

# **Criminal Justice Student Association (CJSA) Constitution/Bylaws**

## **Article I: NAME**

The name of this organization shall be the Criminal Justice Student Association (CJSA), hereinafter referred to as CJSA or Association.

## **Article II: Purpose**

Section 1. The purpose, objectives, and aims of this organization shall be as follows:

1. To foster a connective network among current CJSA (criminal justice and political science) students and criminal justice and political science alumni.
2. To provide community service to Athens State University and the community
3. To promote the pursuit of post-secondary education/higher education and excellence.
4. To participate in academic, social, scholarship, and cultural programs and education for undergraduates and alumni members.
5. To represent the criminal justice program and Athens State University.
6. To advance the study of criminal justice and related fields

Section 2. The Criminal Justice Student Association (CJSA) agrees to abide by all rules and regulations which have been set forth for all students and organizations at Athens State University.

## **Article III: Members**

Section 1. Active Members. Active members are undergraduate and alumni students who are studying or considered creditable practitioners in the criminal justice field who are affiliated with Athens State University. Membership into CJSA is open to all criminal justice students, alumni, and distinguished members or readmitted to active status by this chapter. All members must maintain high standards, morals and ethics. Active members are entitled to participate in all chapter meetings and have the right to vote.

Section 2. Student Membership is defined as students enrolled in undergraduate or graduate programs (if available) when program is active. Students who are full-time and maintains at least a 2.0. gpa are eligible to hold a position as a officer.  
(Note: Membership requirements must meet the Society minimum criteria as stated in the Constitution of the Society. Any chapter, at its discretion, may establish higher scholastic criteria).

- A. Undergraduate students shall be enrolled in Athens State University, have registered for major or minor standing in criminal justice or political science or a related program in nature which is equivalent to such standings, have completed at least:
  - a. Enrolled in or completed at least 2 criminal justice or related courses or

- b. 3 semester hours
  - c. Have a minimum GPA of 2.0 on 4.0 GPA overall or in criminal justice major
- B. Graduate Students shall be enrolled in Athens State University, have registered for major or minor standing in criminal justice or political science or a related program in nature which is equivalent to such standings, have completed at least (if applicable):
- a. Enrolled in or completed at least 2 criminal justice or related courses or
  - b. 3 semester hours
  - c. Have a minimum GPA of 2.0 on 4.0 GPA overall or in criminal justice major

Section 3. Membership into CJSA will not discriminate on the basis of race, sex, religion, nationality, disability, age, financial status, social status or sexual orientation.

Section 4. Faculty Members of Athens State University and other criminal justice or political science who are full-time faculty at the institution and hold a doctoral degree in criminal justice, political science or related field may become active members and/or advisors but not eligible to hold chapter office.

Section 5. Election to membership shall be by a two-thirds vote at a regular meeting of the chapter.

Section 6. Prior to induction, each prospective member shall pay a membership fee as determined and voted on by the chapter members, which shall entitle the member enrollment in the chapter. Chapter fees are used to operate and host activities and community service projects as a donation to the chapter. All CJSA officers must pay membership dues as established by the Chapter.

#### **Article IV: Officers**

Section 1. The Criminal Justice Student Association should have a leadership group comprised of a President, Vice President, Secretary, and Treasurer, and any other officer that CJSA members and officers deem necessary to meet its goals. Must have at least three officers previously listed. The officers shall perform the duties prescribed by these bylaws, the constitution and bylaws of the association, and by the parliamentary authority adopted by the chapter, and shall fulfill such other duties and requirements as may be determined by the Association.

Section 2. CJSA Officers shall be elected by a fair and democratic process. At the regular chapter meeting proceeding, the meeting at which the election of officers is to be held, a nominating committee of at least 3 to 5 active members shall be elected and at least one member shall be a faculty member of Athens State University's CJSA. It shall be the duty of this committee to nominate candidates for the offices to be

filled at the first academic meeting of each academic year in September and no later than October. Before the election, additional nominations from the floor is permitted. The officers are elected by ballot and/or oral election signified by hand votes (method chosen by members during the meeting), to serve for one year or until successors are elected, and term of office shall begin after the first meeting and election during the fall semester. In the event there is only one candidate for an office, the election may be by voice vote (oral election).

Section 4. No member shall hold more than one office at a time, and no member shall serve more than two terms in the same office.

Section 5. Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other office shall be filled by a committee member or another officer with the approval of the Chapter Advisor.

**Section 6.** The duties and responsibilities will be defined as follows:

1. President
  - Organize, plan and facilitate the growth and success of the organization.
  - Plan and coordinate meetings of the organization's officers.
  - Preside over organization meetings.
  - Oversee the planning of all organization functions and activities.
  - Meet regularly with the organization Advisor.
  - Determine Distinguished Members with the input and approval of the other organization officers.
  - Oversee and approve overall organization budget.
2. Vice President
  - Work with the President to assure the growth and success of the organization.
  - Attend meetings of the organization that are called by the President.
  - Conduct all correspondence for the organization.
  - Fulfill the duties of President, in his or her absence.
  - Oversee the public relations (including but not limited to workshops, speaking engagements, scholar recognition) for the organization.
3. Treasurer
  - Attend meetings of the chapter that are called by the president.
  - Manage and oversee, in conjunction with the advisors, all financial transactions of the chapter. (collecting dues, recording dues, fees and expenditures)
  - Prepare a budget for the organization.
4. Secretary
  - Organize distribution of materials to members.
  - Attend meetings of the chapter that are called by the president.

- Record minutes of the leadership and general meetings and forward these to the membership and the National Office.
- Assist with maintenance of archive, photography, and website.
- Assist in planning and coordination of receptions held by the McNair Scholars Program and social functions for the McNair Scholars.
- Oversee the organization scrapbook.

### **Article V: Meetings**

Section 1. Regular meetings. The executive committee and the chapter advisor shall determine the number of regular meetings held during the year and shall distribute a schedule of these meetings to active members.

Section 2. Special Meetings. Special Meetings can be called by the President, Advisor, or Executive Committee and shall be called upon the written request of ten active members of the chapter if not initiated by the Advisor. Advisor must be present at all meetings.

#### Section 3. Quorum

Those active members present shall constitute quorum for the transaction of business. Quorum is a minimum of two-thirds of the membership.

### **Article VI: Executive Committee**

Section 1: Executive Committee shall consist of the officers of the chapter and the Chapter Advisor.

Section 2: The executive Committee shall have general supervision of the chapter between its business meetings, determine the hour and place of the meetings, make recommendations to the chapter, cause all reports required by the association to be submitted in a timely manner, and shall perform such other duties as are specified in these bylaws and constitution, bylaws and rulings of this association.

#### Section 3: Meetings

Meetings of the Executive Committee shall be called by the president or by any 2 members of the committee and approved by the Advisor.

### **Article VII. Chapter Advisor**

The Chapter shall have a Chapter Advisor who is a member of the Association and a member of the faculty and institution.

Section 2. Chapter Advisor shall assist the chapter in fulfilling its purpose and requirements of the association.

Section 3. The amount of time the advisor serves must be no less than one year. If an advisor chooses to resign for any reason, the advisor shall immediately notify the

officers and meet with the association's leadership to discuss and designate a replacement.

### **Article VIII. Committees**

Chapter Committees shall consist of a Chair and at least 1 additional active members. Standing committees shall be established by the chapter. Special committees shall be established by the president, executive members, or advisor. Possible committees of the chapter shall be;

Section 1. Public Relations Committee/Outreach Committee shall represent CJSA within the college/university community, especially in the department of criminal justice.

Section 2. Membership Committee shall promote membership within CJSA to all qualified persons.

Section 3. Induction Committee shall make arrangements for induction ceremonies.

Section 4. Program Committee shall select programs and make arrangement for chapter meetings.

Section 5. Finance Committee shall prepare the budget and make annual reports for chapter finances.

Note: other committees are possible and are determined by the executive board and advisor when necessary

### **Article IX. Parliamentary Authority**

The rules contained in Robert's Rules of Order, newly devised, shall govern the chapter in all cases, to which they are applicable and in which they are not inconsistent with these bylaws, the Constitution and Bylaws of the Association, and any special rules of order the chapter may adopt.

### **Article X. Amendment of Bylaws**

These bylaws may be amended at any official meeting of the association by a two-thirds vote, provided the amendment was submitted in writing or submitted in writing to all members of the chapter at least one week prior to the meeting of which it is to be considered. These bylaws shall not be in conflict with the constitution and bylaws and rulings of the association. Any amendment of the constitution and bylaws, and rulings of the association, affecting these bylaws shall cause this document to be amended automatically to concur with such amendment.