section
- prepares a Membership Roster which is found on the website.
- sends a copy of the Constitution (By-laws) to newly elected provisional members.

5. Annual General Meeting (AGM)/Conference)

- assists as requested in the overall planning and organizing of the conference
- processes advance registrations, takes charge of the registration desk
- prepares a detailed report of registration (attendees at each workshop and meeting)
- maintains close contact with the Conference Committee
- arranges for transport of materials, gavel, etc. to AGM
- receives and deposits all moneys, issues itemised receipts

5.2 **Bookkeeper**

Historically a Bookkeeper was hired by the Board as a part-time person to do the routine bookkeeping entries. In fact, their duties have included implementing an accounting software package for the Society finances and making recommendations regarding Society operations, which have resulted in, monetary and time savings. The bookkeeper reported to the Treasurer. Payment was issued to the bookkeeper monthly.

Currently, the Society does not utilize a bookkeeper. In the event a bookkeeper is considered, the following may be of interest.

5.2.a Purpose

To assist the Treasurer by doing the routine bookkeeping entries and keeping the financial records up to date and to advise the Treasurer regarding changes and policies which will increase efficiency and reduce costs to the Society.

5.2.b Duties

Reviews the bank statement, cheques, and bank stubs
 Enter all the financial transactions into the database monthly
 Does the monthly bank reconciliation
 Prepare balance sheets, financial statements, and budget figures for review of the Treasurer and Finance committee
 Provide advice on specific questions, as requested

5.2.c Remuneration

Historically, the Bookkeeper submitted a statement of time spent conducting Society business to the Treasurer who issues payment four times per year, costed to Professional fees (administrative expenses). The Board could consider a policy to dictate the

maximum number of hours to be billed without specific approval of the Treasurer. The amount mentioned at Board meeting where position approved was under \$100 per month.

5.3 **Legal Advisor**

Ms. Emily Tierney, from Tierney Stauffer LLP has been appointed as legal advisor for the Society. As such, she is consulted when legal questions involving such matters as changes in the Bylaws or liability of the Society, as they arise. Additionally, she has been consulted when sub-committee chairs have been subpoenaed. The legal advisor will attend a meeting of the Board or the AGM on request. The Expenses will be paid on the same basis as for those of the Board members, but the payment is drawn from the Administration expenses of the Society and not from the AGM expenses.

5.4 **Archivist**

Duties, include maintaining a historical collection, either hardcopy or electronic, of documentation generated by the Society since its incorporation. This includes involvement with scanning of documents, generation of articles for the membership for Society journals/newsletter, research, and recommendation on storage of documents.

The letters patent, seal of the Society, gavel, and shield (used by the President at the AGM) are kept in our Society Office. They are in the custody of the Executive Secretary/Office Administrator.

6.0 **BOARD OF DIRECTORS**

6.1 **Bylaw Requirements**

Article IV of the Bylaws regulates the Board of Directors. Among other duties and responsibilities, the Board members are elected to "manage the affairs and activities of the Society and to formulate the policies of the Society". The board must meet at least twice a year. A director is elected for a three-year term and may not serve more than two full consecutive terms.

6.2 **Election to the Board**

It is the mandate of the Nominating Committee to nominate at least one member for each Board vacancy. Nominations are also accepted from the floor at the AGM. Before accepting the nomination for election to the Board, all the duties and responsibilities of the Board members should be considered carefully. Prospective Board members should be confident that they have the resources to commit to the position. It is also important that they have the support of their employer where that is applicable. Refer also to Policy Manual, Section 8.4.

There may come a time when interim Board members may need to be considered. That may mean adding a Board member to the Board of Directors before the consultation with the membership at large at the AGM. These interim Board members fill the gap at the Board of Director stage and would be nominated to fill the position permanently; however, the Board requires their attendance and votes to facilitate the running of the Society.

6.3 **Orientation**

New members of the Board will receive a letter of welcome from the Society Office. In addition to the orientation information referred to in this Policy Manual, the package will include minutes of the Board of Directors for the previous year, a summation of ongoing issues of particular importance, information on the Society travel reimbursement (i.e. National Joint Council Travel Allowances – Appendix C) and practical details about meetings of the Board. The Policy Manual is intended to clarify who does what, and when. The President-Elect is designated to act as a resource person to answer questions and further explain issues and historical perspectives.

6.4 **Structure**

The twelve members of the Board of Directors include the Executive Committee: President, President-Elect, and Past President, Secretary and Treasurer. The Secretary and Treasurer are elected annually by the Board from among the remaining nine members.

It is intended that each year the term of two of the members will be concluded and an election held to fill the vacancies.

6.5 **Meetings**

The Board is required to meet at least twice a year. The frequency of the meetings is up to the President, based on the upcoming year's activities or other priorities encountered in the previous year. The dates are decided by the President in consultation with the Executive. Video conferencing is the preferred option for most meeting. If needed, one of the Board meeting may take place at the site of the AGM in conjunction with the Conference. The President and Conference Committee will schedule the Board meeting as close as possible to the AGM, usually on the Tuesday immediately preceding a Wednesday opening, so that all Board members can attend. Members are encouraged to attend the entire conference program.

Meeting lengths can vary based on the discussions or priorities encountered. Breaks can be introduced as needed. Video conferencing can be considered a valid option for hosting Board of Director Meetings.

A Society gavel, which is a symbol of authority, is presented to the in-coming President at the first Board meeting of the year, by the Past-President; it is used at Board meetings and at the AGM. If meetings are by video conference, some symbolic passing of the gavel may be done. The President chairs each meeting; the President-Elect will take the chair if the President is absent or if he or she wishes to lead debate on a specific topic. A generic agenda and guidelines for recording of the minutes are in the file of the Secretary.

There is no necessity to put forward a motion to accept each and every report submitted to the Board; many are routine and straightforward. However, reports from Standing Committees, reports which have any financial component, or complex reports which elicit much discussion should be formally accepted by a motion of the Board.

Reports prepared for the Board meeting will be sent to all members at least two weeks in advance. It is strongly recommended that everyone submitting a report make the effort to comply with this policy as it is impossible to read, digest, and formulate opinions on reports distributed at the beginning of the meeting. Once the report has been accepted, it can be provided electronically for posting to the website.

6.6 **Minutes**

It is the responsibility of the Secretary to take and draft the minutes. The minutes are prepared according to Roberts Rules of Order and include the topics discussed, the conclusions reached, and actions to be taken. When a topic is discussed at length with no clear and final resolution, the minutes may reflect the progress made by summing up with a preface such as, "members of the Board agreed that...etc." Any changes or amendments to the minutes made at the following meeting should be noted in the minutes of that meeting. The President reviews a draft version of the minutes, and the final version is distributed to each Board member as soon as practical after the meeting.

In September 1993, The Board decided it is acceptable to forward minutes of the Board of Directors meetings to the Chairs of Standing Committees. Minutes will be sent to the Chairs of Special Committees at the discretion of the President, after reviewing the content and relevance. Instead, the President may forward a summary of pertinent material to committee Chairs.

6.7 **Duties and Responsibilities of Board Members**

Each Board member will:

- Be prepared to commit considerable time in conducting the affairs of the Society and recognize that the required attendance at meetings may incur some financial cost.
- Attend majority of Board meetings. Board members attendance is expected to be at minimum 50% of the meetings planned. Before each meeting review thoroughly the minutes of the previous meeting and all other reports and information forwarded to you. Consult your colleagues about the issues to be discussed and be prepared to offer your views, and to volunteer for tasks at hand. The minimum expectation is to attend 50% of Board meetings.
- Attend the AGM. It is vital that the Board members participate in as many aspects of the AGM activities as possible
- Assume at least one major role and be a direct liaison with the Board for that area: e.g., committee work, investigation of a particular issue, organization of an AGM.
- Be willing to accept duties delegated by the Executive.
- Be an effective liaison between the Board and the members of the society.
- Promote and support the activities of own Section.
- Possess openness to new ideas and ways of doing things. Be receptive to comments and criticisms from the members and bring such issues to the attention of the Executive and Board; respond appropriately to the member(s) involved.

Due to the nature of the frequency of meeting, the diverse locations and interests of Board member, the use of virtual meetings and electronic communication, a clear and consistent communication strategy must be used by the Board. Therefore, it is essential that Board members must respond in a timely manner to requests from others seeking actions, information, or advice and that everyone comply with diary dates.

Refer to Appendix 6.7.1 for Checklist for Board Members.

6.8 **Responsibilities of the Board of Directors**

The Board is elected to formulate policy, to provide leadership, and to manage the affairs of the Society. Specific duties include:

Elect the Secretary and Treasurer annually from among the Board members.

Determine the mandate and duration of each Special Committee; appoint the Chair. The Chair of a committee may appoint members with the approval of the Board. Confirm the membership of each committee annually. The Chair of each Standing Committees must be reappointed annually.

Appoint employees of the Society.

Receive reports from and monitor the activities of all Committees and Sections

Review the report of the Membership Committee regarding applicants for membership for approval at the AGM. Endorse those candidates that are approved by the Board.

Conduct hearings and decide on any discipline (membership) issue brought before the Board.

Approve proposed changes to the Bylaws one year prior to amendment at the AGM.

The President reports on Society activities and Board decisions to the AGM

The Treasurer provides financial statements and a report of the Auditor to the AGM

6.9 Expenses

The Bylaws state that the Board may approve travel and living expenses incurred in connection with carrying out the business of the Society. Each Board member may claim travel and accommodation expenses to attend one meeting per year. The maximum expenses allowed will be limited to a Saturday night stay-over excursion airfare and two nights hotel (if necessary) and meal allowance. When exceptions are deemed necessary, the Board will agree to the decision. Such decisions will be made as early as possible. In any event, since the resources of the Society are limited, Board members should seek alternative funding and strive to keep their claims to a reasonable minimum. The Expense claim can be found on the CSFS website. Expense claims should be submitted with accompanying receipts. A cheque will be issued once the Treasurer has reviewed. Reimbursement for travel, accommodations and meals fall in line with the National Joint Councils current allowances as noted in the appropriate appendices.

If an in-person Board of Director meeting is planned for the AGM, potential funding agencies such as Provincial Governments, the Federal Solicitor General and Department of Justice could be alternative funding streams for Board of Directors or Committee members. It is prudent to have the AGM budget include Board and related expenses if an in-person meeting is planned.

6.10 Appendix

6.7.1 Checklist for Board of Director Members

7.0 **COMMITTEES OF THE SOCIETY**

7.1 **Bylaw Requirements**

Section VII of the Bylaws governs the structure and duties of all committees. Each committee operates and makes decisions according to the Bylaws and to its protocol. Every committee is responsible to the Board of Directors of the CSFS. Members of a Standing or Special Committee need not be members of the Society, but the majority of committee members must be members in good standing. Specifically, the Bylaws include the following:

7.1.a Standing Committees

- Awards, Finance, Membership, Nominating, Publications
- Act in an advisory capacity to the Society
- The Board appoints chair
- All members of the committee (not just the Chair) must be reappointed annually as their term of office "shall coincide with the term of office of the President" The Board may grant the Chair the authority to appoint members to the committee.

Nominating and Membership Committees must be composed of Society members only. The membership of the Nominating Committee is dictated by the Bylaws, Article VII.6.1.

7.1.b Special Committees

- Appointed by the President with the approval of the Board "to assist in the conduct of the affairs of the Society"
- Chair must be a member of the Society
- No other restrictions

7.2 **Committee Structure**

There are no restrictions on citizenship, discipline, geographic location, or employer (government laboratory, industry, or private practice). An effort should always be made to include as wide as representation as possible on a committee; needs should be addressed in the protocol of that committee. Non-members serving on a committee should generally be encouraged to join the Society. It is advisable that a committee include one person who is also a member of the Board of Directors. When this is not the case, on-going formal and informal liaison with the Board will be through a designated Board member. The President is an *ex officio* member of all committees except the Nominating Committee.

The number of people on committees is determined by the Board of Directors in consultation with the Chair, as required to fulfil the functions of that Committee. The Board of Directors appoints committee members and may also authorize the Chair of the committee to do so. The number of committee members is decided partly on interest of members, the task to be completed, the number of volunteers, and the necessity to represent geographical areas or disciplines.

The duration of membership on each committee depends on several factors and is discussed for each committee separately. As a rule the duration should be from two to

five years. One year is often too short to accomplish goals; any time longer than five years should be specifically reviewed and approved by the Board. Continuity refers more to the work of the committee than to the people on it, and is maintained by:

- Maintaining a careful and complete record of committee activities
- Defining a term of office for all members of the committee, and defining the possibility that successive terms of office can be held
- Allowing for the replacement, in an orderly fashion, of members on that committee as their term expires.

7.2.a Standing Committees

- Permanent
- Conduct the majority of the on-going business of the Society
- Specifically governed by the Bylaws, as to composition and duties

7.2.b Advisory Panels

- Term used to designate certain Special Committees of the Society: Alcohol Test and Drugs and Driving
- Must be financially self-sufficient
- Primarily, provide advice and services to agencies outside the Society
- Appointed and reviewed, report to the Board

7.2.c Special committees

- Formed to deal with an important issue of the moment, which is expected to be on going and may require additional work after the initial resolution.
- Can be dissolved by a motion of the Board
- Ad hoc Special Committees are formed by a motion of the Board to complete a specific task and report back to the Board within a short time (generally 6-12 months). Their mandate is set out in the motion of the Board; they operate with less formality and without a written protocol.

A full list of all committees prefaces this section and is noted on the CSFS website.

7.3 **Responsibilities**

Notwithstanding the differences in committee types, the Chair will ensure that the committee:

1. Has and maintains a protocol for its organization and operation, based on the format described below.
2. Has criteria for membership, length of time to serve, and provides a plan for replacing members on a regular basis such that continuity of the work of the committee is maintained. Membership should be reviewed annually to assess the appropriateness of the number on the committee, the work to be done, and the contribution of each member.

If protocols/criteria need to be developed for an existing committee it must be the top priority for the committee to develop such protocols/criteria.

3. If wanted, submits minutes of each business meeting and correspondence regarding financial matters to the Society Office.
4. Prepares at least one written report to the Board of Directors of activities each year. The Chair may be asked to attend a meeting of the Board of directors.
5. Generates an annual report for the AGM which may include financial expenditures made throughout the year. When needed, any other commitments of the committee made behalf of the Society are noted. The Chair will also bring requests to the Board in the form of a motion, as required.
6. Informs the President and Executive Committee of any evolving issues, problems, complaints, major changes in operating procedures as they occur.
7. Assign responsibility for some tasks to other members of the committee and monitor the contributions of each member.

It is the responsibility of all committee members to know the duties of their position and to be confident they have the resources to complete them. It is especially important that all requests for information of advice be answered promptly, and that all diary dates be met. Members whose circumstances or interests change such that they cannot fulfil their obligations should resign from the committee so that another person may have the opportunity to serve. Members who are not active in a committee over a period of time may be asked to resign.

7.4 **Policy Manual Format for describing Committee Mandates**

Begin with the appropriate quote from the Bylaws.

Include or reference existing mandate statements, protocols, and operating policies.

1. OBJECTIVE What, why, for whom
2. BACKGROUND When established, type of committee, origins, former ways of operating
3. STRUCTURE Chair: appointed by the Board: factors in the decision
 Members: how many, how determined, restrictions, representation (regional, discipline, etc.)
 Provisions for continuity: how long do chair and members serve
 To whom does the committee report
 How and when do they meet
 How is their work as a committee done (meetings, phone, letter)
4. RESPONSIBILITIES Duties of the Chair
 Duties of each committee member
 Annual timetable of activities
 Finances: funded or self-sufficient
 Reporting functions: documents produced, who gets them, where filed. What documents does committee receive, from whom? Note that all committees report to the Board of Directors and to the Section and membership by way of the Forum or website.
5. ISSUES Optional; Past, present: highlights only

7.5 Reports of the Committee

Minutes must be kept at each meeting of the committee and these minutes may be forwarded to the Society Office.

Every committee must submit at least one report annually to the Board of Directors. The report shall be prepared and forwarded to the Society Office at least three weeks before the AGM, in order to allow for distribution to the members of the Board. All reports are reviewed by the Board, submitted to the membership at the AGM, in whole or in part as appropriate, and may be published in the Forum or the website. It is the responsibility of the committee to decide what they wish to have published in the Forum (minutes, full report to the Board or some other summary) and to submit it the Forum editor.

7.5.a Copyright policy

The copyright of all minutes and other documents developed as part of CSFS activities rests in the CSFS, who will copyright on behalf of its committees any documents to be published for general distribution outside the Society.

The CSFS will not release minutes of Advisory Committee minutes to anyone without the knowledge and approval of the Committee Chair and The Executive Committee. Reports would be released to those that requested them after the appropriate approval was obtained.

7.6 Meetings

Subject to funding being available, either as approved by the Board or from other sources, one meeting a year per Committee may be approved. The Board may approve additional meetings where specifically identified and justified, and where funding available for a particular committee permits.

At every Committee meeting, the Chair or designate presides, an agenda is followed, and minutes will be taken. Many meetings are by teleconference or videoconference. Some committees rarely meet all together; the contact is chiefly between the Chair and the individual members. In these cases, in lieu of minutes, the Committee Chair or Secretary documents the contacts and decision reached. It is encouraged that minutes or alternative records are to be forwarded to the Society Office to be added to the committee file, however alternative record storage can be maintained by the committee itself. Committees are encouraged to meet at the AGM each year, if possible.

No matter how the meeting is conducted, for all issues, every member should be certain they have the "complete picture", including all the facts and options and the range of opinions of committee members. A summary of discussion and any motions passed, or decisions made will form part of the minutes.

7.7 Expenses

As a general policy, the Board of Directors has stated that the Advisory Committees of the Society are to be self-funding. There is limited funding available from administrative expenses for committee and section work. The Standing Committees manage the business

of the Society and are funded under administration or publications expenses. Details of funding expectations are discussed separately for each committee. Nonetheless, every committee should:

1. Submit a budget annually to the Finance Committee. The budget for the following year should be discussed at the meeting during the AGM and finalized before November 30 each year.
2. Ensure that its income and expenses are properly allocated and are accessible.
3. Consider whether it may be appropriate to develop its own funding sources for certain new initiatives it proposes.
4. Operate without resorting to any deficit financing at any time.

Furthermore:

- All CSFS committees are advised to exercise fiscal prudence in the disbursement of any grant monies made available to them by outside agencies to fulfil their mandate(s). CSFS will be held accountable for any such grants received and may request a detailed accounting of actual expenses incurred by any committee.
- Sufficient detail must be incorporated in the budget of each committee to enable evaluation of costs for major individual activities. (This should not be taken to mean that a great deal more detail is required over that already provided; rather that the total cost of each major activity such as a meeting or project should be estimated and provided as a budget item.)
- The CSFS may authorize funding for approved meetings, either associated with the AGM or at other times as applied for and approved by the Executive. Electronic conferencing in lieu of multiple meetings is encouraged wherever possible.
- All CSFS committees are encouraged to meet at the location and either adjacent to or concurrently with the AGM, such that committee members may have the opportunity to participate in AGM activities such as CSFS and Section Business meetings and relevant scientific sessions.
- Locations of committee members may determine the location of meetings, if in person; however it may not be a factor.

8.0 **STANDING COMMITTEES**

8.1 **Awards Committee**

8.1. a **Objective**

To be responsible for all Awards and citations given by the CSFS to promote the awards of the Society, to gather information about prospective recipients, to review award applications and make recommendations to the Board. The Awards include:

A. THE DEROME AWARD

i Introduction

1. This Award is the highest and most prestigious Award that can be given by the CSFS. It is awarded for Special Achievement in the forensic field.
2. Historically, this Award was a bronze medal which has been struck especially for the CSFS. There are still medals available should the CSFS decide to award this Award. The Board of Directors may wish to consider a new form of the Award.

ii. Criteria

1. The Derome Award, being the most prestigious Award of the CSFS, may be awarded if and when a suitable candidate has been nominated; no more than one person per year may be so honoured.
2. Refer to Appendix 8.7.1.2 for the application form, which is also found on the website.

The recipient must be, or have been, a Member in Good Standing of the CSFS, who has the respect of his or her peers in the CSFS, and who has advanced forensic science in one or more of the following ways:

- a) by pioneering and developing new techniques or principles which have widespread use in the forensic science field, and which have acceptance in the courts;
 - b) by outstanding performance, the nominee has won the overwhelming respect of his or her peers in this profession, as well as widespread recognition outside this profession and in the courts;
 - c) by showing outstanding leadership through which, the whole of forensic science has profited in a specifically definable way.
3. The first presentation of this Award was made in Montréal in September, 1991, in honour of the pioneers of forensic science from that city, including those who

worked with Wilfred Derome when he established the first forensic laboratory in North America.

iii. Nominating Procedure

1. Any member of the CSFS may nominate any other member, or former member, for the Award. Every nomination shall have a proposer and a seconder, who shall also be members of the CSFS. Please refer to the CSFS website for the Derome Award application or Appendix 8.7.1.2. The nomination shall be in writing to the Chair of the Awards Committee and shall include the assessment documentation available from the nominator and seconder.
2. The Committee is free to carry out any further investigation that it considers appropriate and may enlist the assistance of any persons who may be able to help the Committee with its investigation and evaluation of a particular candidate. Refer to Appendix 8.7.1.1 for the assessment checklist for nomination of recipients to the Derome Award.
3. When the Committee has reached a decision, the Chair shall submit the name of the nominee to the Board of Directors for approval. As soon thereafter as possible, the nominee shall be notified by the President of the CSFS and invited to attend the presentation ceremony at a time to be designated by the President.

B. THE DOUG LUCAS AWARD

i. Introduction

1. The Lucas Award is intended to recognize respected members of the CSFS who, in a capacity of leadership, have served the Society and a field of forensic science.
2. Historically, the Award consisted of an appropriately engraved wall plaque. The Board may wish to consider alternative means of showing appreciation.

ii. Criteria

1. The Lucas Award is a prestigious award which may be given only to the most worthy members of the CSFS if, and when, suitable candidates have been nominated; no more than one person per year may be so honored.
2. The recipient must be a member in good standing of the CSFS who, through his or her professional activities, has demonstrated genuine leadership both within the Society and in a particular field of forensic science in Canada and internationally. The application form for the Doug Lucas Award is found on the CSFS website and can be found as Appendix 8.7.1.4.

iii. Nomination Procedure (same as the Derome Award)

Refer to Appendix 8.7.1.3. for the assessment checklist for nomination of recipients to the Doug Lucas Award.

C. THE C.S.F.S. DISTINGUISHED SERVICE AWARD

i. Introduction

1. The Distinguished Service Award is intended to recognize those members of the CSFS who have given freely of their time and talents to the Society over a period of several years.
2. Historically, the Award consists of an appropriately engraved wall plaque. The Board may wish to consider alternative means of showing appreciation.

ii. Criteria

1. The Distinguished Service Award is a prestigious Award which may be given only to the most worthy candidates, if and when suitable candidates have been nominated; no more than two persons per year may be so honoured.
2. The recipient must be a Member in Good Standing of the CSFS, who has the respect of his or her peers in the CSFS, and who has served the Society faithfully in various capacities for a significant period of time, during which he or she has made significant identifiable contributions to the well being and improvement of the Society. Please refer to the CSFS website for the CSFS Distinguished Service Award application or Appendix 8.7.1.6.

iii. Nominating Procedure (Same as Derome)

Refer to Appendix 8.7.1.5 for the assessment checklist for nomination of recipients to the CSFS Distinguished Service Award

D. CERTIFICATE OF MERIT

i. Introduction

1. This Award consists of a printed certificate suitably inscribed with the specific action or contribution for which it is presented. The certificate is suitable for framing.
2. The primary purpose of this Award is to recognize publicly, to thank and to appreciate any persons who have worked "beyond the call of duty" for the benefit of the Society.

ii. Criteria

1. The Certificate of Merit should be awarded only in those cases where the individual displayed outstanding performance in carrying out duties on behalf of

the CSFS. Therefore, it should be issued with discretion so that it is regarded as a meaningful Award. Please refer to the CSFS website for the CSFS Certificate of Merit application or Appendix 8.7.1.8.

2. The recipient must be a Member in Good Standing of the CSFS.

iii. Nominating Procedure

1. Any member may nominate in writing any other member for this Award, stating the reasons why the Award is merited.
2. All such nominations shall be considered by the Awards Committee, who shall make a decision and notify the Executive Committee accordingly at least two months before the Annual General Meeting. Refer to Appendix 8.7.1.7 for the assessment checklist for nomination of recipients to the CSFS Certificate of Merit.

E. H. WARD SMITH AWARD

i. Introduction

1. The purpose of the H. Ward Smith Award is to commemorate the contribution to forensic science in Canada of the late Dr. H. Ward Smith (first Director of the Centre of Forensic Sciences in the Province of Ontario) by providing travel assistance to Canadian citizens or to members of the CSFS to participate in the scientific programs of the International Association of Forensic Science (IAFS). To achieve this, the H. Ward Smith fund was established, and the interest earned by the Fund may be awarded to the author of the best paper or papers worthy of presentation at that international meeting as judged by the Awards Committee.
2. The Award consists of a Certificate and Award money.

ii Submission Procedure and Conditions

1. Since this Award relates to a paper to be presented at the IAFS meeting, the deadline for submission shall be set by the Chair of the Awards Committee and shall be announced well in advance in the CSFS Journal which should be at least six months before the IAFS deadline for submission of papers.
2. A member of the Awards Committee may not be a principal or a co-author of a candidate paper.
3. A candidate paper must be previously unpublished and shall consist of a report of original research.
4. The principal author shall be the recipient of the Award and must be a Canadian citizen and/or a member of the CSFS.

5. The Chair shall distribute copies of the candidate papers to each member of the Awards Committee. The Editor of the CSFS Journal should be consulted.
6. The decision of the Awards Committee shall be submitted by the Chair to the Executive Committee of the Board of Directors for their approval. As soon thereafter as possible, the Awardee(s) shall be so advised by the President of the CSFS.
7. The numbers and value of the Award(s) shall be determined by the Board of Directors in advance of the announcement of the Award.
8. The Award is conditional on acceptance of the paper(s) by the IAFS for presentation at its next meeting. Manuscripts must be submitted in a language designated by the IAFS for their proceedings.
9. It shall be the responsibility of the author(s) to arrange for the inclusion of the paper(s) in the program of the IAFS meeting.
10. Subject to publication rights of the IAFS, all candidate papers are the property of the CSFS Journal and may be published therein.
11. A winning author must present the paper personally at the IAFS meeting.
12. Please refer to the CSFS website for the H. Ward Smith Award application or Appendix 8.7.1.10

ii. Judging Criteria

1. The criteria for judging papers shall be determined by the Awards Committee. A majority of the Committee members must qualify a paper as being worthy of an Award. The Award need not be granted if no paper is judged to be of sufficient merit for presentation at the international meeting.
2. The papers shall be judged in the form in which they are submitted. If, in the opinion of the Committee, major revisions are required, the paper will not be eligible for an Award.
3. Refer to Appendix 8.7.1.9 for the assessment checklist for nomination of recipients to the H. Ward Smith Award.

F. CSFS MEMORIAL AWARD

i. Introduction

1. The purpose of the Memorial Award is to posthumously commemorate the contributions to forensic science in Canada of Society members who have passed away. This is done by providing travel assistance to current members of the Society to participate in the scientific programs at the annual meetings of the

CSFS. A monetary Award, to be determined by the Board of Directors, may be awarded to the author(s) of the best paper(s) worthy of presentation at a Scientific meeting.

2. The Award consists of a certificate and Award money.

ii. Submission Procedure and Conditions

1. The deadline for submission of papers for consideration for this Award shall be set by the Chair of the Awards Committee and shall be announced in the CSFS Journal.
2. A member of the Awards Committee may not be a principal or a co-author of a candidate paper.
3. The principal author shall be the recipient of the Award and must be a member of the CSFS.
4. A candidate paper must be previously unpublished and shall consist of a report of original research.
5. The Chair shall promptly distribute copies of the candidate papers to each member of the Awards Committee for review and selection of a nominee(s) for the Award(s).
6. The decision of the Committee shall be submitted by the Chair to the Executive Committee of the Board of Directors for approval. As soon thereafter as possible, the Awardee(s) shall be so advised by the President of the CSFS.
7. The number and value of the Award(s) shall be determined by the Board of Directors in advance of the announcement of the Award(s).
8. The Award certificate shall be presented at the Scientific meeting subsequent to the delivery of the paper. The Award money shall be provided to the winning author(s) upon notification to the Treasurer that the paper has been accepted for presentation at the meeting.
9. It shall be the responsibility of the author(s) to arrange for the inclusion of the paper in the program of the Scientific meeting.
10. All candidate papers are the property of the CSFS Journal and may be published therein.
11. A winning author must present the paper personally at the CSFS Scientific meeting.
12. Please refer to the CSFS website for the CSFS Memorial Award application or Appendix 8.7.1.12

iii. Judging Criteria

1. The criteria for judging any paper submitted shall be determined by the Awards Committee. At least three of the Committee members must qualify a paper as being worthy of an Award. The Award may not be granted if no paper is judged to be of sufficient merit for presentation at an CSFS Scientific meeting.
2. The papers shall be judged in the form in which they are submitted. If, in the opinion of the Committee, major revisions are required, the paper will not be eligible for an Award.
3. Refer to Appendix 8.7.1.11 for the assessment checklist for nomination of recipients to the CSFS Memorial Award

G. EDUCATION AWARD**i. Introduction**

1. To promote forensic science, the CSFS offers an annual Award valued up to \$750 (last updated in 2004) to a deserving student enrolled in a post-secondary institution and an undergraduate or graduate student who is pursuing further training in one of the areas of forensic science.
2. This Award will be made on the basis of scholarship, financial need, and aptitude for forensic science.

NOTE: In a year when no award is made for either an undergraduate or graduate student, all or some of the award monies may be rolled over to the following year.

ii. Submission Procedure and Conditions

1. Application forms are available on the CSFS website or Appendix 8.7.1.14. or 8.7.1.15
2. Completed forms and attachments, if any, must be received by the CSFS office not later than June 1st of any year.

iii. Criteria

1. The criteria for evaluating any application shall be determined by the Awards Committee. At least three members of the Committee must qualify the applicant as being worthy of support. The Committee is under no obligation to recommend any Award if, in their opinion, no applicant qualified for this Award. Refer to Appendix 8.7.1.13 for the assessment checklist for nomination of recipients to the Educational Award.

2. Once the Awards Committee has generated a list of recommended recipients, it is forwarded to the Board of Directors for review.

H. RITA CHARLEBOIS AWARD

i. Introduction

1. The purpose of the Rita Charlebois Award is intended to provide financial assistance to a deserving candidate(s) to attend Scientific Meetings. Scientists and others engaged in the field of forensic alcohol and/or other drug examination, including analyses, metabolism, effects, interpretation, and interrelationships with other substances are eligible to apply. Other investigators whose work is deemed to be sufficiently relevant to the broad field of forensic toxicology (such as alcohol or other drug effects on driving or piloting vehicles), may also be considered for this award. Presentation of a scientific paper is not a requirement.
2. The Award consists of a Certificate and Award money.

ii Submission Procedure and Conditions

1. This award is intended to assist a practicing forensic scientist to be able to attend a conference, working group or training session.
2. The recipient of the Award must be a Canadian citizen and/or a member of the CSFS.
3. The decision of the Awards Committee shall be submitted by the Chair to the Executive Committee of the Board of Directors for their approval. As soon thereafter as possible, the Awardee(s) shall be so advised by the President of the CSFS.
4. The value of the Award shall be determined by the Board of Directors in advance of the announcement of the Award.

Please refer to the CSFS website for the Rita Charlebois Award application or Appendix 8.7.1.17.

i. Judging Criteria

1. Refer to Appendix 8.7.1.16 for the assessment checklist for nomination of recipients to the Rita Charlebois Award.

8.1.b Background

The protocol of the committee governs all operations of the committee; it has been published in both the Forum and the Journal

8.1.c Structure

A standing Committee of minimum of three members to be known as the CSFS Awards Committee shall be named by the Board of Directors, who shall also name one of those three as the Chairman.

The Awards Committee may consult with others for the purpose of reviewing specific papers submitted for consideration for Awards, and for any other specific tasks or evaluations where the Chairman feels that the Committee needs assistance. However, all recommendations on all Awards shall be made by the Committee members alone.

As a matter of policy, Committee members are expected to serve at least a five year term, with one new member appointed each year. The make-up of the Committee should reflect the diversity of the Society with a mix of members of various backgrounds and disciplines.

No person may serve more than five consecutive years on this Committee.

A Committee member who is unable to continue, or who does not actively participate in the affairs of the Committee, may be asked by the Executive Committee of the Board of Directors to resign. In the event that a vacancy occurs on the Committee for any reason, the Executive Committee of the Board of Directors may appoint temporary replacements.

Members of the Awards Committee are not eligible for any Awards during their term as members of this Committee.

8.1.d Responsibilities

1. Ensure that all award protocols are published in every issue of the Journal, an edition of the CSFS Newsletter and website with appropriate deadline dates.
2. Receive recommendations and search out information about possible candidates for the highest Awards of the Society: the Derome Award and the Distinguished Service Award.
3. Ensure that all Certificates of Merit are prepared. Any member may recommend a recipient, but there are also several groups who traditionally receive these certificates: historically this included retiring Committee and Board members and the organizing committee of each AGM.
4. Receive and review application for the other awards.
5. Notify unsuccessful candidates and draft letters notifying the award recipients to be sent by the President.
6. Ensure that the certificates and plaques are prepared and suitable ceremony arrangements made, in time for the AGM.

7. Publish a list of all past Award recipients.

Most of the work of the Committee is done prior to the AGM. At that time, nominees for the major awards will be presented to the Board for ratification. The awards for travel to conferences and for education will be made in the spring/summer of each year. Recommendations should be forwarded to the Executive as soon as they are made, as should any problems or irregularities that are encountered. It has become customary for the Chair to read the citation of the major awards at the AGM presentation ceremony. It is also an excellent idea to display the award and citation at some time during the conference to raise awareness of the awards.

Refer to the Awards Committee Checklist, Appendix 8.1.4.1.

8.1.e **Meetings**

The Awards Committee is suggested to host at least one meeting in the year to discuss applications of awards, discuss eligibility and provide recommendations to the Board of Directors. This meeting could be virtual.

8.1.f **Reports**

The Awards Committee generates an annual report that is presented at the AGM. CSFS Award recipients are recommended to the Board. Further discussion at the Board may occur. Recipients of the CSFS Awards are presented at the AGM. The Membership votes via Ordinary Resolution on the report presented.

8.1.g **Historical Issues**

The protocol was written to exclude non-members from receiving a Certificate of Merit. Since, traditionally, this Certificate has been given as an expression of appreciation; the Awards Committee may want to consider non-members receiving Certificates with Board approval.

The protocol also states that decisions are made by a majority of the committee. While it may not be advisable to demand unanimous decisions, for the highest awards (Derome and Distinguished Service), it is important for the Board to know if there were dissenting opinions.

8.2 **Finance Committee**

Finance is a Standing Committee of the Society. Its mandate as noted in the Bylaws VII.7.1.c is to "advise the Board on all matters related to the finances of the Society". These may include membership dues, investments, and yearly budget forecasts.

8.2.a **Investment Policy**

- i. Since capital preservation takes precedence over growth, risk assets (equity) should not exceed approximately 40%, the remainder are to be low risk fixed income, and case equivalent.
- ii. Sufficient liquidity should be maintained to meet unexpected cash requirements for Society operation. This liquidity would normally be in the form of cash, but saleable investments can also serve this purpose. However, this may incur a forced sale at an inopportune time in financial markets depending on the asset type.
- iii. Fixed income is normally held in the form of a ladder of CDIC-backed GICs but investment grade bonds with a maturity not to exceed 5 years may also be held. A fund holding a basket of investment grade bonds may also be held.
- iv. Equity investments must be diversified by the use either mutual funds or exchange traded funds. No investments in specific equities are to be made.
- v. The Chair of the Finance Committee will report on the current state of the Society's investments in the annual report to the Board of Directors.

8.2.b Structure

There should be a minimum of three and a maximum of five persons on the Finance Committee; at least one must not be members of the Board. The Board appoints members to the Committee, or they may request that the Chair appoint their own committee. The Treasurer shall be a member of the Finance Committee.

Appointments of members to the Finance Committee shall be for a minimum of three years,. Membership is ratified annually by the board. Persons may be reappointed for up to three consecutive terms of three years, but after that time they should step down. If vacancies occur on the Finance Committee, they may be filled for the remainder of the current year by the Chair.

The Chair of the Finance Committee shall be appointed by the Board each year.

8.2.c Responsibilities

The Finance Committee shall advise the Board on matters related to the financial management of the CSFS, including:

1. Annual Meeting budgets and expenditures
2. Membership dues
3. Journal subscription rates
4. Investments and Trust Accounts (***Trust Accounts are considered to be assets of the CSFS and yearly awards from these accounts shall be part of the budgeting process***)
5. Any other financial matter

Refer to Appendix 8.2.1 for the Checklist for the Finance Committee Chair to use.

8.2.d Procedures

1. The Finance Committee meets and functions at the direction of the Chair.
2. The Committee may meet through video or telephone conference calls at least 2 times a year.
3. Where written responses are requested from the Finance Committee, the Chairperson shall arrange for the response and may delegate the task to any member of the Committee.

8.2.e Chair

It is highly desirable that the Chair be a member of the Board, to keep the Committee informed and up to date on the financial activities and concerns and to report to the Board. The Chair may serve for more than one year, with annual reappointment, to a maximum of five years.

The Chair of the Finance Committee coordinates and runs all meetings, provides topical information to the members throughout the year, has the minutes of every meeting and any correspondence generated by the committee during the year sent to the Society office for filing, writes letters and memoranda on decisions of the committee and sends them to the appropriate persons, prepares annual and semi-annual reports for the Board on the committee's activities, directs members of the committee to do certain tasks in relation to requests put to the committee by the Board and prepares a report for the Forum.

Committee Members

The Committee members shall be familiar with the protocol and duties of the committee. They will actively participate in all meetings by reviewing relevant materials prior to meetings and being ready to discuss the topics on the agenda, provide written responses to the Chair when necessary, on questions or tasks that have been assigned to them during the year.

Responsibilities

The Committee is tasked each year to:

- provide input to, and reviewing of the annual budget of the Society through consultation with the Board, Committee and Section Chairs, if generated
- review the financial status of the Society in terms of investment of surplus funds
- review both the budget for and the financial reports resulting from the annual general meeting
- review the annual fees and journal subscription rates and propose any adjustments necessary to the Board for their consideration
- advise the Board on recommendations and decisions resulting from its reviews.

8.2.f **Meetings**

The committee usually meets by video or tele-conference. There shall be at least one full Committee meetings each year; meeting minutes will be filed in the Society Office. In addition, the Chair will keep all members advised of financial matters all during the year.

8.2.g **Reports**

The Chair will submit an annual report to each meeting of the Board of Directors.

8.2.h **Historical Issues**

None noted.

8.3 **Membership Committee**

8.3.a **Bylaws**

Membership is a Standing Committee of the Society. Article VII.7.1.A states that the Membership Committee shall consider all applications for membership and make recommendations to the Board. The Committee is to be comprised only of members in good standing of the Society. Definitions, and regulations for application, election and termination are governed by Article II. General aspects of membership in the Society are discussed in Section 3 of this manual.

8.3.b **Mandate**

To monitor and manage all aspects of membership in the Society.

To maintain protocols and make recommendations to the Board of Directors on the following:

- The review of applications for provisional membership and of promotions to Regular Member.
- Recommendations for Emeritus or honorary membership and transfer of membership between Sections.
- Termination of membership for default of fees (automatic)
- Investigation and documentation of cases where termination for cause may be necessary, as outlined in Section 8.6 of this Manual.

To be responsible for the maintenance of records, the collection of annual dues including working to encourage payment of dues in arrears, and any other information gathering from the members.

To study and report to the Board, from time to time, on other membership issues designated by the Board.

Refer to appendix 8.3.1 for a Membership Committee Chair Checklist.

8.3.c **Background**

This Standing Committee has operated in the same basic mode for many years.

8.3.d Structure

As for all Standing Committees, the Chair is appointed annually by the Board of Directors. To maintain continuity and to see current projects to completion, the Chair is appointed from among the committee members, and should be willing to serve as Chair for two to five years. It has been customary for the Chair to be a member of the Board but this is not a necessity. It is suggested that the committee members be representative of the geographical regions and forensic disciplines. At present membership on the committee is open-ended as to number of members and length of appointment; new members may be selected by the Chair, with possible consultation with the Executive Committee and/or Board of Directors. Volunteers are always welcome.

The work of the committee is carried out primarily by email, and/or video conference, between the Chair and individual members. The Chair will inform the President of any non-routine issues when they arise. The Chair keeps the business records. The Chair may appoint sub-committees (with any member of the Committee as Chair) to complete specific tasks.

8.3.e Responsibilities and Activities

Applications are received at the Society Office and forwarded to the Membership Chair who along with the committee members reviews every file.

Using II.2.2.A. as a guideline, the Membership committee may also use the following to determine eligibility for Provisional and Regular Membership:
Membership in the Society shall be open to individuals who are actively engaged in the field of forensic sciences in any one of the following ways:

- i. Employment in a public or private forensic laboratory or business and/or
- ii. Actively engaged in forensic instruction and/or
- iii. Research or training in any forensic-related field and/or
- iv. Contribute to the forensic literature and/or
- v. Contribute to the advancement of the cause of forensic science in some significant manner.

In addition, the prospective member must also meet the individual section requirements. The Application for Provisional/Regular members is found on the CSFS website and Appendix 3.2.1.

Files are forwarded to each Section Chair (General applicants go to all Sections) and to all Membership Committee members with a requested date of return two months before the AGM. The section chairs will need to provide a list of acceptable standards in the areas of education, external board of accreditation, experience, etc., typically encountered for that field. For example:

In the field of toxicology, an individual must have completed a minimum of an undergraduate degree (B.Sc.) in toxicology, pharmacy, pharmacology,

biochemistry, chemistry or forensic science from a recognized university. Provisional or Regular members shall also be actively engaged in the area of forensic toxicology by working in the field; and/or actively contributing to the literature of forensic toxicology; and/or actively training in the field of forensic toxicology; and/or advanced the cause of forensic toxicology by laboratory service or in some other significant manner; AND sponsorship by a member of the CSFS. Letter of reference from a non-CSFS member will be considered for those outside of Canada.”

International degrees from programs outside of Canada may require proof of equivalency from an organization identified here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html>

Using Bylaws II.2.2.B, the Membership Committee may also consider the following for students applying for Student CSFS membership:

- vi. taking an undergraduate/post secondary program at a Canadian Institution in: Forensic Sciences, Major science discipline (B.Sc's) or BA's in Psych and Law and/or
Note: Forensic Science classes may not be necessary outside of a major science discipline.
- vii. Working towards/enrolled in a Masters degree or PhD program in the above disciplines and/or
- viii. Students must be enrolled full or part time in the programs listed above and/or
Note: Part-time designation may need to be done on an individual basis and may be found on the Registrar letter requested to accompany application.
- ix. Canadian students studying abroad in the above programs will also have the opportunity to apply into the CSFS as a student member and/or
- x. International students enrolled in Canadian Institutions will be eligible for entry.

In addition to a completed application form, the CSFS Membership Committee also requires proof of registration at the post-secondary learning institution and an up-to-date *curriculum vitae* (CV). This Student Application is found on the website and Appendix 3.7.1.

Eligible International students that have studies at an international institution must meet all criteria listed for students as noted above and in addition, provide an Educational Credit Assessment in order to be eligible for membership into the CSFS. Recommended sites for evaluation are:

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html>
- Provide a list of accredited evaluators

World Education Services – <https://www.wes.org/ca/eca/>

- A site that post secondary institutions use.

The application form should state that it must be received at least two months before the AGM for consideration that year so that all names are presented to the members before the AGM. The Membership Chair will have discretion to set the actual cut-off date; six weeks is suggested.

If there are questions about any of the applicants the Chair will seek further information, as necessary. The applicant may be contacted as well. It is the primary responsibility of the Committee to ensure that the information about the applicant is correct and complete, and that they fulfil all the requirements for membership. The Office Admin/Executive Secretary flags applications of an unusual nature, reviews the database of previous applicants and retired members and each one will be investigated immediately by the Chair.

Applicants receive a letter acknowledging receipt. The Chair informs by letter all members who have been accepted or promoted, after the AGM. In the same manner, the Committee reviews the list of names for promotion from provisional to regular, and to Emeritus status; it also reviews other membership statistics. The information gathered by the committee becomes part of the file kept at the Society Office.

The Chair makes the motions to elect or promote applicants at the AGM. Written lists should be available to the members at that time.

8.3.f **Reports**

The committee presents a complete annual report to the Board at the appropriate meeting before the AGM, with its recommendations for election of provisional, regular, and *emeritus* members, and a summary of other membership activities which occurred during the year.

The recommendations for election of members should be completed in time to be sent to the Board and to all members one month ahead of the AGM.

8.3.g **Expenses**

The expenses of this Committee are for stationary, postage and telephone; they are part of the office administration costs.

8.3.h **Historical Issues**

Fellow Category has been instigated the protocol/requirements are outlined either in the Forum, or Harold Wilkinson would have a copy

At the 1998 Board Meeting, the qualifications/requirements for *Emeritus* status was questioned. The Membership Committee was tasked with reviewing and updating the qualifications.

In 2020, an ad hoc Membership Committee was struck to look at the requirements for international students applying, full/part-time students and other concerns expressed with the current membership application process. Recommendations were forwarded which were incorporated to the 2022 update of the Policy Manual.

8.4 **Nominating committee**

8.4.a **Bylaw Requirements**

Article VII.6.1 states that the Nominating Committee shall consists of the immediate Past President as Chairman, and the four most recent Past Presidents able and willing to serve.

Article VII.7.1.D states:

- i. It will be the duty of the Nominating Committee:
 - a. to nominate at least one member for the Office of President-Elect;
 - b. to nominate at least one member for each Board vacancy; and
 - c. to present a report to the Board at least 60 days in advance of the AGM.
- ii. Members of the Nominating Committee must be members in good standing.

8.4.b **Objectives and Structure**

These are explicitly defined in the Bylaws as given above.

8.4.c **Operation**

The work of the committee will normally take place in the first half of the calendar year. The names of prospective candidates for nomination may be put forward by any member. A "Call for Nominations" is placed in January/February issue of the Newsletter to ensure that members are made aware of the opportunity to identify candidates for nomination, and that the Nominating Committee need not be the sole source of candidates identified.

A file should be kept in the Society Office of the names of those who have expressed interest in serving on the Board, or whom others have suggested. This file will be available to the Chair as needed. Section 8.4.4 gives guidelines for the selection of candidates.

Candidates should be contacted by the Chair or Chair delegate. All the duties and responsibilities of the positions should be made available to candidates so that they can consider them carefully. The appropriate sections of the Policy Manual for Board Members or President should be sent to each candidate. Prospective candidates should be confident that they have the resources to commit to the position.

Communication between Chair and interested parties may be kept and archived with the Society Office; this can be done via email and/or video conference or in-person meetings. The Office Admin/Executive Secretary may assist with correspondence and letters. Any notes and documentation are kept by the Chair.

When the Committee has made its selection, each candidate is notified, including the member(s) to be nominated by the Committee.

A notice from the Committee with their nominations is prepared by the Chair in time for distribution to all members of the Society prior to the AGM. It should include information on the returning Board members, on retiring Board members, and on nominees for any Board vacancies and for the Office of President-Elect.

The Chair prepares a report from the Nominating Committee for the Board of Directors meeting prior to the AGM. Each member of the Committee should receive a copy of this report. The recommendations of the Nominating Committee do not preclude nominations from the floor at the time of the AGM.

Nominations from the floor at the time of the AGM must be accompanied by verbal or written consent from the nominee that they are willing to stand for election.

If an election is necessary at the AGM, the President will preside over the process. The Nominating Committee Chair should ensure that an adequate supply of ballots are available if needed, and that as many proctors as required to aid in their distribution, collection and counting are also available.

Refer to Appendix 8.4.1 for the Nominating Committee Chair Checklist.

8.4.d **Guidelines for selection of candidates**

The primary guideline is that the candidate be a capable and interested member, able and willing to make a contribution to the CSFS.

The Committee will endeavour to:

- seek individuals who have demonstrated an interest in the Society through serving on committees, attending annual general meetings, contributing to the Society publications, assisting in the organization of the annual meetings, or any other suitable activities.
- maintain equitable representation on the Board according to factors such as the following (not ranked in any importance): region, place of employment, gender, discipline.
- consider individuals who may not have been as active in the Society in the past, but who may possess particular expertise which would be beneficially utilized by the Board for the work of the Society.

The committee will also review the contribution of Board members who have served one term prior to recommending the individual for a second term.

Prospective candidates should be willing to take a broad view of issues and not be solely concerned with their specific discipline. Each discipline has a Chair and Secretary to advocate issues of concern to them. The special committees of the Society also function for the benefit of special concerns of some disciplines.

For the Office of President-Elect, in addition to the above guidelines:

- the locations of the AGM's for the following two years should be considered in selecting a candidate. It is preferable that the President-Elect should not serve as the Chair the Program Committee, and serve in the Office of President of the Society, in the same year. The President-Elect may however serve as the Chair of the Program Committee for an Annual Meeting, and as President-Elect in the same year.
- the candidates should have knowledge of all of the activities of the Society. Often, the President-Elect will be a current Board member, but this is not a requirement.
- consider sending the Leadership position volunteer form, see Appendix

8.4.e Historical **Issues**

The Bylaws as currently worded are in the process of being amended so that the reports of the Nominating Committee can be sent together with the notice of the AGM and other related information to the membership.

8.5 **Publications Committee**

In 2022, Publications Committee was made dormant. The following section content was left in as a historical note and may be removed as needed.

The Bylaws state that the Committee shall be responsible for official publications of the Society and appoint editors of the same. The publications are a critical component in carrying out the aims and objectives of the Society.

8.5.a **Mandate**

The Committee responsibilities include:

- publication of the Journal of the CSFS, four times per year
- general review of the other publications,
- appointment of the editors of the Journal
- review and recommendations of other issues identified by the Board

The following is excerpted from the front pages of the Journal:

THE CANADIAN SOCIETY OF FORENSIC SCIENCE JOURNAL is published quarterly, and is devoted to the publication of original papers, comments and reviews in the various branches of forensic science. In particular, these are considered to include forensic chemistry, blood alcohol analysis, forensic toxicology, questioned documents, forensic odontology, firearms examination, forensic pathology, forensic biology (including serology and hair and fibre examination). Matters of forensic interest in the social sciences or relating to law enforcement and jurisprudence may also be published. The Society, as a corporation, is not responsible for statements or opinions advanced in the Journal.

Refer to Appendix 8.5.1 for the Checklist for the Publications Committee Chair.

8.5.b Structure

There are no time limitations for service on this committee. The terms of office should provide continuity; because of the requirements and commitment necessary, it is not presently necessary to set a more definite protocol; however, the Committee membership is reviewed and ratified each year by the Board.

The Committee comprises the Chair, (re-)appointed annually by the Board of Directors, and two to four other members. It is highly desirable that these members, and the Chair, reside in or often visit the Ottawa area.

8.5.c Duties and Responsibilities for the Journal

The Journal editor reviews all submissions, including scientific papers, reports, news and messages. The Publications Committee members are responsible for coordinating completion of each issue on schedule.

The editor appoints the members of the Editorial Board. The responsibility of this board is to review all submitted papers, or to advise on an appropriate reviewer. The criteria for the review of a Journal submission are provided to each reviewer along with the manuscript for review.

There are four Journal issues per year. Occasionally two issues may be combined. The issue publication and distribution dates are coordinated so that other Society material may be sent to members under the same mailing.

8.5.d Duties and Responsibilities of Newsletter Editors

In May 2022, this section was removed as it focused on the Forum and Toxi-Logic Editors, where were defunct positions. Refer to an archived version of the Policy Manual to review duties.

8.5.e Meetings and Reports

The committee members do not meet altogether on a regular basis. The proofreading work is done quarterly as required and the majority of the Committee work is carried out by phone, Fax or Email between the Chair and committee members.

8.5.f Time line

The preparation of each Journal issue proceeds as follows:

- Papers are submitted to the Society Office. The Executive Secretary confers with the Editor, who decides on the appropriate reviewers. Copies are sent out, to be returned to the office within three weeks.

- When the paper has been accepted the Committee members proofread it and it is sent to the printers with all the other material for that issue.
- Printer-->proofread-->printer-->proofread-->printer for "blues"-->final proofread.
- The printer sends the Journals to the distributor. the Executive Secretary prepares the labels and takes them to the distributor, together with any inserts.

8.5.g Historical Issues

It has been stated that the Journal and Forum costs should be covered by subscriptions but, as the Committee Chair responds, these publications are the principal contacts most members have with the Society, and it is reasonable to expect that some portion of the annual member fee go to Publications. This policy should be defined by the Board.

- Costs and allocation of financial resources
- Sources for Journal articles
- Timeliness of replies from Reviewers
- ADVERTISING

8.6 **Guide for the Investigation of Complaints or Grievances**

8.6.a **Preamble**

Complaints about a member are referred to the Discipline Committee. This sub-committee will review the complaint to the extent that it feels necessary and then makes a report and recommendations to the Board, using the "Rules of Professional Conduct" and the following guide to evaluate complaints.

8.6.b **Objective**

This sub-committee is responsible for carrying out the process described in 8.6.f with respect to the Rules of Professional Conduct. These rules specify conduct that must be followed in order to apply for, receive, and maintain membership in the Canadian Society of Forensic Science. Violation of any of these rules may cause disciplinary action to be taken by the Board as indicated the process given in 8.6.f.

8.6.c **Background**

The CSFS functions essentially as a learned society for forensic scientists and not as a regulatory body for the practice of forensic science. It is incumbent upon learned societies to provide guidelines on the conduct of their members. Other forensic science associations have instruments similar to these rules (codes of ethics) and a process to enforce them. The current By-laws of the Society provide a mechanism for influencing the conduct of members and thereby regulating membership in the Society. Any Code of Ethics, or Rules of Professional Conduct, must be enforceable and, it must be within the means of the Society to administer that process for enforcement.

An Ethics Committee developed a code of ethics, henceforth referred to as "Rules of Professional Conduct", for the Society. These "Rules" were drafted based on discussion with Society members from different disciplines, suggestions from the Society's legal advisor, and with reference to codes of ethics and similar instruments of other professional associations. The guidelines presented in this section for use by the Board in the application and enforcement of these rules were also prepared by the Ethics Committee.

The Society has members who may already be subject to specific codes of ethics/conduct relevant to their specialties. These "Rules of Professional Conduct" of the Society shall not replace or detract from any of those. These rules describe conduct in the profession of forensic science as a distinct discipline. They focus on aspects of forensic work that are common to all disciplines (sections) in the Society. These rules refer to a member's conduct only in those forensic aspects of the member's work that are common to all disciplines or specialties in forensic science. These "Rules" are intended as minimum guidelines in the practice of forensic science. They should have general acceptance.

Section 8.6.h of the Policy Manual is a guide to the interpretation of the "Rules of Professional Conduct" and the enforcement process for these rules. This guide reflects the intent of the Board of Directors on behalf of the members of the Society at the time

the rules were written. This guide should be modified by suitable additions if the *intent* of the Board changes at any time.

8.6.d **Committee structure**

This section will be applicable should a Discipline Committee be formed; it is to be applied as necessary to the Membership sub-committee:

A Standing Committee of the Society, the Discipline Committee, shall be responsible for carrying out the process described below. Only members in good standing in the Society shall be members of the Discipline Committee. This Committee shall consist of a chair and two other members. The Chair and the two members shall be appointed by the Board. If the Chair is herself/himself the subject of a complaint, a new Chair shall be reappointed by the Executive Committee. If a member of the Discipline Committee is herself/himself the subject of a complaint, then a new member shall be reappointed by the Executive Committee. One of the committee members, and not necessarily the chair, must be a member of the Board.

The appointment of a Chair for this committee should be done with care. The perception of the functions and activities of a "discipline" committee can be very sensitive and potentially threatening.

Terms of Office: As a Standing Committee, the terms of office for all members shall be one year and shall coincide with the term of office of the President.

8.6.e **Committee responsibilities**

Committee - Record keeping

All discussions and any documentation with respect to a complaint or grievance shall remain confidential to the committee members during and after the process is complete.

The Committee shall process any complaint or grievance received as described in this policy manual. All of the work of this committee shall be done in a manner that is recorded. A written record of all decisions made by each committee member, and by the committee as a whole, for each complaint/grievance shall be maintained. All records with respect to each complaint/grievance will be submitted to the Board at any point where the process is stopped or, at the time (and along with) the summary report on each complaint/grievance by the Committee that is forwarded to the Board. These records are confidential and are to be maintained at the Society Office at the direction of the Board.

Committee Chair

Receive complaints/grievances from the Secretary and ensure that the process for their disposition as described here is followed, including the preparation of a summary report for the Board if required by this process. Prepare report to the Board.

Committee members

All three committee members (including the Chair) shall deal with each complaint/grievance.

8.6.f **The Process**

Correspondence:

Done via electronic means.

Complaint:

No action is warranted until a complaint/grievance is received at the Society office. Anonymous complaints/grievances are not valid. All complaints/grievances must be in writing with specifics. The complaint/grievance may come from any person (henceforth called the 'complainant'). The Executive Secretary/Office Administrator of the Society will forward all complaints to the Chair of the Discipline Committee within 30 calendar days of having received the complaint.

Discipline committee:

The Chair of the Discipline Committee will acknowledge receipt of the complaint by certified mail to the complainant, and notify that person that the complaint is being investigated, within 30 calendar days of having received the complaint from the Secretary of the Society. A copy of chapter 8.6.f of this Manual will be included with that notice.

The Discipline Committee reviews the complaint and gathers as much information as it feels is necessary. It has at least 60, and not more than 120, calendar days to do this. The Discipline Committee first decides if it has jurisdiction, that is, it decides if one or more Rules of Professional Conduct apply. The Chair may gather as much information to do this as she/he feels is necessary. If the committee feels that it does not have jurisdiction, the complainant is notified and no further action is taken. The committee must be unanimous in its decision that there is no jurisdiction.

If one or more members of the committee feels that it has jurisdiction, then it reviews the complaint and gathers as much information as it feels is necessary. It has at least 60, and not more than 120, calendar days to do this as noted above. The person against whom the complaint has been lodged (henceforth called the 'accused') is notified. A copy of Chapter 8.6.f of this manual will be provided with that notice and advised that a complaint has been received and the nature of the complaint. The accused will be given 60 days to provide a written reply and rebuttal. The accused will only be advised of the identity of the complainant if the complaint is found to be valid and disciplinary action is warranted.

If the complainant *withdraws* the complaint, the Discipline Committee may choose to continue the process, in which case it will continue to gather as much information on the complaint as they deem necessary or, the Discipline Committee may choose to stop the process. If the process is to stop, the accused is notified within 30 calendar days of the date the complaint is withdrawn.

If the accused *voluntarily resigns* from the Society, the committee continues to gather as much information on the complaint as they deem necessary, and the process stops. The process restarts however, if the accused re-applies for membership.

Reports to the Board:

If the process is to continue, then the Committee provides a concise **non-judgmental** summary of both sides to the Board at least 30 days prior to the meeting of the Board at which this summary is to be considered. A Board member who is herself or himself the subject of a complaint must not take part or be present at the time the Board discusses the report.

At the meeting where this information is to be considered, the Board has three options:

1. The complaint is *unfounded*. The accused and complainant are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
2. *No action is taken*. The complaint has been dealt with in a constructive manner. The accused and complainant are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
3. *The complaint may be valid*. It is referred to the next meeting of the Board for a decision and consideration of any question of disciplinary action. In accordance with Article II.7.4, the accused will be notified at least thirty days in advance of the time and place of the meeting of the Board at which the question of discipline is to be considered. In accordance with Article II.7.5, the accused is entitled to a fair hearing at the meeting of the Board at which any question of discipline is to be considered.

After that hearing, the Board has five options:

1. *No action is taken*. The complaint has been dealt with in a constructive manner. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
2. *Letter of advice*. The complaint is found to be valid but not serious. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
3. *Letter of Admonition*. The complaint is found to be valid and corrective action on the part of the accused is required. Proof that the accused has complied with that corrective action is required. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
4. *Reprimand & Suspension*. The complaint is found to be valid. Corrective action on the part of the accused is required and membership in the Society is terminated for one year. Proof that the accused has complied with that corrective action is required. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.
5. *Recommend termination of membership*. At this point, the Enforcement Process is in accordance with Article II.7.6. Any termination recommended by the Board must come before a General Meeting where it may be ratified by Ordinary Resolution. Further, in accordance with Article II.7.7, if the accused presents the

Secretary with a written request for a hearing bearing twenty signatures of Members in good standing at least thirty days prior to the General Meeting at which the termination is to be considered, the Member (accused) shall be entitled to a hearing at said meeting. If the recommendation for termination is passed by Ordinary Resolution at that meeting, there is no further appeal. The process stops.

All communications and submissions between the complainant, the accused, and the Disciplinary Committee shall be in written form only, this includes hardcopy and electronic copies. Neither the complainant, the accused, nor any representatives acting on their behalf, will have the right of appearance before the Disciplinary Committee.

The time frame for the Enforcement Process described above is summarised in the table in Appendix 8.6.1. The application form found on the CSFS website is found in Appendix 8.6.2. The documentation follow up checklist is found in Appendix 8.6.3.

8.6.g Rules of Professional Conduct (Sec. 2.2) adopted November 5, 1994

Members of the Canadian Society of Forensic Science, with respect to their responsibilities to the C.S.F.S., shall:

1. comply with the By-laws of the Society;
2. report to the Board, any violation of these "Rules of Professional Conduct" by another member of the Society;
3. accept that their membership in the Society demonstrates an active interest in forensic science however, this membership does not by itself mean that they have the necessary qualifications to practice in their forensic science discipline nor does it mean that they are competent in their forensic science discipline;

with respect to their responsibilities to their client, employer or to the court, shall:

4. treat all information from an agency or client with the appropriate confidentiality;
5. make all reasonable efforts to treat items of potential evidential value with the care and control necessary to ensure their integrity;
6. take reasonable steps to ensure that all items in a case receive appropriate technical analysis;
- 7.a. utilise methods, techniques, standards and controls, provided that they exist, that they are generally accepted and that they are current and;
b. utilise methods and techniques with standards and controls to conduct examinations and analysis such that they could be reproduced by another qualified and competent person;
8. make full and complete disclosure as required by law of the findings to the submitting agency or client;
9. make and keep work notes on all items received, the examinations done, the results obtained and the findings and conclusions made in a timely fashion;
10. render opinions and conclusions strictly in accordance with the results and findings in the case and only to the extent justified by those results and findings;

11. make all efforts to testify in a clear, straightforward manner and refuse to extend themselves beyond their field of expertise or level of competence;
12. not exaggerate, embellish or otherwise misrepresent qualifications when testifying;
13. be impartial and independent in their analysis, reporting and testimony;

with respect to their responsibilities to the profession of forensic science, shall:

14. carry out their duties in a professional manner and strive to be worthy of the confidence of the public;
15. regard and respect their peers with the same standards that they hold for themselves;
- 16.a. set a reasonable fee for services if it is appropriate to do so, taking care not to set unreasonably high fees for services, not to charge fees for services not done or services that are unnecessary, while being able to reduce or waive fees;
- 16.b. not, under any circumstances, render services on a contingency basis; and
17. strive to maintain and improve their skills and knowledge and to keep current with advances and standards in their discipline.

8.6.h **Guide to the Rules of Professional Conduct**

The intent of some of the rules at the time they were written is explained with some examples as follows.

Rule 3. Members ... shall ... accept that their membership in the Society demonstrates an active interest in forensic science however, this membership does not by itself mean that they have the necessary qualifications to practice in their forensic science discipline nor does it mean that they are competent in their forensic science discipline;

The CSFS. is a learned society and its Constitution and By-laws do not encompass the function of a regulating body. Membership in the CSFS. may be included as a part of a person's qualifications to demonstrate an active interest in forensic science. Any claim that this membership by itself is an endorsement or demonstration that the member has the necessary qualifications and is competent for their work (either as an expert in their discipline, or technically competent in their discipline), is a misrepresentation of the Society and unethical by this rule.

Rule 7. Members ... shall ...

- a. utilise methods, techniques, standards and controls, provided that they exist, that they are generally accepted and that they are current and;
- b. utilise methods and techniques with standards and controls to conduct examinations and analysis such that they could be reproduced by another qualified and competent person;

The words "standards and controls" means those available at the time. If none are available or, if those available are unsuitable for some reason, then the examinations and

analyses conducted should be described in sufficient detail such that the work could be repeated by another competent person.

The lack of methods or techniques for a particular problem is similar to the lack of standards or controls. Approved or recognised methods and techniques encompass some established levels of accuracy and reliability. Such approved or recognised methods and techniques used in examinations or analyses may or may not be available. If they are not available or, if those available are unsuitable for some reason, then the methods and techniques that are used should be described in sufficient detail such that the work could be repeated by another competent person.

Rule 8. Members ... shall ... make full and complete disclosure as required by law of the findings to the submitting agency or client;

The intent is that full and complete disclosure of the findings be made. How this is done, either verbally or in writing, is not defined.

Rule 9. Members ... shall ... make and keep work notes on all items received, the examinations done, the results obtained and the findings and conclusions made in a timely fashion;

The intent is that a forensic scientist must make suitable *written notes*. Whether these notes must be used to produce a *report*, written or otherwise, is not defined. Any request that work be done without making any form of notes is unethical by this rule. Any change or alteration to these written notes, that would affect the findings and conclusions, is unethical by this rule.

Rule 12. Members ... shall ... not exaggerate, embellish or otherwise misrepresent qualifications when testifying;

Claims of possessing levels of education, training and experience that are false is misrepresentation and unethical by this rule.

Rule 15. Members ... shall regard and respect their peers with the same standards that they hold for themselves;

Disagreement with peers about any findings and conclusions should focus on the scientific and technical aspects of the work involved. Personal comments that reflect on a person's competence are unethical by this rule.

8.6.i Expenses

All expenses for postage, stationary, phone/fax communications necessary for the work of the Discipline committee will be covered by the Society. If a budget is generated for the Society, consider adding possible expenses if the Discipline Committee would need to be struck.

8.6.j Recommendations and Changes

The Discipline Committee may based on its experience, recommend changes to the process outlined in this policy manual. Further it may indicate any changes that it feels are need to the Rules of Professional Conduct. There are probably many aspects of these rules and the enforcement process that can be, and will be, improved with time and with experience gained by the Discipline Committee.

Acknowledgments: The rules and regulations above were prepared with reference to statements on ethics and conduct contained in:

1. The American Academy of Forensic Science "Code of Ethics"
2. The California Association of Criminalists "Certification Rules of Professional Conduct"
3. The Royal Canadian Mounted Police Forensic Laboratory Services "Code of Ethics"
4. The National Society of Professional Engineers "Code of Ethics"
5. "Codes of Ethics", compiled by F. Baylis, J. Downie, published by Department of Bioethics, The Hospital for Sick Kids, 1992.
6. "Principles of Biomedical Ethics", third edition by T.L. Beauchamp, J.F. Childress, published by Oxford University Press, 1989.

8.7 Appendix

- 8.1.4.1 CSFS Awards Committee Checklist
- 8.7.1.1 Derome Award Application Form
- 8.7.1.2 Derome Award Application Form Assessment Checklist
- 8.7.1.3 Doug Lucas Award Application Form
- 8.7.1.4 Doug Lucas Award Application Form Assessment Checklist
- 8.7.1.5 CSFS Distinguished Service Award Application Form
- 8.7.1.6 CSFS Distinguished Service Award Application Form Assessment Checklist
- 8.7.1.7 Certificate of Merit Application Form
- 8.7.1.8 Certificate of Merit Application Form Assessment Checklist
- 8.7.1.9 H. Ward Smith Award Application Form
- 8.7.1.10 H. Ward Smith Award Application Form Assessment Checklist
- 8.7.1.11 CSFS Memorial Award Application Form
- 8.7.1.12 CSFS Memorial Award Application Form Assessment Checklist
- 8.7.1.13 CSFS Education Award Application Form
- 8.7.1.14 CSFS Education Award Application Form Assessment Checklist – Undergraduate
- 8.7.1.15 CSFS Education Award Application Form Assessment Checklist – Graduate
- 8.7.1.16 Rita Charlebois Award Assessment Checklist
- 8.7.1.17 Rita Charlebois Award Application Form
- 8.2.1 CSFS Finance Committee Checklist
- 8.3.1 CSFS Membership Committee Checklist
- 8.4.1 CSFS Nominating Committee Checklist
- 8.5.1 CSFS Publications Committee Checklist
- 8.6.1 Complaint Investigation Process – Time Frame
- 8.6.2 Grievance or Complaint Application
- 8.6.3 Grievance/Complaint Investigation Document

9.0 **ADVISORY PANELS**

The advisory panels are special committees of the CSFS, which have been established to serve long term, continuing goals; they are to be self-financing. As committees of the Society, they report to the Board of Directors; however, their primary work is to provide advice and services to outside agencies. The two Society committees dealing with the broad issue of Impaired Driving, the Alcohol Test Committee (ATC) and Drugs and Driving Committees (DDC) operate in this manner, providing reports for the Department of Justice.

The CSFS has reached out to the legal community in order to provide legal representation for the ATC and DDC . Legal advise and representation can be done through:

Therrien Couture Jolicoeur SENCRL LLP. They have offices in Montreal and throughout Canada. They are able to practice inter-provincially.

Contact info is as follows:

Therrien Couture Jolicoeur SENCRL LLP
2001, avenue McGill College, #900
Montreal, Quebec
H3A 1G1

Telephone: 514-871-2800 ext 4384. Or 855-633-6326

In 2021, we have been in discussions with Audrey Nolin Sotiriadis (audrey.nolin@groupepcj.ca). In 2021, the hourly rate was \$200/hour; however, there are annual increases that are anticipated.

9.1 **Alcohol Test Committee**

9.1.a **Objective & Background**

To study the scientific, technical and law enforcement aspects of breath testing and other methods of blood alcohol determination; to develop and promulgate recommended standards and procedures for equipment, training and operations; and to evaluate equipment submitted for approval. The committee is mandated to provide scientific advice to the Department of Justice for the purposes of the impaired driving provisions of the Criminal Code.

9.1.b **Structure**

In order to provide the continuity required of the function of the Committee, the Committee's complement is no more than ten members with a term of office no more than two consecutive terms of six years per term. New members are appointed by the Chair on the advice of Committee members on the basis of appropriate experience, laboratory affiliation, and geographical location. There shall be regional representation whenever possible and there must be one representative on the Committee from the three major forensic laboratories in Canada; namely the RCMP, the Centre of Forensic Sciences (Toronto) and the Laboratoire de Sciences Judiciaires et de Médecine Légale (Montreal). At the Committee's discretion, additional members may come from the private sector, academia or be international forensic experts. The Committee can also include adjunct members; these differ from

regular members in that their specific circumstances preclude them from fully participating in all activities of the ATC (e.g., potential conflict of interest in specific areas). In addition, a representative of the Department of Justice serves as a liaison between the Committee and the Department of Justice.

All committee members must be actively engaged in some aspect of studying equipment or generating reports.

The Committee members shall elect the Chair of the Committee.

Chair: The Committee, with the approval of the Board of Directors, appoints the Chair. The Chair's term is two years and one person may only serve two terms. The Committee may appoint a Vice-Chair and Secretary.

A simple majority vote will determine policy.

The Chair of the Committee shall be the one to release any media material.

Meetings: The committee is limited to one face to face meeting per year and as many teleconference/video conference meeting as the budget allows.

9.1.c Responsibilities

- To monitor changes in science, technology and the law which impact on alcohol testing and to make recommendations as appropriate
- To evaluate alcohol testing equipment
- To recommend approval of equipment to the Attorney General of Canada who may then approve its use for the purposes of the Criminal Code.
- To provide scientific and technical advice to the Minister of Justice on alcohol testing as necessary

Refer to Appendix 9.1.1 for ATC Checklist.

9.1.d Funding

The Society receives a grant from the Department of Justice to fund the activities of the Committee. The Society retains 15% of the grant, before allocation, as a fee for direct and indirect administration services. The Committee prepares the annual request for funding from the Department of Justice. Expenses of the Committee include those related to the meetings, materials purchased for evaluations (e.g. alcohol standards) and the occasional hiring of a technician to do the evaluation testing. The Board must approve targeted funding for Special Committees in excess of \$1000 per year. The Chair of a Special Committee may approve targeted funding below \$1,000 per year.

9.1.e Reports

A summary report of activities is given annually to the Board of Directors in time to coincide with the Annual General Meeting.

9.2 **Drugs and Driving Committee**

9.2.a **Objective**

The Committee has the broad mandate to examine and establish the magnitude of the drugs-and-driving problem in Canada, and to advise the Department of Justice on possible legislative changes.

9.2.b **Structure**

In order to provide the continuity required of the function of the Committee, the Committee's complement is no more than ten members with a term of office no more than two consecutive terms of six years per term. There shall be regional representation whenever possible and there must be one representative on the Committee from the three major forensic laboratories in Canada; namely the RCMP, the Centre of Forensic Sciences (Toronto) and the Laboratoire de Sciences et de Medicines Legales (Montreal) and at least one from the private sector and/or academia. All committee members must be actively engaged in some aspect of studying the "Role of Drugs and Driving". The Committee members shall elect the Chair of the Committee. The Chair's term is two years and one person may only serve two terms.

New members are appointed by the Chair on the advice of Committee members on the basis of appropriate experience, laboratory affiliation, and geographical location. In addition, a representative of the Department of Justice serves as a liaison between the Committee and the Department of Justice.

The Committee can also include adjunct members; these differ from regular members in that their specific circumstances preclude them from fully participating in all activities of the DDC (e.g., potential conflict of interest in specific areas). Because of the importance of the Traffic Injury Research Foundation (TIRF) we recommend a representative from that Foundation sit as an *ex-officio* member of the Drugs and Driving Committee, however this may not be fulfilled at times.

The first election of members of this Committee took place during the fall of 1988. A rotation system was set up but not carried out as originally planned. When vacancies occur either by resignation or by rotation in consultation with the CSFS Board of Directors, they will be filled by an election.

A simple majority vote will determine policy.

The Chair of the Committee shall be the one to release any media material.

Meetings: The committee is limited to one face to face meeting per year and as many teleconference/video conference meeting as the budget allows. Special projects may require more frequent in person meetings and can be done, as the budget allows.

9.2.c **Responsibilities**

- To provide confidential scientific and technical advice on drug-impaired driving matters to the Department of Justice
- To monitor changes in science, technology and the law and identify emerging issues and topics of interest pertinent to impaired driving and/or impaired driving legislation

- To identify and/or comment on issues related to existing aspects of or proposed to the Criminal Code related to impaired driving
- To evaluate drug screening equipment for recommendation to the Attorney General of Canada, who may then approve its use for purposes of the Criminal Code-

Refer to Appendix 9.2.1 for DDC Checklist.

9.2.d **Funding**

The Committee prepares a budget and operates with a grant from the Department of Justice (renewed annually upon application). The Society retains 15% of the grant, before allocation, as a fee for direct and indirect administration services. The Committee prepares the annual request for funding from the Department of Justice. Expenses of the Committee include those related to the meetings and materials purchased for evaluations (e.g. standards).

The Board must approve targeted funding for Special Committees in excess of \$1000 per year. The Chair of a Special Committee may approve targeted funding below \$1,000 per year.

9.2.e **Reports**

A summary report of activities is given annually to the Board of Directors in time to coincide with the Annual General Meeting.

9.3 **DNA Advisory Committee**

9.3.a **Objective**

To be a forum to promote forensic DNA analysis in Canada.

To be a vehicle for communication among Canadian forensic laboratories conducting forensic DNA analysis.

To advise the Department of Justice concerning legislative and regulatory issues relevant to forensic DNA analysis.

This committee is dormant at this time.

9.4 **Appendix**

9.1.1 ATC Checklist

9.2.1 DDC Checklist

10.0 **SPECIAL COMMITTEES**

10.1 **Accreditation**

Reporting to the CSFS Board, Committee members provide technical advice to CSFS members and to the Standards Council of Canada (SCC) on forensic laboratory accreditation and related issues.

Following the Board's recommendations, SCC maintains a Forensic Working Group, consisting of CSFS Accreditation Committee members and other interested parties. This group has completed work on a guidance document for forensic lab accreditation, published by SCC (historically known as CAN-P-1578, currently known as SCC Requirements and Guidance for the Accreditation for Forensic Testing Laboratories), as well as application/assessment checklist items based on the document and criteria for technical assessors. Specialist working parties consisting of CSFS Section members and other interested parties also provide guidance on discipline-specific requirements for lab accreditation.

While not all committee members are represented on the SCC-FWG, the committee chair is either a member of the FWG or an appointed observer to the discussions of this working group and is invited to provide input on behalf of the Society.

10.1.a **Terms of Reference**

1. Provide guidance to CSFS sections developing discipline-specific guides to further amplify and clarify the requirements of ISO/IEC 17025 (2017) and various SCC Requirements and Guidelines for the Accreditation for Forensic Testing Laboratories. Assistance may be sought regarding incorporation of proficiency requirements, specification of qualifications for technical assessors, need for amplification and clarification of unique requirements, etc.
2. Liaise with other Societies and interested groups on forensic lab accreditation topics.
3. Advise on identification and training of technical assessors, according to the requirements of both CSFS and SCC, which may require development of some training modules.
4. Participate in SCC-FWG activities, as technical advisors, where required.
5. Contribute to a protocol for the CSFS to use when evaluating analyst certification programs for formal recognition by the CSFS. Other contributors to this effort will include CSFS Sections, who must take the lead in identifying certification programs relevant to their scope of testing. The protocol will consist of basic requirements which all programs must satisfy for recognition, but each section will have to determine how each program meets or does not meet the criteria. This framework could also be used to identify programs, which are not acceptable in the Canadian context.

10.2 **Certification**

This committee is dormant. Some of its original mandate currently falls under the umbrella of the Accreditation Committee.

10.3 **Constitution**

The mandate is: to advise the Board on matters related to the By-laws and to formulate revisions of the Bylaws as directed by the Board. The Constitution Committee may also be involved in review of other upper level documents of the Society, including the Policy Manual, and/or the website Terms of Conditions and Policy statements.

A Chair and one or two additional members are deemed sufficient. Others can be consulted by the Committee should the need arise. Members of the Committee should have some expertise in this area or many years experience in the Society. The Committee does its business by correspondence. The Chair prepares an annual report and responds to all requests from the Board by drafting correctly worded Bylaw amendments.

10.4 **Informatics & Education**

Objectives of Committee:

- a. Through operation and maintenance of a site on the WWW, to increase awareness of the Society and forensic science in general to the membership; general public, students; governments and agencies.
- b. To utilize the expertise of the membership
- c. To provide information on training and education available in Canada and internationally

The Chair or a member of this committee is the Society's Webmaster.

10.5 **Ethics**

This committee is dormant.

10.6 **Strategic Planning**

This committee is dormant.

10.7 **Appendix**

10.1.1 Accreditation Committee Checklist

10.3.1 Constitution Committee Checklist

10.4.1 Informatics and Education Committee Checklist

11.0 **SECTIONS OF THE SOCIETY**

Article VIII of the Bylaws states that the Board designates sections for the purposes of promoting the interests of that field and fostering its future development. Membership in a Section is open, with approval of the Board, to all regardless of Membership class. Active sections will contribute greatly to the vitality of the Society; however members of a Section are first members of the Society. No section protocols, decisions or activities shall contravene the aims of the Society,

The following are Sections of the Society: Biology, Chemistry, Documents, Engineering, Anthropology/Medical/Odontology, Toxicology, General; Blood Pattern Analysis.

The following are areas of Forensic Science in which the Society has some members but does not yet have sufficient membership to form a section under the by-laws: Accounting, Firearms & Tool marks, Identification, Information Technology, Legal.

11.1 **Election**

The Chair (and Secretary) may be elected each year from among the Section members at the Annual Business Meeting of the Section. It is often desirable that one person serves at least two years to provide sufficient time to complete projects. The suggested maximum number of years served should not exceed five.

Interim Chairs can be assigned to Section, especially if it is a newly formed section or based on who may be interested to be a chair.

11.2 **Duties and Responsibilities**

Job description guidelines are provided: See Appendix 11.4 for a checklist.

11.2.a **A Guide For Section Chairs**

1. Article VIII of the By-laws of the Society deals with "Sections".
Section Chairs should be familiar with the content of this Article.
2. In compliance with Article VIII, the Chair should:
 - Promote and encourage section participation at the Annual General Meeting.
 - Forward, well in advance of the AGM, requests for funding for any guest speaker which the section would like to bring in.
 - Find the means of fostering at least one activity per year. This might be a scientific session, a workshop, a plant tour, etc. This could be done by suggesting, planning and running workshops and/or seminars on specific topics. Online delivery should be considered wherever possible to promote nation-wide engagement of the membership.

3. An annual report must be prepared by the Chair before the AGM. The report will briefly summarize any activities of the section over the past year and should deal with any issues or concerns that the section might have.
4. The chair will keep in contact with the Section secretary, if present, and work with that person to keep in contact with the other section members. The Society newsletter, is a convenient means of doing this, and there should be liaison with the editor of the newsletter.
5. The Board of Directors will review requests for funding for Section activities.
6. Section chairs should serve as a direct channel of communication between the Board of Directors and the Society members.
7. Section chairs are invited to comment on the business of the Board and the Society in general. This can be done either by corresponding with the president or by raising issues at the AGM. The Board will keep the section chairpersons advised of the business of the Board by providing them with summations of Board meetings.
8. The Section Chair will review all applications for provisional and regular membership pertinent to the Section.
9. Each Section should consider the nomination of worthy members of their Section for Emeritus status, or for an award of the Society. The Membership and the Awards Committees depend on input from the Sections, who best know the work of these individuals.
10. The CSFS does have a Zoom account which can be used by Section Chairs to host their Section virtual meetings.

11.2.b A Guide For Section Secretaries

1. Article VIII of the By-laws of the Society deals with "Sections". Section Secretaries should be familiar with the content of this Article.
2. In compliance with Article VIII, the Secretary will maintain a record of the annual business meeting of the section. Minutes should be forwarded to the Society office and to all Section members.
3. The Secretary will keep in contact with the Chair and assist the Chair in any way possible.
4. The Secretary will work with the Chair to keep in contact with the other members of the Section and can consider liaising with the editor of the newsletter to share activities or updates.
5. All meeting minutes, financial correspondence, reports and memos to Section members must be copied to the Executive Secretary.

11.3 **Activities**

1. Section activities include but are not limited to scientific sessions, specialist guest speakers, presentation of case summaries, remote or in-person plant tours, tutorial sessions, etc.
2. Where possible, every effort should be made to provide section activities either in-person with facilities for remote attendance, or through fully online delivery with the recorded session provided on the society website for on-demand viewing by those who are unable to attend.

11.3.a **Guidance For Online Delivery**

A brief overview is provided here, and could reference an external appendix to provide a more thorough step-by-step set of instructions.>>

1. Online delivery may be provided through numerous platforms, many of which are free for non-commercial use. Such platforms include Cisco WebEx, Google Meet, Microsoft Teams, GoToMeeting, VSee and Zoom. For more advanced control over the visual elements and compositing, open source studio control software such as OBS Studio may also be used in conjunction with several online streaming services.
2. Society members with experience in online delivery should be consulted for setup of both the software and hardware required for online delivery. Most modern mobile devices (e.g. laptops, or smartphones) are equipped with the required hardware including a camera with good resolution and a fast, stable internet connection.
3. Wherever possible, a test session should be undertaken prior to the presentation, including all aspects of the presentation (video, audio, streaming of slides, transitions, and attendee interactions) to ensure smooth operation during the actual delivery.

11.4 **Appendix**

11.1 Section Chair Checklist

12.0 ANNUAL GENERAL MEETING AND CONFERENCE

12.A Article III of the Bylaws outlines the necessary components of the Annual General Meeting(AGM).

The following outline is recommended when planning the AGM::

1. Notice: Time not less than 21 days before meeting
Agenda
 - Amendments to Bylaws to be voted on
 - Amendments being introduced
 - Nominating Committee recommendation
 - Reports from various committees
 - Acceptance of reports can be done individually or via group motion.
2. Roles of Sections working with Program Committee, if one has been created. (This may be seen during the times the AGM coincides with the CSFS Conference.
3. When the legal advisor, editor, or other officials are invited to AGM: expenses paid as for Board member
4. Board expenses are to be included in AGM budget – if the Board is hosting an in person meeting in conjunction with a Conference. Otherwise, the AGM is held virtually
5. Selection of locale – if in person, the locale is combined with the Conference location. Otherwise the AGM is held virtually.
6. Who may attend meetings; requirements for closed session
Any member of good standing, applicants and guests may attend. However, only members in good standing are allowed to vote. This may need to be stated at the beginning of the meeting to avoid confusion.
7. Budget issues:
 - organizing committee is responsible for fiscal health of meeting
 - handling of money.
 - work with the Executive Secretary on receipts and payments
 - work with the Treasurer on the financial statement
8. Reporting before and after to the Board
9. Board member as site coordinator
10. Role of Executive Secretary re registration (pre-registration and on site)

12.B Conference Guidance

General guidance for the proposal and planning of the annual conference. It should be a best practice to consider striking a Conference Committee to help with the planning and organizing of the suggested

conference. Consideration to the Conference Committee to include an individual who can address finance questions or concerns. The Conference Committee should be comprised of the following:

Conference Committee Chair

Vendor Liaison

Marketing

Finances

The Board of Directors will need to approve the suggested timing, draft theme and estimated budget for any upcoming conferences. Planning, as suggested below should be in ample time. Historically speaking, planning has usually been for a conference every two years; however in the early stages of the CSFS, Scientific meetings may have been annually. The on-set of COVID-19 caused an embracing of virtual conferences and planning; which lessens logistics and hotel costs. If a conference is suggested to be held; at least one year of planning should be considered.

12.B.1 Proposal :

Submit proposals to hosting CSFS conference in their city. Meetings are planned in advance, so interested parties should submit their proposals at least 2 years ahead of time. It would be ideal to announce the next location of the CSFS conference at the current conference. The following list includes some basic guidelines to consider as you develop your proposal.

12.B.2 Estimated Budget for the proposed Conference

If possible, an estimated budget should be provided to the Board of Directors for approval.

12.B.3 Alternating regions

CSFS membership may be from policing agencies which have forensic laboratory components. Travel considerations may need to be included in planning. For example, provincial agencies may allow travel within their province, but limited travel outside.

It has been practiced an alternating approach in determining host locations for the CSFS conference. One year in Ontario / Quebec; the following year BC / Alberta.

12.B.4 Hotel

When selecting the hotel for the conference, you may want to get at least 3 hotel proposals. Your local tourist bureau may be able to assist in this.

You will need to meet with the hotel representative and view the hotel for, the meeting space, food and beverage options, hotel rooms, hospitality suite, other amenities (ie gym, pool, business center, etc)

The hotel should be of high quality, 3 to 4-star rated hotels. There are some very nice 3 star rated hotels.

The hotel should be within walking distance to restaurants and other attractions, and/or be in close proximity to public transportation (such as subway, bus, light rail, etc.).

The hotel should be within a reasonable distance to the closest major airport. Inclusion of a complimentary shuttle is desirable.

12.B.5 Meeting Space

There must be a room to hold at least 150 people (classroom style or half rounds) for the General Session.

Additionally, at least three rooms may need to be needed to accommodate the break out/workshop sessions (roughly 50+ people each room). Another room for posters, and another room for vendors (see below for vendor requirements).

Additional room required for BOD meeting (1/2 day)

Outlets should be available at least on exterior walls as more and more people travel with laptops

12.B.6 Vendor Chair

Traffic in the vendor area is important to encourage vendors to return. Vendor Support is critical towards having a successful conference. 30 minutes should be available at each of the coffee breaks (morning and afternoon)

Vendors shall begin set up Monday evening for visitation on , Tuesday, Wednesday Thursday all day and Vendors can depart at the end of Thursday or Friday through the afternoon.

Consider having a passport stamp for each vendor and a draw prize for those who had seen all vendors and collected all the stamps or other ways to promote visitations to the vendors.

Design and distribute vendor agreement forms.

Coordinate this effort with the Treasurer as payment/registration is managed through our website.

Contact companies to be vendors and/or sponsors

Contact past vendors and potential vendors

Work with vendors to ensure that payments are received prior to the event.

Ensure that vendors are provided with conference attendee contact info.

Coordinate signage design and delivery for vendors at the respective sponsored event.

Enquire with vendor if they want to sponsor a coffee break, or lunch

Evening of Vendor set up – Member of Vendor committee needs to be present for any needs that arise. (if any additional expense is required contact the finance chair who can authorize expense)

Arrange Tuesday night Vendor reception with snacks and drinks

12.B.7 Marketing Chair

This person will run social media, advertise conference and registration for the conference and social event.

Design , publish and distribute program

Run social media before, during the event

Communicate with other associations for advertisement on their websites.
Post the program announcement on CSFS's announcements social media.
Arrange for placement of conference announcement on CSFS website.

Plan and organize poster session. Organize poster evaluators
Organize poster voting for best poster.

Plan and organize a social event (usually Wednesday night)

Payment for social event is through our website.

Create name tag, make grab bag.

Obtain door prizes and other gifts

Door prizes and gift bags – contact previous donors, and CSFS members and attendee or local companies or tourist bureau

Have the Vendor Chair contact vendors for door prizes.

Collect suggestions on local areas of interest, restaurants and “things to do” for distribution in the registration packets.

Reconcile registrations with lodging lists as provided by the hotel.

Using information from registration forms, enroll attendees in applicable break-out sessions on a first-come, first served basis and fill waiting lists if necessary

Maintain a list of individuals that sign up for the evening event on a first-come, first served basis and fill a waiting list if necessary

Communicate with attendees as needed regarding their registration forms, break-out sessions and the evening event

Arrange for volunteer to sit a registration table and give out name tag and grab bag

Prepare and distribute the certificates of attendance.

You will also need someone to be the photographer for the conference.

12.B.8 Timeline

Suggested timeline. The timeline below is only a list of major events or tasks. Please be aware that some tasks must be accomplished in conjunction with other tasks. There may be some tasks that may not be started until the other task has been completed. Please be conscious of these tasks. The various Conference Chairs must be aware of applicable time constraints when communicating/delegating tasks to individual committee members.

Timeline of activities. This applies to both in person and virtual. There may be some specific virtual requirements that are listed in blue below.

12.B.8.1 12 months prior to event:

Conference Chair to select the various chairs.

Program Chair - Start to research for plenary speakers and presenter

Assign specific assignments, as necessary, to committee members and establish deadlines

Start discussions with committee members to start formulating basic ideas.

Marketing Chair establish communication (introductions, review of goals, etc.).

Vendor Chair establish contact with potential vendors

Executive Committee approves conference budget.

Executive Committee approves registration and vendor fee rates, including both on-time and late registration fees for members and non-members

12.B.8.2 11 months

Decide on what time slots to fill with general and breakout sessions

Start formulating the registration details and conference announcement.

Vendor agreement forms should be developed and distributed to potential exhibiting/sponsor companies.

12.B.8.3 10 months

Contact possible plenary speakers and presenters and get start requesting their abstract and bio

Continue securing vendors

12.B.8.4 9 months

Continue contacting plenary speakers and presenters and requesting their abstract and bio

Continue securing vendors

12.B.8.5 8 Months

Time slots should be close to finalized

Develop a conference schedule

Announce Poster session and seek Poster providers.

Continue contacting plenary speakers and presenters and requesting their abstract and bio

Continue securing vendors

12.B.8.6 7 Months

All presenters should be finalized

Post a conference announcement on the CSFS on the website and send email to all CSFS members

Update CSFS website with conference announcement including information to facilitate online payment of registration fees.

Arrange for CSFS conference information to be posted on other forensic associations' websites

12.B.8.7 6 months

Enroll attendees in applicable breakout sessions and workshop on a first-come, first served basis; fill a waiting list if necessary
 Deposits should be made where necessary
 Update budget spreadsheet
 Continue securing vendors

Virtual

Consider using Zoom Event and decide when to purchase.

If any presenters are going to pre-record presentation, start you request to have it provided to you so that they can be translated - require translation to English or French use closed caption

Consideration should be given on how to provide or stream live presentations?

Live streaming since CSFS has YouTube channel or can use Zoom

Consider equipment requirements (microphone, high resolution webcam, wifi,, internet connections, etc, lighting,) May be restricted to what the presenter has.

Create your virtual team for the conference to ensure the virtual component goes smoothly (ie tech support for the event, etc)

Contract out live translation services or use of closed caption feature available in Zoom.

If automated closed caption is not available in real-time consider providing translation content post conference.

Consider automated transcription, editing of audio / video and provide the recording for a 2 months after the conference.

12.B.8.8 5 months

Get registration event created and running on the website
 Update budget spreadsheet
 Finalize event schedule
 Continue securing vendors

Virtual

Continue with getting Pre – recorded presentations require translation to English or French use closed caption

12.B.8.9 4 Months

Registration
 Update budget spreadsheet
 Determine A/V equipment needs of presenter and trainers
 Develop survey to obtain conference feedback

Virtual

Continue with getting Pre – recorded presentations require translation to English or French use closed caption

12.B.8.10 3 months

Registration continue
Confirm door prizes from vendors and attendees
Update budget spreadsheet
Finalize AV equipment providers contract.
Order any registration gifts / presenter gifts that have been chosen
Abstract and bio submission form for plenary speakers and presenters due.
All vendors should be secured by this time.

Virtual

Continue with getting Pre – recorded presentations require translation to English or French use closed caption

12.B.8.11 2 Months

Registration continues
Remind membership of the approaching late registration deadline
Remind Membership of approaching deadline for hotel room rate
Start forming the catering selection based on budget and prelim registration numbers
Begin to compile program information _ abstracts, biographies, vendor information, etc
Begin to develop signage needed for hotel
Update budget spreadsheet and adjust budget as needed
Confirm all schedule with hotel.
Arrange meeting space for Executive Committee and BOD meeting
Collect suggestions for local areas of interest, restaurants and things to do for distribution in the registration packets
Review Posters submitted and select posters (if need to reduce the numbers for the Poster room)

Virtual

Continue with getting Pre – recorded presentations require translation to English or French use closed caption

Become familiar with Zoom Event

12.B.8.12 1 month

Registration continues
Update budget spreadsheet
Final budget should be completed, all expense /revenue should be confirmed
Prepare attendance certificate
Reconcile attendance list with hotel rooming list, resolve discrepancies to ensure all attendees expecting a room have one.

confirm committee member's assignments, such as registration table., etc
Seek out moderators

Virtual

Continue to become familiar with Zoom Event
Organize a virtual networking session.

12.B.8.13 2 Weeks

Finalize all catering
Review final budget
Review billing from hotel
Complete conference program (print if required) and print signage

Virtual

Provide training sessions for all speakers and presenters, moderators, etc on the use of Zoom Event

12.B.8.14 1 Week

Finalize breakout session and workshop lists
Finalize registration
Send invoices to those not paid
Assemble registration packages
Ensure all hospitality room supplies are purchased / and / or planned

12.B.8.15 Night prior

Review all assignments and execute plan
Ensure all the AV equipment is functional.
Ensure Poster room is set up
Vendor committee member present for vendor set up and ensure needs are met.
Hospitality suite is stocked with refreshments.

12.B.8.16 During event

Program Committee Chair should ensure that housekeeping issues are communicated to all sessions

Staff and replenish hospitality suite.
President responsible for hospitality suite access and refreshments
Ensure access is available at appropriate times to the hospitality suite.
Ensure that the hospitality suite is properly stocked with refreshments.

Vendor committee member should check on vendors

Ensure that audio/video equipment needs are met for all presenters, including computers
Ensure that AV that is entrusted to CSFS is secure

Have someone available for attendees to contact regarding concerns

12.B.9 Follow up:

Distribute certificates and receipts.

Ensure all CSFS property is removed from hotel

Pay all outstanding expenses

Financial Chair to submit financial reports to the Treasurer for reconciliation with the conference budget

Submit survey and review results and provide recommendations for next conference to Executive Committee and BOD.

Send thank you correspondence to presenters and vendors expressing gratitude

Conference Chair to hold conference debrief with Chairs to determine what went well and what needs to be improvement. Conference Chair to provide summary of debrief and recommendations to Executive Committee and BOD.

BOD to review the conference organization policy and update any suitable recommendation to the conference organization policy. Also update contact list for vendors, speakers and presenters, etc

Virtual

Provide edited audio / video recordings for a 2 months after the conference.

12.B.10 Another Consideration:

Who should be provided with a conference fee waiver, partial conference fee waivers?

Which volunteers should be provided with a gift card? What amount?

What is the standard amount for a gift to a presenter?

What is the standard amount for keynote or plenary speakers?

Did you want to incorporate this into policy or leave it to the BOD to decide at each conference?

13.0 TIME-LINES FOR SOCIETY ACTIVITIES

Purpose

To outline concisely all the various tasks performed and activities undertaken each year
To present this information in a format that is readily accessible and will help the various officers, committees and members plan and work together effectively

Format

Because the various groups that comprise the Society both work independently and act together, a concise presentation proved difficult. A combination of point form text and calendar was decided upon. Where details are available in this manual, the applicable section is referred to in the calendar. The publication dates are fixed and the AGM is presented as occurring in the mid-September to mid-October time period.

13.1 Executive Committee and Board of Directors

Executive Meeting

- President sets date at least two weeks in advance
- Secretary/President prepare agenda; all members offer contributions
- All members circulate reports, concerns to committee at least one week in advance
- Date for teleconference set about two weeks prior to each Board meeting and in late spring
- Executive Secretary records meeting and Secretary takes notes
- President prepares summary of meeting for the Board
- Draft minutes available at Board meeting
- Final version of minutes to members with Board minutes

Board Meeting

- President sets dates: at least two dates outside of the AGM date set by President and Organizing Committee
- When date is confirmed all Board members are notified by letter/fax; all Chairs are notified; all parties are asked to submit their reports three weeks prior
- Secretary/President prepare agenda and distribute with reports two weeks prior
- Executive Secretary records meeting, Secretary takes minutes and together they produce draft version of minutes within one month
- President notes action items and circulates summary of meeting as soon as possible
- Final version of minutes to Board members within two months
- Board members supply in writing any amendments to minutes they plan to make at next Board meeting

13.2 Annual General Meeting

- | | |
|------------------|---|
| Two months prior | -notice to all members includes AGM agenda, written notification of any Bylaws to be enacted, listing of all recommendation for membership (provisional, regular, <i>emeritus</i>), report of the Nominating Committee |
|------------------|---|

IF AT ALL POSSIBLE THIS SHOULD BE INCLUDED WITH THE JUNE FORUM OR FALL JOURNAL

-All Sections and Committees submit annual report to Board

Sections and Committees

- decide on Chair, Secretary, members for following year
- Budget discussed for coming year
- Minutes of meeting to Society Office
- Report and minutes submitted to Forum
- confirm committee members for next year

13.3 **Publications**

13.3.a **Deadlines**

Journal: Expected to be the middle of Feb., May, August, Nov.
 Newsletter: At least one month prior to posting

13.4 **Policy Manual**

- Annual version, if needing revision, ready for distribution to Board in early portion of the year. If revision is needed, a postable version should be available at the AGM.
- Revisions accepted all year, collated by Executive Secretary/Office Administrator or designate
- Reviewed and input sought September to November
- Annual information added, revisions incorporated and noted in Revisions page

13.5 **Discipline/Membership Committee**

The time-lines are explicitly stated in Section 8.6.f of this Manual and are summarized in the table, Section 8, page 19.

APPENDIX

- 3.2.1 Application for Regular Membership**
- 3.4.1 Application for Fellow Membership**
- 3.5.1 Application for Emeritus Membership**
- 3.6.1 Application for Honorary Membership**
- 3.7.1 Application for Student Membership**
- 4.8.1 CSFS Executive Committee Checklist**
- 4.8.2 CSFS Executive Committee – President**
- 4.8.3 CSFS Executive Committee – President Elect**
- 4.8.4 CSFS Executive Committee – Past President**
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- 6.7.1 CSFS Board of Director**
- 8.1.4.1 CSFS Awards Committee Checklist**
 - 8.7.1.1 Derome Award Checklist**
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 - 8.7.1.7 Certificate of Merit Award Checklist**
 - 8.7.1.8 Application for Certificate of Merit Award**
 - 8.7.1.9 H. Ward Smith Award Checklist**
 - 8.7.1.10 Application for H. Ward Smith Award**
 - 8.7.1.11 CSFS Memorial Award Checklist**
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 - 8.7.1.13 CSFS Education Award – Graduate/Undergraduate Applicant – Checklist**
 - 8.7.1.14 Application for CSFS Education Award – Graduate**
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 - 8.7.1.16 Rita Charlebois Award Checklist**
 - 8.7.1.17 Application for Rita Charlebois Award**
- 8.2.1 CSFS Finance Committee Checklist**
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- 8.4.1 CSFS Nominating Committee Checklist**
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- 8.6.1 Complaint Investigation Process – Time Frame**
- 8.6.2 Grievance or Complaint Application**
- 8.6.3 Grievance/Complaint Investigation Documentation**
- 9.1.1 CSFS Alcohol Test Committee Checklist**
- 9.2.1 CSFS Driving and Drugs Committee Checklist**
- 10.1.1 Accreditation Committee Checklist**
- 10.3.1 Constitution Committee Checklist**
- 10.4.1 Informatics and Education Committee Checklist**
- 11.2.1 Section Chair Checklist**

3.2.1 Application for Regular Membership

Policy Manual 3.2

Note: To complete your application, an application fee in the amount of \$30.(CDN) must be paid once you have submitted the form. A link will be included in the verification email sent after form submission.

Name(Required)

First Last

Mailing Address(Required)

Street Address Address Line 2 City Select Province

ZIP / Postal Code Country

Employer(Required)

Position Title(Required)

Telephone - Mobile/Home(Required)

Telephone - Work/Business(Required)

Email(Required)

Section you wish to join(Required)

Membership Type(Required)

Outline of forensic employment or involvement in field of Forensic Science:(Required)

List other Forensic organizations of societies of which you are a member (specify if associate, trainee affiliate or full member):

According to Section II.2.2.A of the Constitution: Membership in the society shall be open to individuals who have demonstrated an active interest in forensic science (Regular membership), or an interest or involvement in the field of forensic science (Associate members) and who have exhibited the qualities of related professional competence, integrity and a good moral character. This is normally meant to mean that the applicant should be employed or a student in the field of forensic science or for associate membership demonstrated some interest in the field of forensic science.

I fulfil the requirements of section II.2.2.A and agree to support the purposes and objectives of the CSFS. I have read, endorse, and will abide by the Canadian Society of Forensic Science Rules of Professional Conduct.

Name of Sponsor(Required)

Email of Sponsor:(Required)

Consent

Click to confirm all above information is true:

3.4.1 Application for Fellowship Membership

Name:

Affiliation (Company Name):

Address:

Telephone:

Email:

CSFS Section:

Year elected as Regular member (YYYY/MM/DD):

A non-refundable fee of \$25 is required and must accompany your application.

From the last five years please detail the following, include dates:

ACTIVITY
1. Author an article published in the CSFS Journal 2. Author an article published in another refereed forensic scientific journal.] 3. Author an article in another Society supported publication 4. Presentation of an original, self-authored paper at an CSFS Conference
1. Serve on the Board of Director [points awarded for each full term served] 2. Serve on a CSFS standing, special or ad hoc committee as appointed by the Board, for at least two consecutive years or the committee term. 3. Serve as the Chair of a CSFS committee or Editor of a Society supported publication, for at least two consecutive years or the committee term 4. Serve as an Executive Officer [points awarded for each full term served]
1. Organize a section seminar or workshop 2. Serve as a section chair [points awarded for each full term served] 3. Serve as secretary of a section [points awarded for each full term served] 4. Participation in a section seminar or workshop 5. Attendance at an AGM

There is a point system which is used to assess the above. A minimum of a total of 15 points with a minimum of 2 points in each category is needed to qualify as a Fellow

3.5.1 Application for Emeritus Membership

Name:

Nominator:

Detail how the nominee has benefitted the CSFS. This may include participation to Committees, Sections, CSFS Conferences or writing articles in the CSFS Journal:

Detail how the nominee has advanced forensic science. This may include participation to forensic science conferences, articles in forensic science journals, presentations, etc.:

Date:

3.6.1 Application for Honorary Membership

Name:

Nominator:

Please detail the experience or activities of the individual which have impacted the CSFS or forensic science.

Date:

3.7.1. Application for Student Membership

Note: To complete your application, an application fee in the amount of \$30(CDN) must be paid once you have submitted the form. A link will be included in the verification email sent after form submission.

Name(Required)

First Last

Mailing Address(Required)

Street Address Address Line 2 City Select Province

ZIP / Postal Code Country

Telephone – Mobile/Home(Required)

Telephone – Work/Business

Email(Required)

Program

Program Length

Expected year of completion

Section you wish to join(Required)

List other Forensic organizations of societies of which you are a member (specify if associate, trainee affiliate or full member):

Supporting Files(Required)

It is required that you provide a curriculum vitae and proof of student status.

Drop files here or

Max. file size: 10 MB, Max. files: 5.

According to Section II.2.2.A of the Constitution: Membership in the society shall be open to individuals who have demonstrated an active interest in forensic science (Regular membership), or an interest or involvement in the field of forensic science (Associate members) and who have exhibited the qualities of related professional competence, integrity and a good moral character. This is normally meant to mean that the applicant should be employed or a student in the field of forensic science or for associate membership demonstrated some interest in the field of forensic science.

I fulfil the requirements of section II.2.2.A and agree to support the purposes and objectives of the CSFS. I have read, endorse, and will abide by the Canadian Society of Forensic Science Rules of Professional Conduct.

Consent

Click to confirm all above information is true:

4.8.1 CSFS Executive Committee Checklist

Policy Manual: Chapter 4

Members:

Title	Name	Date Appointed	End of Term
President			
President-Elect			
Past-President			
Secretary			
Treasurer			

*The President-Elect takes office the following year after voting takes place during the AGM. During the third year, the President-Elect is to become the Past-President

Policy Manual: Chapter 4.1

Responsibilities

- Has direction been described to the Board?
- Are there any issues, problems or activities to report?
- Have the issues, problems or activities been reported to the Board?
- Has long term planning been promoted?
- Has the Society aims, and objectives been promoted?
- Is there a sound financial basis?
- Has each Board member been given a task or project?
- Is each Board member contributing?
- Has participation of members been promoted?

Yes	No

*The Executive Committee is responsible for reporting their duties to the Board of Directors and at the AGM

Board Members Tasks or Projects:

Name:	Description of task or project:

*Tasks or projects are assigned by the President of the Executive Committee

Policy Manual: Chapter 4.2**Important Dates:**

Date of the 20__ Annual General Meeting	
---	--

Date of the 20__ spring Board meeting	
Date of the spring Executive Committee meeting	

*It is recommended the Executive Committee meeting occurs two weeks before the Board meetings

**Time and date of the meetings are to be determined by the President

Date of the 20__ fall Board meeting	
Date of the fall Executive Committee meeting	

*It is recommended the Executive Committee meeting occurs two weeks before the Board meetings. The fall Board meeting is to be held in conjunction with the AGM

**Time and date of the meetings are to be determined by the President

Revision History:

Revision Number	Date
EC-1	March 27, 2022

4.8.3 CSFS Executive Committee – President Elect - Checklist

Policy Manual: Chapter 4.4

President-Elect:

Name:	Date Appointed:	End of Term:

Responsibilities:

- Has an oral summary of the discussion been prepared after Board meetings have been prepared?
- Has the President-Elect acted as a resource for new members?
- Has the President-Elect answered all questions from new members?
- Has a follow-up letter from orientation been created for new members?
- Has the President-Elect been made aware of Section activities in the coming year(s)?
- Has the President-Elect been made aware of Committee activities in the coming year(s)?

Yes	No

Revision History:

Revision Number	Date
EC:PE-1	March 27, 2022

4.8.4 CSFS Executive Committee – Past President - ChecklistPolicy Agreement: Chapter 4.5**Past President**

Name:	Date Appointed:	End of Term:

Responsibilities

Is the Past President acting as the Chair of the Nominating Committee?

Has the Past President consulted with the President on Society Issues?

Has the Past President consulted with the President on Society Practices?

Does the Past President work on the Constitution Committee?

Yes	No

Revision History:

Revision Number	Date
EC:PP-1	March 27, 2022

4.8.5 CSFS Executive Committee Treasurer -Checklist

Policy Agreement: Chapter 4.6

Treasurer:

Name:	Date Appointed:	End of Term:

*The Treasurer is appointed annually by the Board of Directors; their term begins on January 1 and continues for a year. The Treasurer should serve for multiple years

Responsibilities:

Does the Treasurer act as an ex-officio member of the Finance Committee?

Does the Treasurer relay information to the Finance Committee?

Does the Treasurer write and issue all the Society expenditure cheques?

Has the President (or the President-Elect, or Past President) signed the cheques?

Yes	No

Bookkeeping Responsibilities of the Treasurer:

Is there an up to date and chronological cheque expense account?

Is there a record of monthly recapitulation of Expenditures and Revenue and posting to the Ledger?

Is there a quarterly allocation of postage expenses from the Postage Ledger?

Has the Board of Directors requested any expenses?

Have all requests been completed?

Has the year-end been completed?

Has the year-end been submitted to the Society Auditor?

Has the Treasurer reported on the Society finances to the Executive Committee and Board of Directors at meetings?

Has the Treasurer reported on the Society finances at the AGM?

Have the AGM financial statements been completed?

Yes	No

Payroll Responsibilities of the Treasurer:

Have all deductions been calculated?

Have paycheques been issued?

Have the monthly remittances been submitted to Revenue Canada?

Have the year-end reports been prepared?

Have all T4 and T4A reports been submitted?

Has the year-end report been submitted to Revenue Canada?

Yes	No

Advisory Committee Responsibilities:

Have the budgets been prepared?

Have the budgets been submitted to the Department of Justice?

Has the Treasurer signed all applicable contracts?

Yes	No

Have all cheques been issued for expenses?

Has a separate record of cheques been maintained?

Are the bi-annual reports prepared?

Have the year-end reports been submitted to the Department of Justice?

Non-Profit

Has the annual information return been submitted to Revenue Canada – Non-Profit Organization Branch?

*To be completed before June 30 of the following year

Yes	No

Finance and Executive Committee and Board of Directors

Has the general investment climates been researched?

Have any GIC’s or Bonds been purchased?

Have the plans for the long-term Society cash flow been completed?

Have the plans for the H. Ward Smith Fund purchases and allocations been planned?

Have the plans for the Awards Fund purchases and allocations been planned?

Yes	No

Other Duties

Have all special contracts been administered?

Have all special grants and donations been administered?

Has the required follow-up provisions been completed?

Has the Treasurer provided assistance with setting travel expense guidelines?

Has the Treasurer provided financial advice to the Executive Committee, Board of Directors, and Committee Chairs?

Yes	No

Revision History:

Revision Number	Date
EC:T-1	March 27, 2022

Have the AGM minutes been prepared so they can be published in the December Forum?

Has the Secretary Advised the Policy Committee at the end of each year about the decisions made by the Board of Directors?

Has the Secretary acted as an liaison with the Membership Committee?

Have files been maintained?

Are copies of generic meeting forms in the files?

Are copies of the AGM notice in the files?

Are welcome letters to Board members kept in the files?

Are letters to Chairs requesting reports (AGM, Forum, and Toxi-Logic) in the files?

Has the Secretary compiled and let members know of the mailing schedule?

Revision History:

Revision Number	Date
EC:S-1	March 27, 2022

6.7.1 CSFS Board of Director - Checklist

Policy Manual: Chapter 6

Members:

Title	Name	Date Appointed	End of Term	1 st /2 nd
Board of Director				
Board of Director				
Board of Director				
Board of Director				
Board of Director				
Board of Director				
Board of Director				

*New Board of Directors are announced at the Annual General Meeting. An appointment is 3 years. The first meeting of the Board of Directors is usually the fall. Board of Directors may not serve for more than two consecutive terms

Policy Manual: Chapter 6.7

Responsibilities

Welcome Letter Received?

Review of Bylaws?

Review of Policy Manual?

Know what the Travel Reimbursement is based on? NJC appendix C and D

Know where the Expense Claim form is?

Has each Board member been given a task or project?

Is each Board member contributing?

Has participation of members been promoted?

Yes	No

Board Members Meeting:

Date	Attendance
AGM	Attendance

* Policy Manual indicates that Board Members must attend 50% of all Board of Director meetings

Board Member Tasks

Assuming Major Role		
Executive	Date of Assuming	Yes/No

Chair of Section	Date of Assuming	Yes/No
Chair of Committee	Date of Assuming	Yes/No
Conference Assistance	Date	Yes/No

20 _____

Duties of Board Member

Secretary of 20 _____		
Name	Date of Appointment	
Treasurer of 20 _____		
Name	Date of Appointment	
Special Committee	Chair	Date 20 _____
Accreditation		
Certification	Dormant	
Constitution/Bylaws		
Informatics & Education		
Ethics	Dormant	
Strategic Planning	Dormant	
Advisory Panel	Chair	Date 20 _____
ATC		
DDC		
DNA Advisory	Dormant	
Standing Committee	Chair/Members	Date 20 _____
Awards		
Certification	Dormant	
Constitution and Bylaws		
Informatics and Education		

Ethics	Dormant	
Strategic Planning	Dormant	
Employees of CSFS		Date 20_____
Office Administrator		
Accounting Firm - Review		
Legal Advisor		
ATC/DDC Legal Advisor		

AGM 20_____

Report from Committee	Review	Vote Yes/No
Awards		
Finance		
Membership		
Nominating		
Publication		
Sections		
Accreditation		
Constitution/Bylaws		
Informatics/Education		
ATC		
DDC		
Bylaw amendment		

Revision History:

Revision Number	Date
BOD-1	March 27, 2022

8.1.4.1 CSFS Awards Committee Checklist

Policy Agreement: Chapter 8.1

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by the Board of Directors

**Members cannot serve more than five terms on the committee

Members:

Name	Year appointed	End of term

*Members of the Awards Committee are determined by the Board of Directors

**Any member cannot serve more than five terms on the committee

Important Dates:

Date of the 20__ spring award meeting	
---------------------------------------	--

Date of the 20__ annual general meeting	
---	--

*Committee Chair is responsible for reading the citations for the major awards during the AGM presentation ceremony

Date of the 20__ winter award meeting	
---------------------------------------	--

*

Awards:

8.7.1.1 The Derome Award

Are there CSFS members nominated?

Yes	No

*Awarded for special achievement in the field of forensics

**The highest award in the Society, the recipient receives a bronze medal

Nominee	Proposer	Secunder	Requirements Met?

*Member must be nominated by a Proposer and a Secunder, and the Proposer and Secunder must be a member of the C.S.F.S.

Recipient of the 20__ Derome Award	
------------------------------------	--

*Maximum of 1 award/year

The Derome Award Requirements:

Is the nominee in good standing?

Yes	No

Nominee advanced forensic science in one or more of the following:

- Pioneered and developed new techniques or principles which have widespread use in the forensic science field, and which have acceptance in the courts
- Outstanding performance, the nominee has won the overwhelming respect of his or her peers in this profession, as well as widespread recognition outside this profession and in the courts
- Showed outstanding leadership through which the whole forensic science has profited in a specifically definable way

Was the nomination received in writing to the Award Committee Chair?

Has the documentation been made available to the nominees Proposer and Secunder?

Did the Awards Committee further investigate the nominee?

Did the Committee Chair submit the name of the nominee to the Board of Directors?

Decision approved by the Board of Directors?

Date and time of the Awards Ceremony:	
--	--

*Date and time of the Awards Ceremony is determined by the President

8.7.1.2 Derome Award Application

Recipient:	CSFS Member:	Yes	No
Nominator/Proposer:	CSFS Member:	Yes	No
Secunder:	CSFS Member:	Yes	No

How has the nominated individual shown that they have advanced forensic science with in the forensic science community?

Please consider including examples of pioneering/developing new techniques or principles that this individual has done, which are now widely accepted within their forensic science discipline and/or courts.

Or perhaps include examples of this individual that has gained overwhelming respect from their peers within their forensic science discipline, or international recognition and/or expert status with the courts.

Or perhaps include examples of this individual that has shown tremendous leadership through which the whole forensic science community has benefited.

Date:

8.7.1.3 The Doug Lucas Award

Yes	No

Are there CSFS members nominated?

*Awarded to Society members who have shown leadership in the Society as well as the field of forensic science

**Award recipient receives an engraved wall plaque

Nominee	Proposer	Secunder	Requirements Met?

*Member must be nominated by a Proposer and a Secunder, and the Proposer and Secunder must be a member of the C.S.F.S.

Recipient of the 20__ Doug Lucas Award	
--	--

*Maximum of 1 award/year

The Doug Lucas Award Requirements:

Is the nominee in good standing?

Was the nomination received in writing to the Award Committee Chair?

Has the documentation been made available to the nominees Proposer and Secunder?

Did the Awards Committee further investigate the nominee?

Did the Committee Chair submit the name of the nominee to the Board of Directors?

Decision approved by the Board of Directors?

Yes	No

Date and time of the Awards Ceremony:	
--	--

*Date and time of the Awards Ceremony is determined by the President

8.7.1.4 Doug Lucas Award Application

Recipient: CSFS Member? Yes No

Nominator/Proposer: CSFS Member? Yes. No

Secunder: CSFS Member? Yes No

How has this individual shown leadership in the Society and within their field/discipline of forensic science?

Date:

8.7.1.5 C.S.F.S Distinguished Service Award

Are there CSFS members nominated?

Yes	No

*Awarded to members of the society that have given their time to the Society for several years

**The recipient receives an engraved wall plaque

Nominee	Length of Membership	Significant Contributions Made	Requirements met?

Recipient of the 20__ C.S.F.S. Distinguished Service Award	
Recipient of the 20__ C.S.F.S. Distinguished Service Award	

*Maximum of 2 awards/year

The C.S.F.S Distinguished Service Award Requirements

Are the nominees in good standing?

Was the nomination made in writing to the Chair of the Awards Committee?

Did the Awards Committee further investigate the nominee(s)?

Did the Committee Chair submit the name of the nominee to the Board of Directors?

Yes	No

Date and time of the Awards Ceremony:	
--	--

*Date and time of the Awards Ceremony is determined by the President

8.7.1.6 The C.S.F.S Distinguished Service Award Application

Recipient: CSFS Member: Yes No

Nominee/Proposer: CSFS Member: Yes No

Please detail how this individual has shown significant attention and time to the CSFS. This must span several years of contribution.

Date:

8.7.1.7 Certificate of Merit

Are there C.S.F.S members nominated?

Yes	No

*Awarded to members of the Society to publicly recognises and appreciates the contributions made for the benefit of the Society

**Recipient receives a certificate inscribed with the action/contribution

Nominee	Requirements Met?

Recipient of the 20	Certificate of Merit	
Recipient of the 20	Certificate of Merit	
Recipient of the 20	Certificate of Merit	

The Certificate of Merit Award Requirements

Are the nominees in good standing?

Was the nomination made in writing to the Chair of the Awards Committee?

Does the individual display an outstanding performance in carrying out duties on behalf of the CSFS?

Has the Executive Committee been notified two months before the AGM?

Yes	No

8.7.1.8 Certificate of Merit Award Application

Recipient: CSFS Member: Yes No

Nominee/Proposer CSFS Member: Yes No

Please detail how this individual has benefited and contributed to the betterment of the CSFS

Date:

8.7.1.9 H. Ward Smith Award

Are there C.S.F.S members papers submitted?

Yes	No

*Awarded to the authors of the best paper(s) worthy of the International Association of Forensic Science

*Recipient receives a certificate and award money to travel to participate in scientific programs of the International Association of Forensic Science

Deadline for the 20 IAFS paper submission	
Deadline for the submission of papers	

*Deadline for paper submissions is to be at least 6 months before the IAFS deadline for submission papers

Title of Paper	Author(s)

*Principal author to be stated first, followed by the co-author(s) if applicable

Recipient of the 20 H. Ward Smith Award	
---	--

*Winning paper is to be decided by the Awards Committee

**Conditional on the acceptance of the paper by the IAFS for presentation and the author(s) must arrange for the paper to be included into the program of the IAFS meeting

H. Ward Smith Paper Requirements

Principal or co-author of paper a member of the Awards Committee?

Has the paper been published?

Does the paper contain original research?

Is the principal author a Canadian Citizen?

Is the principal author a member of the CSFS?

Has the Committee Chair distributed copies of the paper to each member of the Awards Committee?

Has the Editor of the CSFS journal been consulted?

Do the majority of the Award Committee members deem the paper worthy of the H. Ward Smith Award?

Does the paper require major revisions?

Has the paper been submitted to the Executive Committee?

Is the paper approved by the Executive Committee?

Yes	No

*Judging criteria is to be determined by the Awards Committee

**Award will not be granted if no papers are presented or judged to be worthy of the award and the number and value of awards are determined by the Board of directors before the award announcement

8.7.1.10 H. Ward Smith Award Application

Recipients who present a paper at the IAFS Conference are eligible for reimbursement of travel costs.

Recipient: CSFS Member: Yes No

Nominator: CSFS Member: Yes No

IAFS Conference Date:

Acceptance of Paper by IAFS – Received Date:

Title of Paper:

Authors:

Expenses covered:	Travel – approximate amount:	\$
	Accommodations – approximate amount:	\$
	Conference attendance – approximate amount:	\$
	Total	\$

Date:

8.7.1.11 CSFS Memorial Award

Are there C.S.F.S members papers submitted?

Yes	No

*Award honours posthumously the contributions to forensic science in Canada of Society members who have passed away

**Recipients receive travel assistance to participate in scientific programs at the annual meetings of the CSFS and a certificate

Deadline for submission of papers	
Deadline to submit submission details in the CSFS Journal	

*Deadline is to be determined by the Chair of the Awards Committee

Title of Paper	Author(s)

*Principal author to be stated first, followed by the co-author(s) if applicable

Recipient of the 20__ CSFS Memorial Award	
---	--

*Winning paper is to be decided by the Awards Committee

**Author(s) of the paper are responsible for arranging the inclusion of the paper in the program at the AGM. The winning author(s) are to present the paper

CSFS Memorial Award Paper Requirements

Principal or co-author of paper a member of the Awards Committee?

Is the principal author a member of the CSFS?

Does the paper consist of unpublished, original research?

Has the Chair distributed copies of the candidate paper to the Awards Committee for review and selection of nominee(s)?

Does a minimum of 3 Award Committee members qualify the paper to be worth of the H. Ward Smith Award?

Does the paper require major revisions?

Has the Chair submitted the paper to the Executive Committee?

Yes	No

*Award does not need to be granted if there are no papers submitted or worthy for presentation at the AGM

*Number and value of the award(s) are determined by the Board of Directors

8.7.1.12 CSFS Memorial Award Application

Recipients who present a paper at the CSFS Conference are eligible for reimbursement of travel costs.

Recipient: CSFS Member: Yes No

Nominator: CSFS Member: Yes No

CSFS Conference Date:

Acceptance of Paper by CSFS – Received Date:

Title of Paper:

Authors:

Expenses covered:	Travel – approximate amount:	\$
	Accommodations – approximate amount:	\$
	Conference attendance – approximate amount:	\$
	Total	\$

Date:

8.7.1.13 CSFS Education Award Undergraduate/Graduate Applicant - Checklist

Yes	No

Have applications been submitted?

*Awarded to a post-graduate student pursuing training in one of the areas of forensic science

**Applications forms are available from the CSFS office

Name of Applicant	Application submitted?	Minimum of 3 Award Committee members deem the applicant worthy?

*Requests for Education Award application must be accompanied by a self-addressed stamped envelope

*Deadline for applications is June 1st

Recipient of the 20 Education Award	
--	--

*Decision is based on scholarship, financial need, and aptitude for forensic science

**Award valued up to \$750, when no awards are given in previous years a maximum of \$1000 is awarded to the recipient

8.7.1.14. CANADIAN SOCIETY OF FORENSIC SCIENCE. **EDUCATION AWARD APPLICATION – Graduate Application**

Contact Information

Last Name (Surname/Family Name) **First Name**

Street Address / P.O. Box / Rural Route / Lot #

City **Province / State** **Postal Code / Zip** **Country**

Telephone **Cell Phone** **E-mail**

Post Secondary Information

List all colleges and/or universities you have attended or currently attending. **Please provide transcripts.**

Institution	Province (Country if outside Canada)	From	To	Degree/Diploma

Graduate Studies

Give details on your area of study, research, thesis title (*explain in half page*):

Publications

List any publications, research papers, talks

Awards

List any awards that you have received

Letter of Support

A letter in support of your application must be submitted by a member "in good standing" of the Canadian Society of Forensic Science.

Statement of Support

A general statement in support of your application may be included here.

Declaration (Required)

Statutory Declaration of Applicant

I hereby make the following declaration:

- I am a Canadian citizen;
- I have answered all questions applicable to me and that the answers given by me are true;
- If my application for aid is approved, I will use the proceeds of any award granted for payment only of educational and living costs directly related to my course of study.

Date: _____

Signature: _____

NOTE: This application must be received by April 15th

Revision History:

Revision Number	Date
ACG-1	March 27, 2022

8.7.1.15. CANADIAN SOCIETY OF FORENSIC SCIENCE. **EDUCATION AWARD APPLICATION – Undergraduate Application**

Contact Information

Last Name (Surname/Family Name)

First Name

Street Address / P.O. Box / Rural Route / Lot #

City

Province / State

Postal Code / Zip

Country

Telephone

Cell Phone

E-mail

Post Secondary Information

List all colleges and/or universities you have attended or currently attending. **Please provide transcripts.**

Institution	Province (Country if outside Canada)	From	To	Degree/Diploma

Give details on your education which links to forensic science (*explain in half page*)

Awards

List any awards that you have received

Letter of Support

A letter in support of your application must be submitted by a member "in good standing" of the Canadian Society of Forensic Science.

Statement of Support

A general statement in support of your application may be included

Declaration (Required)

Statutory Declaration of Applicant

I hereby make the following declaration:

- I am a Canadian citizen;
- I have answered all questions applicable to me and that the answers given by me are true;
- If my application for aid is approved, I will use the proceeds of any award granted for payment only of educational and living costs directly related to my course of study.

Date: _____

Signature: _____

NOTE: This application must be received by April 15th

Revision History:

Revision Number	Date
ACU-1	July 1 st , 2022

8.7.1.16 Checklist for Rita Charlebois Award

Yes	No

Are there C.S.F.S members nominated?

*Awarded to members of the Society who have a Alcohol or Toxicology focus and wish to participate in continuing education via a conference, training session or

**Recipient receives a certificate and monetary prize to cover travel, accommodation and fees (may be a maximum amount suggested by Board of Directors)

Nominee	Requirements Met?

Recipient of the 20__ Rita Charlebois Award	
Recipient of the 20__ Rita Charlebois Award	

The Rita Charlebois Award Requirements

Are the nominees in good standing?

Was the nomination made in writing to the Chair of the Awards Committee?

Is the individual associated with Alcohol or Toxicology forensic testing??

Has the Executive Committee been notified two months before the AGM?

Yes	No

8.7.1.17 Application for Rita Charlebois Award

Recipient: CSFS Member: Yes No

Nominee/Proposer CSFS Member: Yes No

Please detail your link to Forensic Alcohol or Toxicology testing.

Please detail how this training opportunity will impact your professional development within the discipline and how you hope to use this knowledge in the future.

Date:

8.2.1 CSFS Finance Committee ChecklistPolicy Agreement: Chapter 8.2**Treasurer:**

Name	Beginning of Term	End of Term

Chair:

Name	Beginning of term	End of term

*Appointed by the Board of Directors, it is recommended the Committee Chair is a member of the Board

**The Chair of the Finance Committee should serve for a maximum of 5 years

Members:

Name	Beginning of term	End of term

*Members are appointed by the Board of Directors; it is recommended there are between 3 and 5 members and at least 1 should also belong to the Board of Directors

**Members are appointed on a staggered schedule. A term is 2 years long and a member can serve up to 3 consecutive terms

Financial Responsibilities:

Is the long-term financial forecast complete?

Is the yearly budget complete?

Are the cost controls complete?

Is the individual committee expenditure (as related to the Society) complete?

Have the Government or other agencies submitted a financial assistance request?

Is the revision of the financial assistance complete?

Are the annual meeting budgets and expenditures complete?

Review of membership dues complete?

Review of CSFS Journal subscription rates complete?

Review of Society investments and trust accounts completed?

*The Financial Committee is responsible for advising the Board of Directors of these matters

Yes	No

Other financial matters for discussion:	Complete?

*Must alert and advise the Board of Directors on these matters

Meetings:

Telephone conference	Date/Time of Meeting	Minutes completed?	Member responsible for Minutes:	Correspondence filed?
1				
2				
3				

*Meetings are to be directed and coordinated by the Chair

Committee Chair Responsibilities:

Dates and times of scheduled meetings selected?

Topical information provided to the members?

Meeting minutes completed?

Meeting correspondence sent to the Society Office for filing?

Letters and memoranda on decisions of the committee completed?

Letters and memoranda sent to individuals

Has the semi-annual report been completed?

Has the semi-annual report (outlining the committee activities) been sent to the Board of Directors?

Is the annual report completed?

Has the annual report (outlining the committee activities) been sent to the Board of Directors?

Is the forum report complete?

Yes	No

Important Dates and Meetings:

Date of the 20__ spring board meeting	
---------------------------------------	--

Date of the 20__ annual general meeting	
---	--

*Financial statement reports are to be submitted by the Committee Chair, the report should include the current state of the investments and proposed reshuffling of investments (can only be shuffled once a year)

Date of the 20__ winter board meeting	
---------------------------------------	--

*Budge report to be submitted by the Committee Chair, the report should include the budget for the year with past finances

Revision History:

Revision Number	Date
FC-1	March 27,2022

Important Dates and Deadlines:

Date of the 20__ fall board meeting	
-------------------------------------	--

*Chair must report their recommendations for election of Provisional, Regular, and Emeritus members and provide a summary of their membership activities. This is to be submitted to the Forum

Date of the 20__ winter board meeting	
---------------------------------------	--

*Interim reports are to be presented to the Board of Directors

Date of the 20__ annual general meeting	
---	--

Deadline for membership applications	
--------------------------------------	--

*Deadline for membership applications recommended to be either 2 months or 6 weeks before the AGM

*Committee Chair responsible for making a motion to promote or elect applicants and must share a list of members

Termination of Members

Are there Society members with missing fees

Is the investigation and documentation for cases where termination for cause completed?

Yes	No

Sub-Committees

Has the Chair of the committee appointed any sub-committees?

*Sub-committees are appointed by the Membership Chair to assist with specific tasks

Yes	No

Title of Sub-Committee	Appointed Chair	Reason	Task Complete?

*Committee Chair selects any member of the Membership committee to act as Chair of the Sub-Committee

Chair Responsibilities

Has any non-routine issues arose?

Has the President been informed of the issues?

Record of business records complete?

Yes	No

Revision History:

Revision Number	Date
MC-1	March 27,2022

8.4.1 CSFS Nominating Committee Checklist

Policy Agreement: Chapter 8.3

Chair:

Name	Beginning of term	End of term

*The chair of the Nominating Committee is the immediate past president

Members:

Name	Beginning of term	End of term

*Members of the Nominating Committee consist of the 4 most recent past presidents

Nominating Committee Responsibilities:

Is there a need for an interim Board member?

Is the call for nominations completed?

Has the call for nominations been published?

Nominations for the President-Elect complete?

Nominations for the Board Vacancy complete?

Report for members completed?

Report sent to members?

Yes	No

Important Dates and Deadlines:

Deadline to submit the call for nominations?	
--	--

*Call for nominations to be submitted in the December Newsletter

**The call for nominations alerts the Society Members to provide their member recommendations to the Nominating Committee

Deadline to send report to Society Members?	
---	--

*The report must be sent 60 days before the AGM

Date of the 20__ Annual General Meeting	
---	--

*Report to be submitted prior to the AGM including information on returning Board members, retiring Board members, nominees for the Board vacancies, and for the Office of the President-Elect

**Report from the Nominating Committee to be sent to the Board of Directors before the AGM

AGM Vote

Does the Chair have enough ballots for a vote at the AGM?

Does the Chair have enough proctors for the distribution, collection, and counting of ballots during a vote?

Yes	No

Nominating Chair Responsibilities:

Has the Chair contacted the possible candidates?

Has the appropriate sections of the Policy Manual been sent to the candidates to inform them of their desired role?

Once decisions have been made; have the candidates been notified of the selection?

Notice of nominations completed by the Chair?

Has the notice of nominations been submitted before the AGM Report from the nominating committee completed for the Board of Directors?

Has the report been sent to each member of the committee?

Yes	No

Revision History:

Revision Number	Date
NC-1	March 27.2022

8.5.1 CSFS Publications Committee ChecklistPolicy Agreement: Chapter 8.5**Committee Chair:**

Name:	
Appointed:	

*Chair is appointed annually by the Board of Directors

**There are no specified time limits of service

CSFS Journal Editors/Associate Editors:

Name	Year Appointed

*Committee membership is reviewed by the Board of Directors each year; Editors are volunteers that serve between 2 and 5 years and are appointed by the Committee Chair and must report to the Chair and the Board of Directors

**2-4 members for the journal publication, it is recommended they live in the Ottawa area

Historically speaking, the Forum Editor and Toxi-Logic Editors would be linked to the Publications Committee. Those periodicals have been archived. There is a monthly/bi-monthly Newsletter which the Publications Committee could interact with.

Newsletter Editor:

Name	Year Appointed

*Newsletter editor is linked to the Informatics and Education special committee. The Editor is volunteers that can serve between 2-5 years. This editor is recommended to be able to work on the CSFS website and with the CSFS webmaster.

Deadline of the Journal of the CSFS Publications:

Publication	Deadline	Complete?	Sent?
1			
2			
3			
4			

*Two issues maybe combined

**Publication and distribution dates should be coordinated so other Society material can be sent with the issue

Journal of the CSFS Responsibilities

Editor completed the review of all scientific papers, reports, news, and messages submitted?

Editor appointed members of the Journal of the CSFS editorial board?

Editorial board complete review of all papers

Editorial board completed their advisories?

Yes	No

Revision History:

Revision Number	Date
PC-1	March 27, 2022

8.6.1 Complaint Investigation Process – Time Frame

<u>Body</u>	<u>Initiating Action</u>	<u>Resulting Action</u>	<u>Time</u>
Society Office/Office Admin	Complaint received.	Forward to Chair of Discipline Committee.) *	Within 30 days of receipt.
Discipline Committee	Complaint received.	Acknowledge receipt of complaint by mail, with copy of Process, to complainant. *	Within 30 days of receipt.
		Review complaint and gather information. *	As much time as necessary (at least 60 days) but not more than 120 days.
		No jurisdiction. Notify complainant by mail. *	Concurrent with above.
		Jurisdiction exists. Notify accused, with a copy of this Process, by mail, and notify the complainant also by mail. *	Concurrent with above.
Accused	Receives notice from Disciplinary Committee.	Provides written reply and/or rebuttal, if he/she chooses to do so, to the Disciplinary Committee. *	Within 60 days of notification.
Discipline Committee	Receives a reply from accused.	Prepare summary non-judgmental report for the Board. *	As much time as is necessary but the report must be submitted at least 30 days

			prior to the Board meeting at which it is to be considered.
Board	Receives summary.	Options 1 and 2. Notify accused and complainant by mail. *	Within 30 days of Board meeting.
		Option 3. Notify complainant and accused by mail.) *	At least 30 days prior to the next Board meeting.
Board	Accused is given a fair hearing.	Options 1, 2, 3, or 4. Notify complainant and accused by mail. *	Within 30 days of the Board meeting at which the hearing takes place.
		Option 5. Recommendation for termination of membership goes before a General Meeting. *	As soon as possible.
General Meeting	Recommendation for termination of membership.	Complainant and accused notified by mail. *	Within 30 days of General Meeting.

“*” Indicates entry of information to Complaint Documentation found in Appendix 8.7.3

Revision History:

Revision Number	Date
GRE/COM TL-1	March 27.2022

8.6.2 Grievance or Complaint Application

Date

Please note that if the Grievance/Complaint is determined to be of concern by the Discipline Committee; the resulting investigation will not be anonymous. In order to perform the Investigation, the Discipline Committee will need to contact individuals to ascertain the truth of the situation.

Please describe in as much detail possible the details of the incident which is bringing into question an individual's adherence to the CSFS' Professional Code of Conduct and/or Ethics

Name _____ CSFS Member: Yes No

Revision History:

Revision Number	Date
Greiv-App-1	March 27.2022

8.6.3 Grievance/Complaint Investigation Documentation

Complaint received – Date:

Complaint:

Date sent to President of BOD and Chair of Membership Committee – notice to strike up Discipline Committee:

(within 30 days of receipt of initial complaint): Yes No

BOD President and/or Chair of Membership Committee sent out invitation to specific CSFS members to form Discipline Committee

Date sent out:

Strike Discipline Committee

Members of Discipline Committee	Date Accepted
Chair:	

Discipline Committee Chair

Acknowledge receipt of Complaint: Yes No

Send acknowledgement of Complaint to Complainant + copy of process (Appendix 8.7.2 and appropriate chapter of Policy Manual)– have to send by mail within 30 days of receipt of complaint to Office Admin

Date documentation sent to Complainant:

(within 30 days of receipt of initial complaint) Yes No

Review Complaint and gather information

This needs to be done within 120 days of receipt of initial complaint.

Date started:

Date completed:

(within in 120 days of initial complaint) Yes No

Decision:

No jurisdiction exists of the CSFS Yes No
 Decision results sent to complainant with rationale – sent by mail within 120 of receipt of complaint to Office Admin.

Date notified:
 (within 120 days of receipt of complaint) Yes No

Jurisdictions exist of the CSFS Yes No
 Decision results sent with rationale + copy of process (Appendix 8.7.2 and appropriate chapter of the Policy Manual)– sent by mail or encrypted email within 120 days of complaint to Office Admin to both the complainant and accused. Include notice to accuser they may respond within 60 days of this notification

Date complainant notified:
 Date accused notified:
 (within 120 days of receipt of complaint) Yes No

Date response from accused received:
 (within 60 days of notification to accused – see above) Yes No

Notify Board of Directors of need of special Meeting to resolve Grievance/Complaint. Package, a non-judgemental summary which includes: complaint, Discipline Committee review and Accuser response; must be sent 30 days prior to Board of Director’s Special meeting.

Date sent to Board/President:
 (sent 30 days prior to special BOD meeting?) Yes No

Date of Special Board of Director’s meeting

Special Board of Director Meeting – review of Discipline Committee non-judgemental summary
 Decisions:

Complaint is unfounded. The accused and complainant are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:
 Date accused advised:
 (within 30 days of Special BOD meeting?) Yes No

No action is taken. The complaint has been dealt with in a constructive manner. The accused and complainant are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:
 Date accused advised:
 (within 30 days of Special BOD meeting?) Yes No

The complaint may be valid. It is referred to the next meeting of the Board for a decision and consideration of any question of disciplinary action. In accordance with Article II.7.4, the accused will be notified at least thirty days in advance of the time and place of the meeting of the Board at which the question of discipline is to be considered. In accordance with Article II.7.5, the accused is entitled to a fair hearing at the meeting of the Board at which the any question of discipline is to be considered.

Date of next BOD meeting

Date accused advised:

(within 30 days of Special BOD meeting) Yes No

(within 30 days of next meeting?) Yes No

BOD Meeting – Hearing

Decisions

No action is taken. The complaint has been dealt with in a constructive manner. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:

Date accused advised:

(within 30 day of Hearing?) Yes. No

Letter of advice. The complaint is found to be valid but not serious. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:

Date accused advised:

(within 30 day of Hearing?) Yes No

Letter of Admonition. The complaint is found to be valid and corrective action on the part of the accused is required. Proof that the accused has complied with that corrective action is required. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:

Date accused advised:

(within 30 days of Hearing?) Yes No

Date of compliance needed:

Reprimand & Suspension. The complaint is found to be valid. Corrective action on the part of the accused is required and membership in the Society is terminated for one year. Proof that the accused has complied with that corrective action is required. The complainant and accused are notified by certified mail within 30 calendar days. There is no appeal. The process stops.

Date complainant advised:

Date accused advised:

(within 30 days of Hearing?)_ Yes No

Compliance needed:

Date of compliance needed

Date membership terminated for one year:

Recommend termination of membership. At this point, the Enforcement Process is in accordance with Article II.7.6. Any termination recommended by the Board must come before a General Meeting where it may be ratified by Ordinary Resolution. Further, in accordance with Article II.7.7, if the accused presents the Secretary with a written request for a hearing bearing twenty signatures of Members in good standing at least thirty days prior to the General Meeting at which the termination is to be considered, the Member (accused) shall be entitled to a hearing at said meeting. If the recommendation for termination is passed by Ordinary Resolution at that meeting, there is no further appeal. The process stops.

Date complainant advised:

Date accused advised

Grievance/Complaint package sent for AGM documents:

Written request from Accuser for Hearing (with 20 signatures) received:

Date of Hearing:

(30 days before AGM)

Yes

No

Hearing #2 (if needed) Date:

Vote by Ordinary Resolution:

Results:

Can the Grievance Package be removed from AGM package?

Yes

No

Date of removal from membership:

AGM Date:

Vote by Ordinary Resolution:

Results:

Date of Removal from membership:

Date complainant advised:

Date accused advised:

(within 30 days after the AGM)

Yes

No

Revision History:

Revision Number	Date
Griev-Doc-1	March 27-2022

9.1.1 CSFS Alcohol Test Committee Checklist

Policy Agreement: Chapter 9.1

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term
Sub-Chair		
Secretary		

*Voted by the ATC members

ATC Responsibilities: 20. To 20.

Equipment testing?

1. Report generated?
2. Report generated

- Report sent to DOJ
- Report sent to CSFS for posting to website
- DOJ annual budget report: budget, AGM report, year end update
- AGM report

Yes	No

Important Dates:

Date of the 20__ spring meeting	
Date of the 20__ annual general meeting	
Date of the 20__ winter meeting	

*

Revision History:

Revision Number	Date
ATC-1	March 27,2022

9.2.1 CSFS Driving and Drugs Committee Checklist

Policy Agreement: Chapter 9.2

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term
Sub-Chair		
Secretary		

*Voted by the ATC members

DDC Responsibilities: 20 To 20

Equipment testing?

1. Report generated?
2. Report generated

- Report sent to DOJ
- Report sent to CSFS for posting to website
- DOJ annual budget report: budget, AGM report, year end update
- AGM report

Yes	No

Important Dates:

Date of the 20__ spring meeting	
Date of the 20__ annual general meeting	
Date of the 20__ winter meeting	

*

Revision History:

Revision Number	Date
DDC-1	March 27,2022

10.1.1 Accreditation Committee Checklist

Policy Agreement: Chapter 10.1

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term

Accreditation Responsibilities: 20 To 20

Questions received throughout year?

1.

2.

Yes	No

AGM report

Important Dates:

Date of the 20__ spring meeting	
---------------------------------	--

Date of the 20__ annual general meeting	
---	--

Date of the 20__ winter meeting	
---------------------------------	--

*

Revision History:

Revision Number	Date
Award-1	March 27,2022

10.3.1 Constitution Committee Checklist

Policy Agreement: Chapter 10.3

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term

Constitution Committee Responsibilities: 20 To 20

Bylaw review

AGM vote

Policy Manual Review

Sent to BOD

Terms of Conditions/Privacy Policy on CSFS Website Review

Yes	No

AGM report

Important Dates:

Date of the 20__ spring meeting	
---------------------------------	--

Date of the 20__ annual general meeting	
---	--

Date of the 20__ winter meeting	
---------------------------------	--

Revision History:

Revision Number	Date
Const-1	March 27,2022

10.4.1 Informatics and Education Committee Checklist

Policy Agreement: Chapter 10.4

Committee Chair

Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term

I&E Responsibilities: 20 To 20

Newsletters

Yes	No

Social Media

Events/Presentations/Panels

Website connection to CSFS Website

--	--

AGM report

--	--

Important Dates:

Date of the 20__ spring meeting	
---------------------------------	--

Date of the 20__ annual general meeting	
---	--

Date of the 20__ winter meeting	
---------------------------------	--

Revision History:

Revision Number	Date
I&E-1	March 27,2022

11.2.1 Section Chair Checklist

Policy Agreement: Chapter 11.2

Section

Chair Name:	
Appointed:	
End of term:	

- Chair is appointed by Committee and accepted the Board of Directors
- Chairs should not have the position for more than two 2 year terms.

Members:

Name	Beginning of term	End of term
Secretary		

Section Responsibilities: 20 To 20

Meetings

1.Date

2.Date

Events/Presentations/Panels

AGM report

Yes	No

Important Dates:

Date of the 20__ spring meeting	
---------------------------------	--

Date of the 20__ annual general meeting	
---	--

Date of the 20__ winter meeting	
---------------------------------	--

Revision History:

Revision Number	Date
Section-1	March 27,2022