

Carleton University
“Criminology & Criminal Justice Society” Constitution
(Adopted August 14th, 2024)

Section 1: The Society Name and Logo

1.1 The society shall be known as the Carleton University Criminology and Criminal Justice Society (hereinafter referred to as the “CUCCJS”).



1.2 The society logo shall be:

Section 2: Membership

2.1 Membership in the CUCCJS shall be open to all, irrespective of sex, age, creed, colour, or program major.

2.2 A membership shall be valid from the date of purchase until the end of the academic school year or April 30th, whichever date is later.

2.3 Membership in the CUCCJS shall be administered by the Executive Committee (defined in Section 4) and shall be subject to the “Member in Good Standing” provisions outlined in Section 2.4 below. Membership in the CUCCJS shall include, but not be limited to, the following classes:

- (a)** Executive Membership: Comprising of members of the elected or appointed Executive Committee with the exception of the Faculty Advisor. The annual membership

fee shall be assumed by the CUCCJS at no expense to an Executive Committee Member. Executive Committee Members must be registered Carleton University students who have paid Carleton University Students’ Association (hereinafter referred to as “CUSA”) fees. Executive Members have one vote at all CUCCJS meetings.

- (b)** General Membership: Comprising of registered Carleton University students who have paid CUSA fees and who have paid the annual CUCCJS General Member membership fee. General Members have one vote during CUCCJS Special Meetings, General Meetings and Executive Elections.

- (c)** The Faculty Advisor: Is subject to the provisions outlined in Section 5 and may not be a member of any of the Membership classes listed above. The annual membership fee shall be assumed by the CUCCJS at no expense to the Faculty Advisor. The Faculty Advisor has no voting privileges at any CUCCJS meetings or during the Executive Elections.

- (d)** Adhoc Executiveship: Comprises of any person appointed by the President, if so desired, to sit as a representative on the Executive Committee. Adhoc Executives have no voting privileges at any CUCCJS meetings or during the Executive Elections.

2.4 A member shall be deemed to be a “Member in Good Standing” provided that the member:

- (a)** Pays all fees as set out by the Executive Committee in accordance with the procedures and time limits determined by the Executive Committee;

- (b) Upholds and observes the rules, policies and procedures set by the Executive Committee and outlined in the CUCCJS Constitution;
- (c) Upholds and observes the policies, By-Laws and Constitution as outlined by CUSA; and
- (d) Upholds the rules and policies of conduct as outlined in Section 12.

2.5 Failure to remain a “Member in Good Standing” as defined in Section 2.4 above, may result in suspension or cancellation of the CUCCJS membership as follows:

- (a) In the case of non-payment of fees as set out by the Executive Committee, the student may not receive their CCR credit until outstanding fees have been paid in full.

2.6 Privileges of CUCCJS Members in good standing shall include, but are not limited to: timely notification of all Special Events, Special Meetings and General Meetings; receive all monthly newsletters; receive the predetermined number of CCR stamp(s) for their attendance at events and meetings; discounts provided to members by CUCCJS sponsors; and, upon request, access to records of the CUCCJS under supervision of an Executive Committee Member.

Section 3: Protection & Indemnity Clause

3.1 The CUCCJS and its members shall not be held liable for, or responsible to, any other member, guest or visitor for: any damage, injury or loss of property which occurs on the premises being used,

provided by or visited by the CUCCJS and its members, regardless of the reason for such damage, loss or injury. Every CUCCJS member, guest or visitor shall partake in CUCCJS events and use the premises being used, provided by or visited by the CUCCJS at his or her own risk.

3.2 Section 3.1, as outlined above, shall apply only to CUCCJS Members who are in good standing.

Section 4: The CUCCJS Executive Committee

4.1 The management and administration of the CUCCJS shall be vested in the Executive Committee.

4.2 The Executive Committee shall appoint a Faculty Advisor in accordance with Section 5.

4.3 Members of the Executive Committee shall serve a one-year term and shall be eligible to seek re-election.

4.4 The Executive Committee shall take office after the adjournment of the General Meeting at which they were elected.

4.5 The President shall have the overall responsibility for the operations of the Society.

4.6 If there is a presidential vacancy, then a by-election must be called within 30 days. The Vice-President can fill the position before the by-election takes place.

4.7 The Secretary shall keep an official record of the proceedings of all Executive Committee Meetings and shall conduct all official correspondence of the Society as required.

4.8 The Treasurer shall have responsibility for all financial matters of the Society, in conjunction with the President.

4.10 All additional positions within the Executive Committee must be outlined with a proper job description (see Appendix A). If the committee is of the decision that an additional position is required, there must be a majority vote from the current Executive Members.

4.11 Each Executive Member must sign and date the job description. If the member requires clarification of the role, this must be communicated to the President.

4.12 If the Executive Members do not uphold their commitment to the Executive Committee as outlined in Appendix A, that member is subject to removal as outlined in Section 12.4

Section 5: Faculty Advisor

5.1 The Executive Committee shall appoint a faculty member of the Carleton University Institute for Criminology and Criminal Justice to serve as the Faculty Advisor to the CUCCJS Executive Committee. No faculty member shall be named to serve as the Faculty Advisor to the CUCCJS without their consent.

5.2 The Faculty Advisor shall be appointed to serve a one-year term and will be eligible for re-appointment.

5.3 The Faculty Advisor will act in an advisory capacity and shall not have a vote at any CUCCJS Meetings or during Executive Elections.

Section 5.1: Adhoc Executiveship

5.1.1 The Executive Committee shall, if deemed necessary, appoint an alumni member to serve as an Adhoc Executive. No person shall be named to serve without their consent.

5.1.2 The Adhoc Executive shall be appointed to serve a one-year term and will be eligible for re-appointment.

5.1.3 The Adhoc Executive will act in an advisory capacity.

5.1.4 If the Adhoc Executive does not uphold their commitment to the membership, their removal may be requested in writing from the President of the CUCCJS.

Section 6: Financial Matters of the CUCCJS

6.1 The CUCCJS fiscal year shall terminate annually on August 30th.

6.2 Funds may be raised for any purposes of the Society.

6.3 The annual CUCCJS membership fees for “General Members” will be determined and set by the Executive Committee.

6.4 All funds shall be deposited in the financial institution as designated by CUSA.

6.5 All disbursement of funds of the society shall be by cheque, e-transfer or through a Treasurer-approved petty cash fund.

6.6 Only Executive Committee Members may receive funds and issue receipts for funds on behalf of the CUCCJS.

6.7 Interim financial statements or updates shall be presented at each meeting of the Executive Committee.

6.8 A summary year-end financial statement shall be presented to the Executive Committee at the last Executive Meeting of the academic year.

6.9 Signing authority shall be as follows:

- (a)** The President and Treasurer are designated as the signing authorities of the CUCCJS.
- (b)** The President and Treasurer shall sign all cheques and contracts.
- (c)** Temporary signing authority may be given to an alternate CUCCJS Executive Member in special circumstances and with approval from the Executive Committee.

6.10 Notice of alleged financial disputes, with the exception of Section 2.5(a), shall be made in writing to the Treasurer. If necessary, the Treasurer shall bring the matter before the Executive Committee for resolution.

Section 7: Executive Committee Meetings

7.1 Attendance at CUCCJS Executive Committee Meetings shall be open only to Executive Members and the Faculty Advisor unless otherwise agreed upon by the Executive Committee.

7.2 Executive Committee Meetings shall be called by the President at least twice per academic term.

7.3 The Executive Committee Members shall be advised, by way of electronic notice or otherwise, of any Executive Committee Meeting at least 5 days in advance of said meeting, unless otherwise unanimously agreed upon by the Executive Committee Members.

7.4 The President shall act as Chairperson of all Executive Committee Meetings, and will not have a vote except in the case of a tie. The Chairperson will then cast the deciding vote.

7.5 At any Executive Committee Meeting, a majority of the Executive Committee Members present shall constitute a quorum and shall decide any question.

7.6 Voting at Executive Committee Meetings shall be by majority vote on a show of hands or through an electronic or physical voting form, unless otherwise unanimously agreed upon by the Executive Committee.

7.7 The President shall be required to call an Executive Committee Meeting upon receipt by the President of a written petition signed by a minimum of one-third of the CUCCJS Executive Committee Members in good standing.

7.8 All Executive Committee Members must sign and date the ‘CUCCJS Executive Member Duties & Responsibilities’ contract.

Section 8: General Meetings, Special Meetings and Special Events

8.1 The CUCCJS shall periodically hold “General Meetings” subject to the following provisions:

- (a) “General Meetings” shall be called by the President at least once per academic term.
- (b) Attendance at “General Meetings” shall be open to all CUCCJS Members.
- (c) All CUCCJS Members shall be advised, by way of electronic notice or otherwise, of any upcoming “General Meeting” at least five days in advance of said meeting.
- (d) The President shall act as Chairperson of all “General Meetings.”
- (e) All CUCCJS Members in good standing, with the exception of the “Faculty Advisor”, are entitled to vote at “General Meetings.”
- (f) At any “General Meeting,” five CUCCJS voting Members shall constitute a quorum and shall decide any question.
- (g) All voting at “General Meetings” shall be decided by majority vote on a show of hands (with the exception of the Election of Executive Members decided in accordance with Section 9.12).
- (h) The Executive Committee shall be required to call a “General Meeting” upon receipt by the President of a written

petition signed by a minimum of one-third of the CUCCJS voting Members in good standing.

- (i) The planning, organisation and conduct of “General Meetings” shall be the responsibility of the Executive Committee.

8.2 The CUCCJS shall periodically hold “Society Events” subject to the following provisions:

- (a) “Society Events” may be academic, social or a combination thereof, in nature; and should be organised as early as possible.
- (b) All CUCCJS Members shall be advised, by way of electronic notice or otherwise, of details concerning an upcoming “Special Event” a minimum of one week in advance of said event.
- (c) The planning, organisation, rules or policies pertaining to conduct of “Special Events,” including but not limited to Guest Speakers and Prison Tours, shall be the responsibility of the Executive Committee; individuals partaking in these events do so in accordance with Section 3.

8.3 The CUCCJS shall hold a “Special Meeting” for the sole purpose of Impeachment of an Executive Committee Member in accordance with Sections 12.4 and 12.5.

- (a) Attendance at “Special Meetings” shall be open to all CUCCJS Members.

- (b) The President shall act as Chairperson of all “Special Meetings” and will not have a vote except in the case of a tie. The Chairperson will then cast the deciding vote; (subject to provision 4.7).
- (c) All CUCCJS Members in good standing, with the exception of the “Faculty Advisor” are entitled to vote at Special Meetings.
- (d) At any “Special Meeting,” five CUCCJS voting Members shall constitute a quorum and shall decide the question of impeachment.
- (e) Voting at “Special Meetings” shall be by majority vote on a show of hands.

Section 9: Nominations and Election Procedure

- 9.1 All CUCCJS Members in good standing, with the exception of the “Faculty Advisor” are considered “voting members” of the CUCCJS.
- 9.2 All CUCCJS “voting members” shall be eligible to stand for election and to be considered for the position of Returning Officer.
- 9.3 Election for Executive Committee positions shall be held once annually in March or April. Election dates are to be determined by the current Executive Committee, in conjunction with the Returning Officer, as they see fit. The Executive Committee and the Returning Officer must make their best efforts to hold elections and fill each position before the end of the academic year.

9.4 The Executive Committee, in conjunction with the Returning Officer, shall determine the date, time and location for the Elections and shall set the closing date, time and location for receiving Nominations.

9.5 All CUCCJS Members shall be advised, by way of electronic notice or otherwise, of details concerning the call for Nominations, a minimum of two weeks in advance of the closing date for Nominations to be received.

9.6 All CUCCJS Members shall be advised, by way of electronic notice or otherwise, of details including, but not limited to, the date, time and location of the Elections, a minimum of two weeks in advance of said Elections.

9.7 A “Returning Officer” will be responsible for overseeing the Nomination and Election process.

9.8 The “Returning Officer” shall:

- (a) Be a Member in good standing, of the CUCCJS;
- (b) Be appointed by a majority vote of the Executive Committee.

9.9 The “Returning Officer,” shall:

- (a) Act as impartial participants in the Nomination Process, and shall not divulge the particulars of Nominations, (including name or position applied for, or number of nominations for each given position) to any Member of the CUCCJS in advance of the closing date for Nominations as set out in Section 9.4.

(b) Notwithstanding provision Section 9.9(a), the “Returning Officer” shall:

- (i)** Make an honest attempt to ensure that at least one nomination for each Executive Committee position is received by the closing date for receipt of nominations;
- (ii)** Receive and verify nomination forms, and shall communicate with nominees as required by Sections 9.4 and 9.10.
- (iii)** Be responsible for counting the secret ballots and announcing the winners after the elections have concluded.

9.10 The following “Nomination Procedures” shall be observed:

- (a)** Nominations shall be opened no later than three weeks in advance of any election, and shall close one week prior to said election.
- (b)** A candidate may apply to stand for election to the Executive Committee by adhering to the following process. A nominee must:
 - (i)** Submit to the Returning Officer, in writing, their intention to stand for election for up to two specific Executive Committee positions;
 - (ii)** Have paid the CUCCJS membership fee by the deadline decided by the Executive Committee.

(iii) Completed the CUCCJS Nomination Form highlighting their intentions for the Society shall they be elected into the Executive Committee to serve as the Nominee Platform (ie. How will you improve CUCCJS in your role?)

(c) A candidate’s Nomination shall not be considered finalised until and unless all of the above steps [Section 9.10(b)(i) to (iii)] have been completed.

9.11 It is the responsibility of the “Returning Officer” to ensure that the candidate’s Nomination is finalised in accordance with the above steps [Section 9.10(b)(i) to (iii)]. .

9.12 Nominations from the floor shall be allowed at CUCCJS Election meetings if the nomination is for a position that is currently vacant.

9.13 Voting for the Executive Committee positions shall be by secret ballot by the CUCCJS membership base.

9.14 Each vote from the CUCCJS membership base (General Members in good standing and Executive Committee Members) will count as one.

- (a)** In the case of a tie, a run-off election will be held between all the candidates tied with the most votes.
- (b)** Any votes from Members or Students who do not qualify as in “Good Standing” according to the criteria decided upon by the Returning Officer will be void.

9.15 It is the responsibility of the “Returning Officer” to take into account the degree of difference in the CUCCJS membership base for nominated candidates.

9.16 The candidate with the most number of votes as submitted by the CUCCJS membership base will assume the position of President on April 30th of the academic year, or at a point as determined by the outgoing President. The outgoing President must make their best efforts to transfer the position over to the incoming President by April 30th.

9.17 For all other Executive Positions, the candidate with the most number of votes as submitted by the CUCCJS membership base will assume their position on April 30th of the academic year, or at a point as determined by the the outgoing President, the incoming President and the CUCCJS membership base. They must make their best efforts to transfer the position over to the incoming Executive by April 30th

Section 10: Amending the CUCCJS Constitution

10.1 Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote by show of hands or electronic voting forum will take place with the General Membership to adopt the new amendment.

10.2 A simple majority will be required to adopt the new amendment.

10.3 The newly amended CUCCJS Constitution shall take effect upon adjournment of said meeting or completion of the voting form.

10.4 Any proposed amendment violating CUCCJS and/or CUSA and/or Carleton University rules, policies, By-Laws or Constitutions will be dismissed from consideration.

Section 11: Dissolution of the CUCCJS

11.1 The CUCCJS shall be dissolved:

- (a)** By way of receipt of a written petition requesting the dissolution of the CUCCJS; such a petition must clearly outline all evidence and reasoning resulting in the request for dissolution and must also be signed by three-quarters of all CUCCJS voting Members.
- (b)** By way of written order from CUSA outlining reasons for this request for dissolution.

11.2 Upon dissolution of the Organization , the President shall direct that all assets gained through CUSA be returned to CUSA and that all other assets shall be given to the Ottawa Food Bank; and that all records of the CUCCJS be delivered forthwith to the Administrative Assistant of the Institute of Criminology and Criminal Justice for safe-keeping, and until such time as the CUCCJS should re-constitute.

Section 12: Impeachment

12.1 To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)

12.2 The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club

12.3 Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

12.4 Impeachment for Removing an Executive Role

- (a) Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
- (b) Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
- (c) A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

12.5 Impeachment for Removing a General Member

- (a) Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.

- (b) Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
- (c) A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

END OF DOCUMENT