

University of Manitoba
Sociology and Criminology Association of Students

CONSTITUTION

Preamble:

In an effort to provide academic and social resources for all University of Manitoba students with an interest in sociology or criminology, the University of Manitoba Sociology and Criminology Association for Students (UMSCAS) seeks to act on behalf of the interests of undergraduate students, faculty and the administration.

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Article I. Name

University of Manitoba Sociology and Criminology Student Association

Acronym: UMSCAS

Colour: Red

Symbol

Article II. Objectives

UMSCAS's objectives are as follows:

- ✓ To function as a support system for undergraduate students.
- ✓ To represent sociology and criminology students at the University of Manitoba in policy and advocacy.
- ✓ Provide undergraduate sociology or criminology students with information regarding job opportunities, research positions, volunteer opportunities, GREs and graduate studies.
- ✓ To increase students' awareness of, and involvement in departmental activities.
- ✓ To increase student's awareness regarding the fields of sociology and criminology.

- ✓ UMSCAS will hold at least one seminar during the academic year to inform the student body regarding careers in sociology and criminology.
- ✓ To function as a social group for undergraduate students.
- ✓ UMSCAS will hold social activities to facilitate communication among the members and between students and the faculty members.
- ✓ Act in the interest of students concerning their professors, course of study and academic responsibility
- ✓ Act in the interest of the professors and administrative bodies in relaying the concerns of the UMSCAS body
- ✓ Social activities may be held on or off-campus
- ✓ To hold fundraising activities for charitable needs that is to be determined by the executives at the start of each academic year.
- ✓ UMSCAS will host at least one fundraising event during the academic year to raise funds to conduct social activities
- ✓ Provide an environment conducive for students, professors and administrative bodies to meet and interact during the UMSCAS events.

Article III. Membership & Duties of Responsibilities

To be an eligible member of UMSCAS, you must be: a registered and enrolled student of the University of Manitoba, faculty or staff.

Membership of the Sociology and Criminology Student Association includes:

- a. Executive Members (8)
- b. Committee Representatives
- c. General Membership

Executive Membership includes:

President

- ✓ Must attend all meetings
- ✓ Bank account co-signing authority with VPF
- ✓ Manage and oversee the executive
- ✓ Act as signing authority
- ✓ Act as spokesperson for UMSCAS
- ✓ Be the contact person for UMSU (ACE)
- ✓ Chair and direct meetings
- ✓ Power to appoint officers
- ✓ Responsible for signing out keys

Vice President Operations

- ✓ Fill in for any presidential role should the President be unavailable
- ✓ Monitor online registration form
- ✓ Attend all meetings
- ✓ Act as spokesperson for UMSCAS
- ✓ Responsible for signing out keys
- ✓ Responsible for booking equipment for UMSCAS
- ✓ Co-Chair meetings
- ✓ Chair event planning

Vice President of Finance

- ✓ Submit funding request forms, deposit cheques, and reimburse executives
- ✓ Possible co-signing authority on bank account
- ✓ Maintain adequate financial records of UMSCAS, and prepare and submit an annual budget for UMSCAS

Director of Internal Relations

- ✓ Ensure all discussions remain respectful, moderate discussions and disagreements
- ✓ Act as a liaison between the members and the executive
- ✓ Hear concerns of the group and relay objections to President
- ✓ Record and distribute meeting minutes
- ✓ Oversee social, academic, and cultural events on behalf of UMSCAS
- ✓ Establish that a member holds a good standing with UMSCAS in order to run for an executive position
- ✓ Hosts a committee to plan at least one event

Director of External Relations/Community Liaison

- ✓ Act as a liaison between UMSCAS and community members/organizations
- ✓ Act as lead for Criminology Symposium
- ✓ Attend all meetings regarding fundraising and events planning
- ✓ Hosts a committee to plan at least one event

Director of Communications

- ✓ Coordinates any press releases
- ✓ Sends out emails to general membership and answers all questions
- ✓ Posts on UMSCAS' social media platforms
- ✓ Send out monthly updates of all fundraisers, events and opportunities to general membership
- ✓ Secretary

- ✓ Must attend all meetings
- ✓ Takes notes and meeting minutes to be distributed to all executives and general membership if requested

Faculty Liaison

- ✓ Coordinates with Faculty/Staff of the University of Manitoba for updates, school events, promotional events, etc.
- ✓ Books rooms for meetings if UMSCAS does not have an office throughout the year.

2- Career Researchers (Internal & External)

- ✓ Searches for career, volunteer and scholarship opportunities within the criminology or sociology field with local or national organizations
- ✓ Meet with community representatives to ensure that opportunities are brought to U of M.
- ✓ Hosts one academic-based event in their term

2- Executive Assistant (Senior and Vice)

- ✓ Record all meeting minutes
- ✓ Maintain actionable tasks at the end of meetings
- ✓ Arrange meeting dates and times with the council
- ✓ Assisting the President, Vice President Operations and Vice President Finance when necessary
- ✓ Work with the Director of Internal Relations to ensure the ease of transition and election at the end of the term

Committee Representatives

Committee Representatives are expected to attend committee meetings, hold office hours; and to relay relevant information regarding academic, or departmental concerns to the membership at an UMSCAS student council meeting, as directed by the President.

General Members

General membership is open to all students of the University of Manitoba with an interest in sociology or criminology. All general members have speaking rights and have the right to access to all information and proceedings of UMSCAS, except where such access conflicts with principles of confidentiality in the Department of Sociology-Criminology or UMSCAS. The general membership has the right to attend all meetings of UMSCAS and to discuss issues at all meetings except when principles of confidentiality indicate that a meeting be deemed a closed session. Each general member who attends a minimum for three consecutive meetings will be granted voting rights.

Article IV. Governing Structure

The governing structure of the UMSCAS includes the Executive, committee and general members. The faculty liaison is in place for necessary communications.

Business shall be decided by and carried out by the members of the executive, according to their assigned duties and responsibilities. When a decision is required, a simple, majority vote of all members present at all UMSCAS council meeting will be adequate, provided such a decision does not interfere with the objectives of UMSCAS (as outlined in Article II). A quorum of membership for voting purposes shall be reached when those present equal 70% of the executive council population (members and executive members) along with the assurance that the entire executive council has been notified. Email and list-serve can be utilized for voting purposes except when an impeachment is pending. If a decision is necessary, and a regular meeting cannot be called (either in person or online), the member(s) in charge of its implementation can make an interim decision. This decision shall be reviewed with the Executive at the next UMSCAS meeting and voted on. Appropriate action shall then be taken.

Article V. Nominations

Priority will be given to current Executive and Committee members to fill president position. In the event elections cannot be completed internally, the President will call nominations from the general undergraduate Sociology and Criminology population for a president-elect by March 10. Solicitation of nomination, the call for election, and the announcement of results shall be accomplished by means of a memorandum circulated by the President to all instructors to read to all undergraduate classes. Such memoranda shall be posted in a prominent area outside the General Office of the Department of Sociology and on the UMSCAS social media pages.

All nominees for President and Vice-President positions must be a third or fourth year student majoring in Sociology or Criminology, and will be required to provide a written plan for the future of UMSCAS. The UMSCAS Executive shall choose three (if available) candidates. In the event that a valid case is made by the out-going executive for a first or second year student to be nominated for one of the three executive positions, they will be allowed to undergo the nomination process. The out-going President shall call a general membership UMSCAS meeting no later than March 24th. At the general meeting, all nominees shall present a 5 to 10-minute oral presentation to all members present regarding their plans on meeting UMSCAS' objectives. When all nominees have had the opportunity to present their plans, all nominees shall depart the room, and all members present shall vote. A simple majority vote will decide the new President.

Formal announcement of the President-elect shall be made by the current President on the UMSCAS web page.

Failure of one or more instructors to read an announcement of nomination or election shall not invalidate the election results unless a written disputation is signed by at least ten General Members and presented to the UMSCAS Executive no later than fifteen days after the results of the election have been announced.

The President shall initiate a process of election to determine the remaining members of the Executive if they cannot be filled internally from existing executive and community positions (Directors, Liaisons, Researchers, etc.). Such a process shall be carried out by the organization by October 15. If for any reason, the nomination process for departmental committee representatives has not been completed by October 15, or the election process has not been completed by October 20, the Associate Head (Undergraduate) shall appoint members to the Executive.

The President shall initiate a process of election to determine undergraduate members to departmental committees by October 15. If for any reason, the nomination process for the departmental committee representatives has not been completed by October 15, or the election process has not been completed by October 20, the Associate Head (Undergraduate) shall appoint members to the Executive.

Whereby a new executive member does not fulfill the responsibilities listed above directly pertaining to their position satisfactory by November 1, the remaining executive membership is entitled to call a re-election for the position. In order for this motion to be passed, it will require at least 75% of the voting membership's compliance.

The President shall initiate a process of election to determine undergraduate members to departmental committees by October 15. If for any reason, the nomination process for the departmental committee representatives has not been completed by October 15 or the election process for this has not been completed by October 20, the Associate (Undergraduate) shall appoint members to the committee.

Article VI: Term of Office

The term of office of the President shall normally begin at the start of the Regular Academic session, and expire when the term of the President-elect begins. The term of office of the remaining Executive members, and members of departmental committees shall normally begin at the start of the regular academic session, and expire until the next election process is completed. The term of office of class representatives shall be equal to the duration of their course.

Article VII: Conduct of Meetings

Subsequent to its formation in the fall of the current session, Executive and Council (members of departmental committees) shall meet at the call of the President at least once per month so long as classes are being held. Dates will be determined at the beginning of each semester. Quorum shall normally be 50% of elected and appointed members.

At least one of the meetings, which is normally at the beginnings of its first term of the current academic session, will be open to all students at the University of Manitoba and the minimum advertising requirements for the meeting include a two week run in the Manitoban providing the time, date, and campus location of the meeting. The General meeting shall normally include in its business an outline of UMSCAS' structure, purpose, activities, and matters of immediate concern.

Meetings are limited to one hour in duration unless a time extension for a particular meeting is called for prior to the expiration of the one hour, and is approved by a simple majority of the attending members.

Article VIII: Amending the Constitution

A recommendation to amend the Constitution may be made by any member of the Executive of Council. When a recommendation is made, the following shall occur: First, Council shall strike a Constitution committee consisting of not less than two (one be an Executive member, the other being a Council member) and not more than five members of Council to examine recommendation. Second, the committee shall submit proposed amendments to Council for consideration, and invite comments or more resourceful proposals. Third, at a meeting of Council either in person or online), amendments shall be approved by a two-thirds majority vote. This constitution was developed May, 2018 and passed by the require two-thirds majority vote in September, 2018.