1 NAME

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

2 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 at 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).

3 CONSTITUENCY OF THE SOCIETY OF ARTS AND SOCIAL SCIENCES

1. The CSA shall be a constituent of the Society of Arts and Social Sciences (SASS), the Faculty Student Union for the Faculty of Arts and Social Sciences.
2. The Society of Arts and Social Science’s Constitution, By-Laws, and Regulations shall be automatically applicable to the CSA.
3. Notwithstanding with the preceding Clauses, the CSA shall retain its power over internal affairs.

4 MEMBERSHIP

Automatic membership shall be extended to:

1. All declared majors, honours, minors, and certificate recipients in the School of Criminology;
2. All students currently enrolled in one or more courses offered by the School of Criminology within a given semester.

5 EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Public Relations Director
6. Media Coordinator
7. Events Manager
8. Executive Assistant
9. Councillor
10. Faculty Representative
11. Undergraduate Curriculum Committee Representative
12. Faculty of Arts and Social Sciences Representative
13. General Member
14. Equity, Diversity, and Inclusion (EDI) Student Liaison
15. Surrey Campus Liaison
16. Vancouver Campus Liaison

2. The powers and duties of the Executive Committee 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.

6 DUTIES OF OFFICERS

1. President:  
   The President shall prepare the agendas, chair all General and Executive Committee meetings, and shall coordinate all actions of the Executive Committee, in conjunction with other CSA officers.
2. Vice-President:  
   The Vice-President shall assist the President in coordinating all activities of the CSA in conjunction with other CSA officers.
3. Secretary:  
   The Secretary shall maintain the minutes and any other records of the meetings of the CSA. Minutes shall be posted on the CSA website and to the CSA Discord server.
4. Treasurer:  
   The Treasurer shall maintain all financial records of the CSA; make regular reports to the CSA membership concerning all funds received and spent by the CSA; prepare and maintain all budgets, which shall be presented to the Executive Committee; and provide liaison between the CSA and all sources of funding.
5. Public Relations Director:  
   The Public Relations Director shall coordinate all promotions regarding all CSA activities; regularly maintain any and all social media.
6. Media Coordinator:  
   The Media Coordinator shall coordinate all activities regarding the CSA’s podcast; including creating scripts/outline for podcast episodes, contacting podcast guests, editing podcast episodes.
7. SFSS Councillor:  
   The SFSS Councillor shall represent the interests of the CSA on the Simon Fraser Student Society Council (SFSS Council) as a legal member of the SFSS Board of Directors; submit written forum reports and present them at all General Meetings on the activities of the SFSS Council; and take direction from the CSA.
8. Events Manager:

Will oversee all events and coordinate with the President and Vice President to fulfill deadlines concerning events such as room bookings and contacting guests. They will also work with the treasurer to help with event grants and budgeting for events.

1. Executive Assistant:

The Executive Assistant will aid all other positions in their tasks. They will help the President and Vice President in the drafting of emails and will work with the Events Manager and Public Relations Directors when there is an abundance of work; regularly maintain and update the CSA website.

1. Faculty Representative:  
   The Faculty Representative shall regularly attend all Criminology Faculty meetings; keep the membership of the CSA well informed concerning the business of these meetings; and with direction of the membership, seek to promote the best interests of the members of the CSA.
2. Undergraduate Curriculum Committee Representative:  
   The Undergraduate Curriculum Committee Representative shall regularly attend all Undergraduate Curriculum Committee meetings; keep the membership of the CSA well informed concerning the business of these meetings; and with direction of the membership, seek to promote the best interests of the members of the CSA.
3. Faculty of Arts and Social Sciences Council Representative:  
   The Faculty of Arts and Social Sciences (FASS) Council Representative shall be selected from the membership of the CSA as per all applicable membership and elections of the CSA. The position of FASS Council Representative may be taken by an executive officer concurrent with other duties. The FASS Council Representative shall represent the CSA to FASS Council; attend all FASS Council meetings; liaise between Criminology students and FASS; report back to the membership at the first general meeting after the previous Council meeting; submit the latest version of the CSA’s constitution to FASS for archival purposes.
4. General Member:  
   The General Member shall attend 10 hours of CSA meetings and/or events per semester; assist with any tasks delegated from the President and/or Vice President.
5. Equity, Diversity, and Inclusion (EDI) Student Liaison  
   The Equity, Diversity, and Inclusion (EDI) Student Liaison will be the liaison between the CSA and the EDI working group of the School of Criminology. The EDI Student Liaison will bring forth any concerns of the CSA or that of a Criminology Undergraduate Student within the scope of EDI concerning the School of Criminology. This student will also work as a formal anonymous liaison between Criminology Undergraduate students and the Core Four (President, Vice-President, Treasurer, and Secretary) of the CSA.
   1. This position is best suited for someone who has lived or living experience of encountering inequalities based on race, class, ability, gender, or other social marginalization and demonstrates an active interest in these topics and social justice.
6. Surrey Campus Liaison  
   The Surrey Campus Liaison shall promote the CSA, actively engage at the Surrey Campus, and keep the CSA Executive Committee well-informed about Surrey Campus events, news, and updates.
   1. This position is suited for someone who regularly attends or is present at the Surrey Campus.
7. Vancouver Campus Liaison  
   The Vancouver Campus Liaison shall promote the CSA, actively engage at the Vancouver Campus, and keep the CSA Executive Committee well-informed about Vancouver Campus events, news, and updates.
   1. This position is suited for someone who regularly attends or is present at the Vancouver Campus.

7 MEETINGS

1. The Executive Committee shall call general meetings every week, 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 five days before the meeting is to be convened. Notice shall be provided to all active CSA social media platforms and CSA website.
4. Notices shall contain particulars concerning time and place of the meeting.  
   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, secret ballot, or electronic vote at the request of any member.
7. Electronic voting through polls and phone calls shall be permitted for all voting except for elections, impeachments, constitutional amendments, and dissolution. All other forms of proxy 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.

8 ELECTIONS

1. Officers of the CSA shall be elected, if possible, within the first month of classes of the fall semester with the exception of the SFSS Councillor.
   1. The SFSS Councillor shall be elected between the start of week 7 and the end of week 10 of classes in the Spring semester each year.
2. The outgoing committee shall provide notice of the election meeting. Where no committee exists, any member may do so.
3. The term of office for all positions shall be one year, September to August, with the exception of the SFSS Councillor, whose position shall run from May 1st to April 30th of the following year.
4. 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.
5. 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 with the exception of those positions filled during the summer semester.
6. Any member of the CSA is eligible to be nominated for any elected position. No member may hold more than two elected position at any one time, only one of which can be of President, Vice-President, Secretary, or Treasurer.
7. There can be up to three people in the position of Public Relations Director, Media Coordinator, Events Manager, and Executive Assistant.
8. There can be up to 20 people in the position of General Member.
9. Elections must be announced in all notices of the general meeting at which the election is to occur.
10. Notice of opening of nominations 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 and posted on all active CSA social media platforms. Notices shall contain the particulars concerning time and place and nature of the business to be conducted at the meeting.
11. Absence from two consecutive Executive and/or General Meetings of the Union without sending regrets will result in the position being considered to have been abandoned.
12. Officers of the CSA, except the SFSS Councillor, may be removed from office by a two-thirds majority vote of the members present and voting at a general meeting.
13. Proposed recalls must be announced in the notice of the general meeting in which the recall motion is to be considered and voted on.
14. Failure to comply with Article VIII.1 shall not invalidate elections.

9 MEMBER RESIGNATION

1. If an elected member wishes to resign for any reason, they must inform the Executive Committee in writing two weeks in advance.
2. After the two weeks have passed, the member is released from their duties, and the position is considered vacant.
3. The two-week notice requirement may be waived or altered if agreed upon by both the President and Vice President.

10 AMMENDMENTS

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 XII. Dissolution shall not be amended.
3. Proposed amendments to the Constitution shall be provided to the members of the CSA via the email lists and any social media platforms currently in use at least one week prior to the general meeting.

11 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 property of the Simon Fraser Student Society, to be held in a trust for a minimum period of two years.
   1. If, during this period, a new association is formed to represent the interests of students within the School of Criminology, or if the CSA becomes active, the trust shall be dissolved, and all assets shall become the property of the student association.
   2. 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.

12 RATIFICATION AND AMMENDMENTS

* 1. This constitution ratified in 2018
  2. This constitution ratified in 2020
  3. This constitution ratified in 2021 (February)
  4. This constitution ratified in 2021 (March)
  5. This constitution ratified in 2021 (August)