UTM Sociology and Criminology Society (SCS)

Constitution

Updated June 2026

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Article 1: Name

The Sociology and Criminology Society of the University of Toronto at Mississauga (UTM), hereafter referred to as SCS (abbreviation).

Article 2: Purpose

- To create an enthusiastic student body by enhancing the overall university experience for UTM students both academically and socially.
- To support and assist students in achieving their full academic potential.
- To be the mediator between students and the faculty members of the Department of Sociology in order to provide networking opportunities, and subsequently career and academic guidance.
- Providing resources about the Criminology and Sociology degrees as well as other academic concerns to help achieve student goals.
- To promote a vibrant student morale through a variety of high quality academic and social events.
- To create a welcoming environment by providing support, not only within the society and the Department of Sociology and Criminology, Law and Society, but for the university experience as a whole.
- Connecting Sociology and Criminology students with each other through mentorship programs, note exchange and study groups, as well as facilitating social events to build solidarity within the society.
- To establish a solid foundation for SCS and become the most dynamic and supportive academic society.
- To strengthen the academic and social aspects of the university experience for current and prospective UTM students by fostering passion and interest for Sociology and Criminology, Law and Society.
- To expand our network within and beyond the university in order to enhance career opportunities offered to students.

Article 3: Membership

The SCS's membership are comprised of full-time and part-time students of all departments, insofar as they pay their incidental fees. Students can become a general member of the SCS free of charge, however the voting members must be UTM undergraduate students enrolled in the relevant Post. This is subject to amendment at the discretion of the Executive members of SCS. The SCS will add another membership option for UTM students, enrolled in Post Sociology and/or Criminology, to have exclusive membership perks such as voting in elections, running for executive positions, applying for associate positions, and amending the constitution.

Although SCS strives to provide as many opportunities as possible, some events will have limited space. In this case, priority will be given to students of Sociology and Criminology. The SCS will reserve the right to facilitate events exclusive to students

enrolled in Specialist, Major and Minor Sociology and Criminology, Law, and Society programs.

Students who are not members, but would like to attend our events may sign up by sending an email or purchase a ticket if and when the event is open for all students. The SCS cannot and will not deny membership to any student enrolled in their academic programs based on race, religion, gender, academic inclination, age, and sexual orientation.

Article 4: Executives

The SCS's Executive shall be composed of students specifically enrolled in the program offered by the Department of Sociology. A student not enrolled in a subject Post of Sociology and/or Criminology cannot run for an executive position. The Executive Council shall be made up of:

1) President
    - Carry out the goals and vision of the SCS
    - Chief liaison between the SCS and other organizations
    - Liaison between the SCS and the faculty members of the Department of Sociology
    - Spokesperson of the SCS
    - Oversee all VP responsibilities and manage overall direction of the SCS
    - Hire associates with the other SCS Executives
    - Maintain email service for SCS
    - Keeps attendance for bi-weekly meetings
    - Attends Bi-weekly meetings consistently

2) Vice President
    - Carry out the goals and vision of the SCS
    - Oversee all VP responsibilities and manage overall direction of the SCS
    - Hire Associates with the other SCS Executives
    - Correspond with Senior Associates to keep track of records of all executive meetings (Meeting Minutes)
    - Keep track of all schedules, set weekly meeting times
    - Maintain Email Service for SCS
    - Consistently take meeting minutes and regularly add and update digital notes to folder
    - Assist President if needed
    - Attends Bi-weekly meetings consistently

3) VP Finance
    - Carry out the goals and vision of the SCS
    - Record all expenses of the organization
    - Allocate funds for all events in conjunction with the President

- Maintain financial efficiency, and integrity and honesty of financial information
- Issue invoices for expenses and plan ahead for spending
- Must complete and archive pre-event and post-event financial matters within 2 weeks of event
- Responsible for submitting the audits to the UTMSU
- Maintain bank account information
- Maintain email service for SCS
- Attends Bi-weekly meetings consistently

4) VP Academics
    - Carry out the goals and vision of the SCS
    - Foster an academic environment on behalf of SCS
    - Responsible for creating and organizing stimulating academic events for students
    - Liaison between the SCS and the faculty members of the Department of Sociology
    - Ensure all event logistics for academic events are being taken care of
    - Ensure that students are comfortable building relationships with professors in the Department of Sociology
    - Chief manager of the SCS Academic Undergraduate Journal
    - Maintain email service for SCS
    - Attends Bi-weekly meetings consistently

5) VP Social
    - Carry out the goals and vision of the SCS
    - Maintain external communications within the community
    - Organize social events to promote community involvement and encourage sociology students to get together
    - Find creative ways to inspire students to get involved and give back to the community
    - Ensure that all social event logistics are being taken care of
    - Coordinate with organizations within and beyond the UTM community for collaborations
    - Maintain email service for SCS
    - Attends Bi-weekly meetings consistently

6) VP Marketing and Graphics
    - Develop unique ideas and concepts to create and design high quality appropriate posters, flyers and banners
    - Works well with Free Online Poster Makers and/or photoshop/other design tools
    - Meets poster, flyer and banner deadlines
    - Prints and distributes posters and flyers on campus

- Work with VP Social and VP Academics to Promote the Society and its upcoming events
- Create a marketing vision to promote SCS
- Ensure posters are distributed on campus to promote events
- Correspond with University Faculty to promote the Society and its events
- Maintain email service for SCS
- Attends Bi-weekly meetings consistently

7) VP Mentorship
    - Oversees the mentorship program within the society.
    - Works closely with the President to ensure the program aligns with the society's goals and collaborates with Student Union and other clubs as well.
    - Organizes training sessions or workshops for mentors to develop their skills.
    - Facilitates the matching process between mentors and mentees based on their interests and goals.
    - Ensures compatibility and monitors progress throughout the mentoring relationship.
    - Provides ongoing support and guidance to mentors and mentees.
    - Addresses any issues or concerns that may arise during the mentorship.
    - Conducts evaluations of the mentorship program to assess effectiveness.
    - Solicits feedback from participants to improve the program in subsequent terms.
    - Communicates updates and information about the program to society members.
    - Networks with faculty, alumni, and professionals to enhance mentorship opportunities.
    - Explores innovative ways to enhance the mentorship experience.
    - Develops new initiatives or projects within the mentorship program to meet evolving needs.

8) Senior Associates to the President and Vice-President
    - Report directly to President and Vice-President respectively
    - Help carry out the goals and visions of the SCS
    - Organize, promote and advertise all events
    - Use internet resources, social media, and other tools to promote events
    - Regularly attend meetings and take meeting minutes
    - Perform duties to given deadlines
    - Correspond with and organize junior associates including the participation of junior associates within all facets
    - Assist the President and Vice-President with other tasks as assigned

9) Junior Associates (For Exec Members)
    - Report directly to their hiring executive as part of their team

- Help carry out the goals and visions of the SCS
- Help organize, promote and advertise all events
- Perform duties to given deadlines
- Attend meetings as required
- Assist other execs as general associates (as needed)

Junior Associates for VP Finance
- Assist in maintaining invoices and keeping track of budgets
- Assist in planning financially for events
- Assist in other duties as assigned

Junior Associates for VP Academics
- Assist in faculty outreach for events
- Assist in planning academic events
- Assist in Journal Editing, Organization, and Managing Editor groups with the VP
- Assist in set up and take down for social events
- Assist in other duties as assigned

Junior Associates for VP Social
- Attend events as required
- Assist in planning events
- Assist in outreach for events
- Assist in set up and take down of social events
- Assist in other duties as assigned

Junior Associates for the VP Marketing and Graphics
- Assist in marketing events
- Assist in graphic design for the society
- Assist in brainstorming ideas for graphics and marketing strategies
- Assist in other duties as assigned

Junior Associates for the VP Mentorship
- Assist in organizing training sessions or workshops for mentors.
- Help with matching mentors and mentees based on interests and goals.
- Support monitoring and evaluation of mentorship progress and compatibility.
- Provide support to mentors and mentees during the program.

The Senior and Associate Executive Structures are subject to amendment at the discretion of the President and/or incoming President for the next year. If the society chooses to hire associates, they shall report directly to their respective Executives, the Vice-President and the President. Any other volunteers and support teams are not

considered part of the executive council at SCS; however, the hired associates are considered part of the ‘associate executive body’.

Guidelines:

- All executives and associates must assist with all SCS events.
- All executives and associates are responsible for attending required meetings.
- Decisions made by the executives must abide by the purpose of the organization.
- As a University of Toronto Academic Society, the University Code of Conduct must be followed at all times.
- Execs are to maintain confidentiality with regards to internal financial information

Article 5: Meetings

The SCS Executives must meet a minimum of 12 times throughout the year, with 6 meetings occurring each semester (this excludes meetings during the summer). Upon return to campus, executives are required to attend all in-person meetings. However, they can choose up to 3 meetings, throughout both semesters, to attend in person meetings via technology (Zoom, Hangouts). In the case of the pandemic/COVID measures/weather, meetings will be switched to online format if the majority of the executive council is willing. Attendance in meetings is necessary for executives. Consistent absences will be considered as a failure to meet responsibilities, and is grounds for removal.

The SCS must hold general meetings for the general membership twice in the academic year, one in each semester.

Executives are required to attend all bi-weekly meetings. Exceptions will be made up to 3 times in the full academic year for extraneous circumstances that are agreed upon by all executive members. Further absences will be left to the President to decide.

Associates are required to attend all meetings as assigned by the Vice President and their respective VP team leaders. Exceptions will be made up to 3 times in the full academic year for extraneous circumstances that are agreed upon by the executive member and Vice President. Further absences will be left to the executive and Vice President to decide.

Article 6: Elections

To be eligible, a candidate must be an undergraduate full-time or part-time student at UTM with guaranteed admission into an appropriate U of T program and be a member of the SCS. They must be enrolled in a Specialist, Major, or Minor in either the Sociology or Criminology, Law, and Society program, and be available during the summer period of their executive term. Candidates meeting these requirements can run for the position of their choice.

Candidates who meet the eligibility criteria must submit a nomination form before the stated deadline. These candidates will be reviewed by the executive council or by the

Chief Returning Officer (CRO), who is appointed by UTMSU, to ensure eligibility after the nomination period has ended. All officially running candidates must attend an election meeting outlining the rules and requirements, conducted by the CRO. Following this, candidates will receive a timeline for campaigning and voting. Any candidate not abiding by the CRO's rules will be removed from the elections.

The election period begins in the Winter Semester, with results announced either a week after the elections or at the final social event hosted by the SCS, at the discretion of the Executive members. All members (as defined in Membership) can vote, but only students in programs offered by the Department of Sociology may run for an executive position. Alumni are not eligible to vote. Each candidate may run for only one position.Elections will be held online at www.voting.utoronto.ca or through another medium determined by SCS in consultation with the UTM Students' Union. The Chief Returning Officer will be a UTM student recommended by the UTM Students' Union. The SCS will adhere to the UTMSU Elections Guidebook for procedural direction when conducting elections, ensuring compliance with UTMSU guidelines. If a position is left vacant, the SCS will appoint an interim executive for April to September and conduct a by-election for that position once the academic year begins in September. Selected nominees will run in the elections and will be elected by the highest number of votes from UTM students.

Article 7: Recall from Office

Should any executive fail to fulfill the responsibilities outlined above, a petition must be presented to UTMSU to remove an executive from office. After consulting with UTMSU, if the removal is still necessary, a referendum must be held in the society. A majority vote from remaining executives will determine removal. Before it has been finalized, the referendum and the removal should pass through UTMSU (Campus Groups Coordinator, Vice President University Affairs) first, usually in writing.

Such removal will occur if the following conditions are satisfied:

- A verbal warning is issued outlining the conflict
- A final written warning if the member fails to comply with the above verbal warning (the warnings must clearly state the problem(s) and the steps taken to resolve them).
- If matters are not resolved, a democratic vote will be held to remove the member from the executive council
- Only in the case of a tie, the President will make the final decision

If a council member is being removed from office, a by-election will be held according to the election rules to replace. In the case that there is not enough interest for a new position, any associates hired by the society may be promoted to replace the former executive. The member must also have the right to an appeal before the general

membership, and the majority vote of the general membership will have the final say on the matter.

Article 8: Amendment

Any registered U of T members may propose and vote on amendments to this constitution. Constitutional amendments also require a 2/3 majority to be passed. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices within two (2) weeks of its approval by general members.

The membership should be able to vote on the passing of an amendment and specify what vote is required. If a pre-approval process is desired before bringing it to the membership, one can pass the proposal through the board and then bring it to the membership. Any amendments to the SCS Constitution occurring between September–April must be done with the agreement of the entire Council, approved by UTMSU, and then presented to the general membership. The SCS assumes the responsibility for advertising the amended Constitution to its membership so its members are aware of the updates.

Please carefully read the statement below before signing:

"I _____ (print full name)
have read and understood the above rules, guidelines, and consequences. As a member of the University of Toronto Mississauga Sociology and Criminology Society, I accept all duties and expectations of my role and realize that failure to comply with the SCS team charter agreement and Constitution may result in my termination."

Full name:
Position:
Date signed:

Signature:

SOCIOLOGY &
CRIMINOLOGY
SOCIETY