

CRIMSA Constitution

Article I: Name

Section 1: The organization shall be known as the “Criminology Students’ Association”

Article II: Definitions

Section 1: “CRIMSA” refers to the Criminology Students’ Association.

Section 2: the “Association” refers to the Criminology Students’ Association.

Section 3: “Members” refers to all members of the Criminology Students’ Association as outlined in Article IV.

Section 4: “ASSU” refers to the Arts & Science Student Union.

Article III: Objective, Duties and Functions

Section 1: The object of the Association is to improve and provide services for the improvement of the education and academic life of all undergraduate students enrolled in the Faculty of Criminology and Sociolegal Studies.

Section 2: Towards the object stated in Section 1, the Association shall:

- I. Function in a manner that will broaden the engagement of Criminology students with the discipline of Criminology.
- II. Organize academic events to allow members to develop a deeper involvement in and understanding of the study of Criminology.
- III. Organize social events to foster a strong Criminology student community.
- IV. Promote student representation on Faculty and departmental committees.
- V. Provide and assist all other services as may contribute to the object of the Association provided that the provision of such services and assistance does not push the Association beyond the point of undue hardship.

Article IV: CRIMSA Membership

The following persons shall be members of the CRIMSA.

Section 1: CRIMSA student membership is available to all undergraduate students who are enrolled in a minimum of 1 CRI criminology course, and or enrolled in the Criminology and Sociolegal studies specialist or major programs.

Section 2: Access to the CRIMSA Executive Committee is limited to full-time students who have paid their ASSU fees and, are enrolled in the criminology specialist or major program.

Article V: Council

Section 1: The Association shall have two (2) representatives from the CRIMSA Executive Committee sit in all ASSU Meetings.

Section 2: It is necessary for all Course Unions to fill at least fifty percent (50%) plus one (1) of their seats at the Council meetings from September to March inclusive, lest the funding of the association be jeopardized if this requirement is not met.

Article VI: Procedure

Section 1: A minimum of one (1) meeting will be conducted each month, starting in September and finishing in March inclusive.

Section 2: All members of the CRIMSA Executive Committee have voting authority.

Section 3: CRIMSA members shall have no voting authority on CRIMSA Executive Committee matters, but may attend CRIMSA meetings, unless the CRIMSA Executive Committee members vote otherwise by majority vote.

Article VII: CRIMSA Executive Committee

Section 1: The CRIMSA Executive Committee is comprised of ten (10) members elected by and directly responsible to the association membership for a designated term of one (1) year, which runs from the first meeting in April and ends by the last regular meeting in March.

Section 2: Qualifications which are necessary for persons to be voted into the positions of the CRIMSA Executive Committee are having paid their ASSU fees and being a

full time undergraduate student enrolled in the Criminology and Sociolegal studies specialist or major program.

Section 3: The CRIMSA Executive Committee positions include:

- One (1) President
- One (1) Vice-President
- One (1) Director of Communications
- Two (2) Co-Directors of Social Events
- Two (2) Co-Directors of Academic Events
- One (1) Treasurer
- One (1) Secretary
- One (1) First Year Representative

Section 4: Description of CRIMSA Executive Committee Members' Positions and Duties:

I. President

Refers to the one (1) member elected by and directly responsible to the CRIMSA for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new president will be voted in for the next term.

Duties include:

- i. Primarily responsible for coordinating CRIMSA Executive Committee activities and duties, including overseeing CRIMSA coordinators' tasks, in accordance with this constitution
- ii. Attend a minimum of two thirds of CRIMSA Executive Committee meetings, overseeing and supporting activities of CRIMSA Executive Committee, its Coordinators and its members
- iii. Approve all CRIMSA letters and announcements, etc. before their distribution
- iv. Assist with specific activities/functions of the CRIMSA
- v. Have the final signing authority on Association approved official documents
- vi. Attending required ASSU meetings
- vii. Oversee funding and banking
- viii. Act as the liaison to the Criminology Program and the Arts and Science Students' Union

II. Vice-President

Refers to the one (1) member elected by and directly responsible to the CRIMSA for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new Vice-President will be voted in for the next term.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings

- ii. Assist in the duties of the CRIMSA president, support and assist other CRIMSA Executive Committee Members and oversee the activities of other CRIMSA members
- iii. Maintain banking responsibilities along with the President
- iv. Assisting with specific activities/ functions of the CRIMSA
- v. Attend ASSU meetings

III. Director of Communications

Refers to the one (1) member elected and directly responsible to the CRIMSA for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new Director of Communications will be voted in for the next term.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings
- ii. Maintain the email account and ensure that an "up to date" contact list is maintained for all members
- iii. Run all social media platforms, including but not limited to Facebook and Instagram
- iv. Create posters, pamphlets, and any other printed materials for the CRIMSA
- v. Circulate and delegate the circulation of printed materials for the CRIMSA
- vi. Assist with the planning, execution, and facilitation of events hosted by the CRIMSA
- vii. Work closely with other members of the CRIMSA Executive Committee, other CRIMSA members and members of the ASSU
- viii. Attend ASSU meetings

IV. Co-Directors of Social Events:

Refers to the two (2) member elected by and directly responsible to the CRIMSA for term of one (1) year that starts in April and ends in March. At the last meeting in March the new Director of Social Events will be voted in for the next term.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings.
- ii. Organize and coordinate a minimum of two (2) social events: one each semester in the form of Pub Nights and other social events
- iii. Work closely with other members of the CRIMSA Executive Committee, other CRIMSA members and members of the ASSU
- iv. Attend ASSU meetings

V. Co-Directors of Academic Events

Refers to the two (2) members elected by and directly responsible to the CRIMSA for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new Director of Academic Events will be voted in for the next term.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings
- ii. Organize and coordinate a minimum of two (2) academic events one each semester in the form of Lectures, Seminars and other academic events
- iii. Relay information of upcoming Academic Events to the Communications Director
- iv. Work closely with other members of the CRIMSA Executive Committee, other CRIMSA members and members of the ASSU
- v. Attend ASSU meetings

VI. Treasurer

Refers to the one (1) member elected by and directly responsible to the CRIMSA. for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new Treasurer will be voted in for the next term.

Duties include

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings
- ii. Keep financial records of all CRIMSA Fundraising Activities, CRIMSA Social Events, CRIMSA Academic Events
- iii. Research financial costs for all CRIMSA planned events and prepare expense estimates
- iv. Fill out all ASSU budgets and required financial forms
- v. Work closely with other members of the CRIMSA Executive Committee, other CRIMSA members and members of the ASSU
- vi. Attend ASSU meetings

VII. Secretary

Refers to the one (1) member elected by and directly responsible to the CRIMSA for a term of one (1) year that starts in April and ends in March. At the last meeting in March the new Secretary will be voted in for the next term.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings
- ii. Prepare minutes from every CRIMSA meeting.
- iii. Work closely with other members of the CRIMSA Executive Committee, other CRIMSA members and members of the ASSU

VIII. First Year Representative

Refers to the one (1) member elected by and directly responsible to the CRIMSA for a term of one (1) year that starts in October and ends in March. Position must be filled by a student in their first year in the Criminology program taking 200-Level CRI Criminology courses, and is to be elected at the First Year Criminology Orientation held in September.

Duties include:

- i. Attend a minimum of two thirds of CRIMSA Executive Committee meetings

- ii. Represent the interests, issues, and concerns of first year Criminology undergraduate students, with a special effort to inform and involve these students in upcoming CRIMSA events/activities
- iii. Assisting any members of the CRIMSA Executive Committee with clerical and logistical duties
- iv. Assisting with specific activities/ functions of the Association

Article VIII: Funding

Section 1: All money received by the CRIMSA, will be managed by CRIMSA Treasurer

Section 2: All money received will also be deposited into an account that requires the signature of at least two (2) CRIMSA Executive members for cheque withdrawals.

Section 3: All expenditures will require prior approval of the CRIMSA Executive Committee.

Article IX: Elections

Section 1: Elections for the Executives should be held prior to the last day of classes each year. A candidate requires a majority vote to be elected.

Section 2: The outgoing executives are responsible for arranging ballot-elections by providing a date and time where students can vote.

Section 3: Elections for the 2nd Year Representative will occur within the first 4 weeks of classes, at the first General Meeting of the academic school year.

Section 4: By-elections to fill empty positions can be held after gaining a majority vote by secret ballot at a meeting of the existing executive committee.

Section 5: The person who receives the majority of votes will be elected. If there is a tie, another vote may be held until there is a winner who holds a clear majority.

Section 6: All elections require two weeks' notice by email and other mediums available to the association.

Article X: Impeachment

Section 1: If an executive member or the member at large consistently fails to perform all or some of their duties for an unreasonable period of time, they will receive a direct notice of possible impeachment.

Section 2: If the member continues to not perform all or some of their duties for two weeks following the notice, they will be considered for impeachment by the executive.

Section 3: The executive will then call a meeting of the CRIMSA executive committee, by providing one-week notice, where a majority vote by secret ballot decides whether or not the member in question should be impeached.

Section 4: If the position becomes open, the remaining executives must provide two weeks' notice for another meeting, where the election will take place.

Article XI: Constitutional Amendments

Section 1: Amendments to this constitution require approval by two-thirds majority of the voting members at a scheduled general membership meeting.

Section 2: All meetings require two weeks' notice by member and other mediums.