

**Committee of Interdisciplinary Research of Human Behaviour (CIRHB)**



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## ARTICLE I: NAME

The organisation shall be named the “Committee for Interdisciplinary Research in Human Behaviour,” also referred to as CIRHB. In this constitution, the academic society will be referred to as the “committee”

Committee for Interdisciplinary Research in Human Behaviour is affiliated with the University of Toronto Mississauga Student Union, the student body at the University of Toronto Mississauga that recognizes all student and academic associations, including academic societies such as CIRHB.

Finally, the society is affiliated with the members of the Department of Sociology, Criminology, and Psychology at the University of Toronto Mississauga.

## ARTICLE II: PURPOSE

### Mission Statement:

The committee aims to bring together sociology, criminology, and psychology in an interdisciplinary form to focus on interpretation and application of these fields in real life, while fostering critical skills required in these subject fields.

Ultimately, CIRHB strives to heighten UTM’s level of research awareness and knowledge of human behaviour through participation in various modules pertaining to UTM’s valuable research projects.

### Vision Statement Our future goal is:

- ❖ Providing enriching events to motivate students to develop important skills required at an academic and professional level.
- ❖ Helping students explore their interests in depth by offering networking opportunities with professionals and faculty professors.
- ❖ Improving students’ knowledge and fostering skills in sociology, criminology, and psychology research
- ❖ Connecting students and the department of sociology, criminology, and psychology

## ARTICLE III: MEMBERSHIP

### Structure

The committee allows any current full-time or part-time student at the University of Toronto Mississauga to participate in events.

### Fees

Any UofT student can become a general member (participant) free of charge, but this club is focused on students enrolled in Sociology, Criminology, and Psychology programs.

### Priority for Events

Due to limited space because of venue constraints, event invitations will be based on a first come- first serve basis.

Registration for events will happen online, before the date of the event, to help secure an invitation.

## ARTICLE IV: EXECUTIVE STRUCTURE

### Senior Executives

- I. Co- President
- II. Co- President
- III. Vice President of Marketing (VP Marketing)
- IV. Vice President of Finance (VP Finance)

As the committee progresses, director and associate executives will be onboarded.

### Chain of Command

- I. CIRBHs Co- Presidents shall report directly to the Department of Sociology, Criminology, and Psychology and UTMSU.
- II. CIRBH's Vice Presidents shall report directly to the Co- Presidents.

## ARTICLE V: GENERAL EXECUTIVE EXPECTATIONS

### Attendance

- I. All executives are responsible for attending and assisting in all CIRBH events.
- II. All executives are responsible for attending their required meetings.

### MEETINGS

A **general meeting** requires the attendance of all executive members. There will be general meetings discretion of the Co- Presidents.

A **senior executive meeting** refers to a meeting led by the Co- Presidents, with the Vice Presidents in attendance. These meetings will occur at the discretion of the Co-Presidents.

### Confidentiality

Information on affairs/events, financial status, contacts or operations of the CIRBH, and/or its sponsors, guests. must be kept confidential and failure to abide by this may lead to removal from office, unless authorised by the Co- Presidents.

## PROCEDURES

- I. Handle all documents and files carefully.
- II. Do not discuss confidential information in open places

## General Rules

- I. Once appointed as executive member, the individual shall NOT take any legal action against UTM, CIRBH or anyone on the CIRBH executive committee, unless an extreme situation arises.
- II. The University's Code of Conduct must always be followed.
- III. Decisions taken by executive members must be in line with the CIRBH's purpose

## Intellectual Property and Developments

To avoid any conflicts between the Department of Sociology, Criminology, and Psychology, all intellectual property utilised by CIRBH for internal workings and events, should remain property of CIRBH during and after the executive term. Failure to follow this may result in removal from office.

Intellectual property includes ideas, methods, plans, data, documents, charts, etc.

If not a part of the CIRBH team, you are meant to immediately return all intellectual property to CIRBH's department Liaison and/or the Co- Presidents.

## Exclusivity

As long as your activity in other commitments and ventures does not conflict with or intervene in your work with CIRBH, you are allowed to continue extraneous work.

## Respect in the Workplace

UEC CIRBH focuses on sustaining an environment that promotes respect, care, and professionalism. All members are expected to behave well and be inclusive. CIRBH will not tolerate any negative behaviour, such as discriminatory practices, violence, abuse, etc.

Being property of the Department of Sociology, Criminology, and Psychology, every member is expected to lead completely professional and academic activities. If any allegations are made, the department of Sociology, Criminology, and Psychology will be notified and make the final decision.

## Article VI: Hiring Process

### Staff hiring

#### 1. Eligibility

- Students are eligible to join the club if they are a registered UofT student.
- Students are eligible to be hired in the club after a month of being a general member in the club.
- Students are eligible to join if they did have passed the interview process

### Hiring procedure

- The executive members are eligible to promote the positions on social media.
- The executive members are permitted to construct an interview process that is specific to the associative job title
- The interviews can be taken place in person and or online

## **2. Elections**

- Registered UofT members are only allowed to vote, nominate, and participate in the elections.
- The executive committee shall call for elections and appoint one (1) Senior Election Officer from the general members on the committee to conduct and hold elections in March. All members of the elections committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election

### **SEO Senior Election Officer**

#### **Eligibility of SEO**

- accept only members that are registered as UofT members for candidacy of executive positions from the general membership. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

#### **Responsibilities**

- SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to election dates and must fall on weekdays
- SEO shall monitor google form and ask the members to place their votes
- In preparation for a tie, the SEO shall select an executive from amongst the executive committee to cast their vote.
- After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive committee and general members

### **ARTICLE VII: REMOVAL FROM OFFICE ARTICLE VIII: CONFLICT RESOLUTION**

#### **Making a Complaint**

- The first step is to bring up the concern or issue directly with the society as outlined in their society constitution. Societies should have an internal process to review and attend to complaints. If you feel safe and comfortable to do so, reach out to the society president or executive member (or, the representative who oversees the complaint process within the respective society).
- Retaliation by any person against anyone involved in the complaint processes will not be tolerated and will be subject to discipline. Frivolous and false complaints will also not be tolerated.

## Procedure

- Every situation is unique, however informal resolution of an issue as soon as possible is preferable. However if the situation seems between external and internal parties, the follow procedure as followed:
  - I. If an executive member is in a position of conflict, he or she must direct their complaint to their respective senior executive.
  - II. In the case that the conflict is still present, the complaint will be appealed to the President, who will create an impartial conflict resolution subcommittee consisting of the senior executives. They will serve as mediators between conflicting parties.

## ARTICLE IX: ENVIRONMENTAL COMMITMENT

CIRHB understands and considers taking action about our environmental footprint. Climate Change is a world issue that affects everyday lives of people. It is important to take action to reduce our carbon footprint, and foster a clean and green academic environment. In addition acknowldge the land of the University of Toronto Mississauga.

- ❖ 3 R`s – Reduce, Reuse, Recycle policy.
- ❖ Advocate for renewable energy and environmental concerns on campus, such as sustainable transportation.
- ❖ New furniture shall be reused or recycled in an environmentally friendly manner.
- ❖ Reduce energy and electricity consumption at the UEC office.
- ❖ Advertise events mainly through our website and other electronic means of media as much as possible.
- ❖ Eliminate unnecessary printing.
- ❖ Maintain communications internally by phone and email.
- ❖ Organize events that encourage a sustainable, green and clean environment.

## ARTICLE X: AMENDMENTS

Any registered U of T members may vote on and discuss changes to this constitution. The executive CIRHB members will administer amendments discussed at general meetings.

Amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance to the committee meetings of CIRHB.

The Committee must adopt the new constitution and submit the revisions to the University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two weeks of its approval by CIRHB members.

## APPENDIX A

***This appendix covers the major responsibilities of executive roles and the qualities that are required for success in each role.***

### Co-President

*This position requires overseeing the work of all executives and successful running of events. Moreso, this position maintains relations with other affiliated organisations. The Co-President will oversee a portfolio consisting of the VP Marketing and VP Finance.*

### RESPONSIBILITIES

- ❖ Communicate responsibilities and performance measurement to the executive team.
- ❖ Manage and update member database.
- ❖ Arrange regular meetings with senior executives to ensure performance
- ❖ Take action when tasks are not completed
- ❖ Maintain communication within the team via weekly updates
- ❖ Create bonding opportunities within the team.
- ❖ Ensure necessary equipment to ensure effective operations in CIRBH
- ❖ Maintain server and email service for executives.
- ❖ Attend all events
- ❖ Attend departmental meetings to discuss event and budget proposals.

### SUCCESSFUL APPLICANT QUALITIES

- ❖ Clarity of CIRBH's vision of organising events for students.
- ❖ Excellent leadership and conflict resolution.
- ❖ Successful team player.
- ❖ Outstanding verbal and written communication skills.
- ❖ Successful in delegating tasks and monitoring.
- ❖ Acquire time management skills.
- ❖ Professional conduct.
- ❖ Secure ethics and social responsibility awareness.

### VP Marketing

*This position requires that the individual helps in designing the event posters, taking photographs during events, and taking charge of updating CIRBH's social media. Specifically for VP marketing, if a marketing director is required for the division of tasks, one shall go through the hiring process mentioned.*

### RESPONSIBILITIES



- ❖ Upkeep social media accounts
- ❖ Create promotional materials.
- ❖ Develop associations that aim to increase CIRBH's exposure.
- ❖ Performance reporting to the Co-Presidents.
- ❖ Work on opportunities to improve CIRBH operations.
- ❖ Attend all CIRBH events.
- ❖ Work with other members to retrieve information for posters

#### SUCCESSFUL APPLICANT QUALITIES

- ❖ Good organizational skills.
- ❖ Creativity in design and promotions/outreach.
- ❖ Outstanding leadership and motivational skills.
- ❖ Good verbal and written communication skills.
- ❖ Ability to be professional .
- ❖ Proficiency in Photoshop or Canva.
- ❖ Video and photo skills
- ❖ Strong time management skills.

#### VP Finance

This position requires processing finances of CIRBH, including effective use of budget and making of financial projection.

#### RESPONSIBILITIES

- ❖ Prepare financial data reports on the operations of CIRBH.
- ❖ Create a cash flow projection to outline operational needs for the events.
- ❖ Advise the key members on financial planning
- ❖ Effectively communicate critical financial matters at committee meetings.
- ❖ Oversee all aspects of accounting operations
- ❖ Obtaining all funding needed for CIRBH.
- ❖ Collaborating with the external associations for sponsorship.

#### SUCCESSFUL APPLICANT QUALITIES

- ❖ Good organizational skills.
- ❖ Self-reliancy
- ❖ Strong verbal and written communication skills.
- ❖ Comfortability with Excel.
- ❖ Financial analysis skills.

- ❖ Ability to be professional
- ❖ Time management skills.