

# **Association of Criminology & Criminal Justice**

## **BY LAWS**

**Version 3: 11/30/2017**

### **Preface**

These bylaws are intended to be a living document that is subject to changes at the discretion of the students who run this organization. If amended please update the version number and note the date above.

### **Article I**

#### **Organization Name**

The Association of Criminology &

## **Article IV**

### **Meetings**

1. Quorum: To conduct business, a simple majority of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present for all elections.

2. Voting Percentages: Motions dealing with amendments and the removal of officers will require a simple majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

3. Frequency of Meetings: The Association of Criminology & Criminal Justice shall meet at minimum monthly during the semester. The Association of Criminology & Criminal Justice may choose to meet twice a month during the semester or more frequently based on necessity. The President or a 2/3 majority of the total voting membership may call emergency meetings. Written and/or verbal notice of The Association of Criminology & Criminal Justice meetings shall be given to all members at least 7 days prior to such meetings. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

## **Article V**

### **Officers**

The Association of Criminology & Criminal Justice shall have the following officers elected from the current membership:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Education & Engagement Coordinator
6. Partnership Coordinator
7. Committee(s) Representative

1. Qualifications: All officers must be part-time or full-time students at Saint Louis University, and active members of the association. Active members are those who attend at least 75% of meetings per semester.

2. Term of Office: An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected.

3. Elections:

- A. Types of elections: general elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired.
- B. Nomination of candidates: A candidate must their nomination one week before the election.
- C. Time of election: General elections shall be held during the last meeting in March and

special elections shall be held as necessary.

D. Form of vote: All elections shall be held by secret ballot.

4. Duties:

- A. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall assist the Treasurer in preparation of requests for funding from the Graduate Student Association (GSA); shall attend monthly School of Social Work assembly meetings, Student Leadership Council (SLC) meetings, GSA meetings and any additional committee meetings with the committee representative or as an alternative representative; shall assist the Alpha Phi Sigma (criminal justice national honor society) chapter advisor in completing the chapter and financial reports for the chapter advisor to submit to the national headquarters; is responsible for ensuring all officers carry out their respective responsibilities and communication reminders of business with members.
- B. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; and will be responsible of amending the bylaws and submitting them for approval to the members of the association.
- C. Secretary: Shall keep records of all meetings, record meeting minutes and be responsible for the distribution of meeting minutes.
- D. Treasurer: Shall be the financial officer of the Association of Criminology & Criminal Justice; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, the end of each school year, all financial records for audit; shall assist the President in preparation of the requests for funding from the GSA, and shall sign said request; shall receive and dispense all monies as approved.
- E. Education & Engagement Coordinator: Shall be responsible for the recruitment of new members; shall recruit the undergraduate criminal justice majors and those attending the Public Health and Social Justice Graduate Fairs.
- F. Partnership Coordinator: Shall coordinate with other associations on campus for events and the exposure of The Association of Criminology & Criminal Justice.
- G. Committee(s) Representative: Shall attend monthly School of Social Work assembly meetings, Student Leadership Council (SLC) meetings, GSA meetings and any additional committee meetings with the president or as alternative representative for the president. They shall report on the association's progress and report to the organization any relevant information,

## Article VI

### **Name Change**

Effective for the 2017-2018 academic school year, the program name was changed from Master of Science in Criminology and Professional Practice to Master of Arts in Criminology &

Criminal Justice. Due to the name change of the program the organization originally established as the Association of Criminology and Professional Practice has been changed to the Association of Criminology & Criminal Justice. The organization is currently known as the Association of Criminology & Criminal Justice Professionals.