

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.

ARTICLE I. NAME

ARTICLE II. PURPOSE OF CLUB

ARTICLE III. MEMBERSHIP

ARTICLE IV. COMPLIANCE WITH UMSU AND UMSU CLUB POLICIES AND PROCEDURES

ARTICLE V. EXECUTIVE MEMBERS AND DUTIES

ARTICLE VI. EXECUTIVE ELECTIONS

ARTICLE VII. TRANSITION OF EXECUTIVES

ARTICLE VII. GOVERNING STRUCTURE

ARTICLE IX. NOMINATIONS

ARTICLE X. TERM OF OFFICE

ARTICLE XI. MEETINGS

ARTICLE XII. AMENDING THE CONSITUTION

Article I. Name

University of Manitoba Sociology and Criminology Student Association

Acronym: UMSCAS

Colour: Red

Article II. Purpose of Club

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.
- To 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.
- To 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.
- To hold social activities on/off campus to facilitate communication among the members and between students and the faculty members.
- To act in the interest of students concerning their professors, course of study and academic responsibility.
- To act in the interest of the professors and administrative bodies in relaying the concerns of the UMSCAS body.
- To hold fundraising activities for charitable needs that is to be determined by the executives at the start of each academic year.
- To host at least one fundraising event during the academic year to raise funds to conduct social activities.
- To provide an environment conducive for students, professors and administrative bodies to meet and interact during the UMSCAS events.

Article III. Membership

To be an eligible member of UMSCAS, you must be a registered and enrolled student at the faculty or staff at the University of Manitoba. Executive members in addition to the previous rule must also have taken a minimum of 6 credit hours in sociology and/or criminology.

Membership of the Sociology and Criminology Student Association includes:

- a. Executive Members (8)
- b. General Membership

General Members

General Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. 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.

Memberships for the club lasts for a full academic year, September to August.

Article IV. Compliance with UMSU and UMSU Clubs Policies and Procedures

UMSCAS will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

Article V. Executives Members and Duties

The following are the Executive Members of UMSCAS, along with their duties:

Co-Presidents

- Must attend all general and executive meetings
- Bank account co-signing authority
- Co-Chair and direct meetings
- Co-Chair event planning
- Responsible for the administration of the CCR for all eligible members
- Manages and oversee the executive to ensure the responsibility of their roles are being fulfilled
- Acts as spokesperson for UMSCAS
- Contact person for UMSU (SEA)
- Power to appoint new executives or other personnel if need be
- Fills in for presidential role should one of the Co-Presidents be unavailable
- In the event of the resignation of the other Co-President, takes over the roles as President for the club

Vice President of Finance

- Must attend all executive and general meetings
- Fills in for any presidential role should the Co-Presidents be unavailable
- Submits funding request forms, deposit cheques, and reimburse executives
- Co-signing authority on bank account
- Maintains adequate financial records of UMSCAS, and prepare and submit an annual budget for UMSCAS

Director of Internal Relations

- Must attend all executive and general meetings
- Monitors online registration form
- Acts as lead for ASBC club fair (if applicable)
- Ensures all discussions remain respectful, moderate discussions and disagreements
- Acts as a liaison between the members and the executive
- Hears concerns of the group and relay objections to President
- Records and distribute meeting minutes
- Oversees social, academic, and cultural events on behalf of UMSCAS
- Establishes 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

- Must attend all executive and general meetings
- Acts as a liaison between UMSCAS and community members/organizations
- Acts as lead for Criminology Symposium
- Attends all meetings regarding fundraising and events planning
- Hosts a committee to plan at least one event
- Coordinates any press releases with the Director of Communications

Director of Communications

- Must attend all executive and general meetings
- Records and distributes all meeting minutes
- Maintains actionable tasks at the end of meetings
- Posts on UMSCAS' social media platforms
- Sends out emails to general membership and answers all questions
- Sends out monthly updates of all fundraisers, events and opportunities to general membership
- Coordinates any press releases with the Director of External Relations
- Works with the Director of Internal Relations to ensure the ease of transition and election at the end of the term

Faculty Liaison

- Must attend all executive and general meetings
- 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.
- Responsible for booking equipment for UMSCAS
- Responsible for signing out keys

Career Researchers

- Searches for career, volunteer and scholarship opportunities within the criminology or sociology field with local or national organizations

- Meets with community representatives to ensure that opportunities are brought to U of M.
- Hosts one academic-based event in their term

Article VI: Executive Elections

All UMSCAS elections for the upcoming year will occur no later than March 31st on an annual basis.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of UMSCAS and cannot be a person who is running in the election.

The duties of the CRO are to:

- Oversees and administers the elections for UMSCAS
- Publicizes the elections to the membership of UMSCAS
- Hears and decides on any appeals or complaints related to the elections
- Oversees and administers the counting of votes or ballots for the elections
- Announces the results of the elections and inform UMSU of who next year's Executive will be

Voting for the upcoming year's Executive will be conducted as follows:

- Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period and must be a member in good standing of UMSCAS at the time of their nomination.
- Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
- The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMSCAS as well on the @UMSCAS social media prior to voting.
- Voting will be open for at least two days and will be held in a safe and secure location accessible to all members of the club. Should voting be in person, at least one poll clerk will be present at all times with the ballot box. Should voting be online it is the CRO's responsibility to communicate with the UMSU CRO to create an online voting space such as simplyvoting and then to monitor the voting periodically during the voting period.
- The ballots will be collected by the CRO and counted; the CRO will then conduct an unofficial results meeting with all candidates followed by sending out an email with the official results to all candidates and UMSCAS members.

Article VII: Transition of the Executive

- During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work including the delivery of a transition report.
- It is the responsibility of the departing Co-Presidents to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.
- It is the responsibility of the departing Co-Presidents and Vice President Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing Co-Presidents and Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming Co-Presidents' and Vice President Finance's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
- It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of UMSCAS (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article VIII. Governing Structure

The governing structure of the UMSCAS includes the Executives 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 meetings 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 (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), a vote can be made through the online communication platform of choice of the executives. This decision shall be reviewed with the Executive at the next UMSCAS meeting and voted on. Appropriate action shall then be taken.

Article IX. Nominations

There must be a call for nominations directed to the general undergraduate Sociology and Criminology population for all executive positions by March 10th of the academic year.

Solicitation of nomination, the call for election, and the announcement of results shall be accomplished by means of a post on UMSCAS social media. A memorandum may be circulated 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 should it be deemed necessary by the executives.

All nominees for Co-President and Vice President of Finance positions must have completed at least one academic year while also having completed the minimum requirement of 6 credit hours in Sociology and/or Criminology. The out-going President shall call a general membership UMSCAS meeting no later than March 24th. At the general meeting on the last day of campaigning, 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 and members have been given time to ask questions the meeting will terminate, and the election will commence the following day (or after the weekend if applicable). A simple majority vote will decide the new executive team. Formal announcement of the executive team-elects shall be made on the UMSCAS web page.

If for any reason, there are positions left unfulfilled, the selections process will begin with the incoming UMSCAS execs no later than the 1st of August. The selections process includes the production and delivery of advertisements for the available positions, interviews and the delivery of selection results to the UMSCAS membership.

Whereby a new executive member does not fulfill the responsibilities listed above directly pertaining to their position satisfactory, the remaining executive membership is entitled to put forward a motion for a by-election for the position(s).

Article X: Term of Office

The term of office of the executive team shall normally begin on the 1st of May at 12:00am and expire when the term of the President-elect begins on the 30th of April at 11:59pm.

Article XI: Meetings

Subsequent to its formation, Executive and General Members shall meet at least once per month with a minimum of 48 hours' notice so long as classes are being held. Dates will be determined at the beginning of each semester. Quorum shall normally be 50%+1 person 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 social media and UMSCAS group chat post 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 XII: 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.

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student club membership at a publicized meeting of the club.

The proposed changes must be made available to all members of the club at least two weeks before the meeting and require the support of at least two-thirds (2/3) of the members present and voting at the meeting.”

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU UMSCAS portal.

This constitution was developed May 2018 and passed by the require two-thirds majority vote in September 2018.

The most recent amendments were made September 12, 2021 and passed by the required two-thirds majority vote on September 17, 2021.