

CRIMINOLOGY STUDENT ASSOCIATION CONSTITUTION

I. Name

The name of the union shall be the Criminology Student Association of Simon Fraser University, hereafter referred to as the CSA.

II. Objectives

The objectives of the CSA are:

1. To represent and promote the academic and welfare interests of the CSA's members to the department of Criminology and the University.
2. To stimulate and promote criminological and legal inquiry.
3. To provide an organized body through which criminology students may actively participate in university affairs.
4. The CSA is constituted as a Departmental Student Union as defined in the Administrative Policies of the Simon Fraser Student Society (SFSS).

III. Membership

Automatic membership in the CSA shall be extended to:

1. All declared majors, honours, and minors in the Department of Criminology.
2. All students currently enrolled in one or more courses offered by the Department of Criminology.
3. All students currently enrolled in the graduate program or the Department of Criminology.

IV. Committees

There shall be the following committees:

1. Executive Committee.

The powers and duties of the Executive Committees shall be as follows:

1. The Executive Committee shall be responsible for coordinating the agenda for all general meetings and for convening all general and special meetings, and giving proper notice of meetings and elections to the membership.
2. Four members of the Executive Committee (President, Vice-President, Secretary and Treasurer) shall be designated as signing officers of the CSA and shall be responsible for the financial matters of the CSA. All expenditures shall be approved by a simple majority vote at a general meeting.
3. All cheques drawn on the CSA bank account shall be signed by any two signing authorities.
4. The Executive Committee shall organize activities in which all members shall be eligible to participate. Such activities may include academic, social, educational, political and career-related events that benefit the members, and that are supported by the membership.
5. The Executive Committee shall strike ad hoc committees as required. All members of the CSA shall be eligible to sit on all ad hoc committees.
6. This committee shall consist of the elected officers of the CSA.

V. Meetings

1. The Executive Committee should call general meetings every two weeks, but in any case shall hold no less than two general meetings every semester.

2. Special general meetings may be convened at any time by the resolution of a majority of the members of the Executive Committee. The Executive Committee must convene a special general meeting upon being presented with a petition containing the signatures of the number of members required by this constitution to establish quorum for a general meeting.
3. The Executive Committee shall be responsible for posting general meeting notices, a minimum of 5 days before the meeting is to be convened. Notice shall be provided to the CSA membership email list, posted on the CSA website and posted in the Criminology Common Room. Notices shall contain particulars concerning time and place of the meeting.
4. Quorum for all general meetings shall be six members for meetings held during the Fall and Spring semesters and four members for meetings held during the Summer semester. Quorum for ad hoc committees shall be a majority of the members of the committee.
5. All meetings of the CSA shall be open to any member of the association.
6. Each member of the CSA shall be entitled to one vote. Voting shall be by a show of hands or by secret ballot on the request of any member.
7. Proxy voting, including electronic voting, shall not be permitted.
8. All decisions made in meetings of the CSA shall be determined by a simple majority of those present and voting, except where this constitution requires a greater majority.

VI. Officers

There shall be the following officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Faculty Representative
6. Graduate Representative
7. Undergraduate Curriculum Committee Representative
8. SFSS Forum Representative
9. Public Relations Director
10. Webmaster
11. Surrey Campus liaison

The powers and duties of the officers shall be:

1. The President shall coordinate all actions of the Executive Committee, in conjunction with other CSA officers, including providing notice of meetings.
2. The Vice-President shall assist the President in coordinating all activities of the CSA, in conjunction with other CSA officers.
3. The Secretary shall maintain the minutes and any other records of the meetings of the CSA. Minutes shall be posted on the CSA website, to the CSA e-mail list and confirm that the Organizers office is included in the mailing list.
4. The Treasurer shall:
 - a. Maintain all financial records of the CSA.
 - b. Make regular reports to the CSA membership concerning all funds received and spent by the CSA.
 - c. Prepare and maintain a budget. This budget shall be presented at the first general meeting of each semester.

- d. Provide liaison between the CSA and all sources of funding.
- 5, 6, 7 and 8. The Student Representatives shall:
 - a. Regularly attend all meetings of the body to which they have been elected.
 - b. Keep the membership of the CSA well informed concerning the business of the body to which they have been elected.
 - c. With the direction of the membership, seek to promote the best interests of the members of the CSA.
- 9. The Public Relations Director shall coordinate the promotion of all CSA activities.
- 10. The Webmaster shall:
 - a. Regularly maintain and update the official CSA Website.
 - b. Manage the message boards, should a message board be active.
 - c. If no one is elected for this position, then any executive member or officer may take on the responsibilities as laid out.
- 11. Surrey Campus liaison shall:
 - a. Regularly attend all meetings of the Surrey Campus Committee (SCC).
 - b. Keep the membership of the CSA well informed concerning the business of the SCC and the Surrey Campus.
 - c. With the direction of the membership, seek to promote the best interests of the members of the CSA.
 - d. To hold this position you must be enrolled in at least 1 class at the Surrey campus per semester.

VII. Elections

- 1. a. Officers of the CSA shall be elected, if possible, within one month of the first day of classes of the fall semester.
- b. The outgoing executive committee shall provide notice of the election meeting. Where no committee exists, any member may do so.
- 2. The term of office for all elected positions in the CSA shall be one year, September through August.
- 3. a. When a position remains unfilled or becomes vacant, the Executive committee may appoint a member to fill it until the next general meeting at which a by-election shall be conducted. Notice of meeting shall include the by-election.
- b. By-elections shall be held as needed to fill vacant positions. Terms of office for positions filled in a by-election shall expire in August.
- 4. Any member of the CSA is eligible to be nominated for any elected position. No member may hold more than two elected positions at any one time, only one of which can be on the executive committee.
- 5. Elections must be announced in all notices of the general meeting at which the election is to occur.
- 6. Notice of the opening of nominations should be announced in Criminology classes, and shall be announced to the membership a minimum of one week before the meeting is to be convened. Notice shall be provided to the CSA membership email list; posted on the CSA website; posted on a minimum on 10 signs no less than 8.5 x 11 inches in the common room, department, and major classrooms. Notices shall contain particulars concerning time and place and nature of the business to be conducted at the meeting
- 7. Officers of the CSA, except the SFSS Forum Representative, may be removed from office

by a two-thirds majority vote of the members present and voting at a general meeting. Proposed recalls must be announced in the notice of the general meeting in which the recall motion is to be considered and voted on.

8. If an elected member wishes to resign they must inform the executive committee in writing two weeks in advance or to the discretion of the executive committee.

9. Failure to comply with Article VII.1 shall not invalidate elections.

VIII. Amendments

1. This constitution may be amended by a three-fourths majority of CSA members who are present and voting at a quorate general meeting called for the purpose.

2. Except that Article IX. Dissolution shall not be amended.

3. The proposed amendment must be posted prominently near the Criminology departmental office and Common Room, and on the CSA e-mail list and website for a minimum of two weeks prior to the meeting, and all notices of the meeting must indicate the purpose of the meeting and where copies of the amendment may be readily obtained.

IX. Dissolution

1. In the event that the members decide to dissolve the CSA, or in the event that the CSA becomes inactive, all assets of the CSA become the property of the Simon Fraser Student Society, to be held in trust for a minimum period of two years.

a. If, during this period, a new association is formed to represent the interests of students within the Criminology department, or if the CSA becomes active, the trust shall be dissolved and all assets shall become the property of the student association.

b. After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit.

2. For the purpose of this article, the Student Association shall have become inactive if, for four consecutive semesters, the membership does not hold the minimum number of quorate general meetings as required by this constitution.

3. This Article shall not be altered except with the prior written consent of the Simon Fraser Student Society.