

Constitution of The Criminal Justice Society of Lamar State College-Orange

ARTICLE I: Name of Society

This organization shall be known as The Criminal Justice Society of Lamar State College-Orange.

ARTICLE II: Purpose

The purpose of this society is to promote academic excellence, develop leadership, fund scholarship, and create a fellowship for future criminal justice professionals.

ARTICLE III: Membership

Section 1: Regulation of Membership

Membership in The Criminal Justice Society shall consist of active, alumni, and honorary members.

Section 2: Classes of Membership

The following are the classes of membership that shall be used by The Criminal Justice Society:

- A. Pending Member - A pending member is someone who has attended at least 3 meetings per semester (if applicable) and attended a minimum of 3 events with which the society may be involved prior to induction. This includes fundraisers, community oriented events, and/or campus related events.
- B. Active Member - A member who has attended at least 3 meetings per semester and attended a minimum of 3 events per semester with which the society may be involved. This includes fundraisers, community oriented events, and/or campus related events.
- C. Alumni Member - Any active member who graduates in good standing is an alumni member of the society. Alumni members cannot vote or hold office but are welcome at all society activities.
- D. Honorary Member - The awarding of honorary membership shall be conducted in accordance with guidelines set forth in Article III, Section I, subsection B of The Criminal Justice Society constitution. Honorary members are not allowed to vote or hold office but are welcome at all society activities.

Section 3: Application of New Active Members

- A. All pending members must complete a Criminal Justice Society information sheet.
- B. All pending members will be required to attend at least 3 meetings per semester (if applicable) of society regular meetings and participate in a minimum of 3 events that are performed by the society. These will all be required before being considered for induction at the induction ceremony.
- C. Failure to comply with the above stated provisions will be reason for exclusion from becoming inducted at the induction ceremony.
- D. On a designated date to be held near the end of the spring semester, new active members shall be inducted into the society. The members to be inducted must have at least a 2.50 GPA and not be on academic probation. If a member does not qualify, that member can be inducted at the next year's ceremony if he or she qualifies. The society president and faculty advisor will formally present new members with The Criminal Justice Society membership certificates. The society president will preside over the ceremony. Once the new active members are sworn in, they shall be considered active members throughout their remaining time at LSC-O and be able to become alumni once they have graduated.

ARTICLE IV: Duties of Society Officers

Section 1: Society Officers

The society officers shall consist of the society president, vice president, secretary/reporter, treasurer, Student Government representative, and Faculty Advisor/Web Coordinator. Officer positions may be created or deleted, as needed, by the society officers after receiving two-thirds approval of the society members.

Section 2: President

The society president is the student member who is ultimately responsible for the conduct and actions of the society. The primary function of the president is to oversee and coordinate the activities of the society officers. Additionally, the president shall be the designated liaison between the faculty advisor and the society membership. The president shall chair all society meetings unless otherwise specified and shall enforce on all occasions the observance of order and decorum among those present. The president shall appoint committee chairpersons with the approval of the society officers. Finally, the president shall be responsible for coordinating any activities or functions that do not fall within the description of other offices. The president shall also oversee and help organize fundraisers to raise money for Criminal Justice Society scholarships and any other activities.

Section 3: Vice-President

The main function of the vice president is to assist the president, other officers, and /or members with the functioning of the society. The vice president will perform the duties of the president during the president's temporary absence. The vice president is responsible for overseeing the committees and ensuring that the society's business is being accomplished. The vice president will also oversee the application and recruitment process for the society. The vice president will also oversee and organize any and all fundraisers to raise money for The Criminal Justice Society scholarships and any other activities.

Section 4: Secretary/Reporter

The secretary/reporter will record all society activities and will be the custodian of all society records, except those specifically designated to others. All records will be open to inspection by any member at any reasonable time. The secretary/reporter will maintain accurate records of The Criminal Justice Society constitution, including current society and alumni rosters. The secretary/reporter is responsible for maintaining the minutes of each society meeting and taking roll at all society activities and all correspondence activity. Additionally, the secretary/reporter will read the minutes from the prior society meeting with the purpose of correcting any errors that have been made. The minutes will be voted on and approved "as is" or with correction. The secretary/reporter shall also oversee and organize any and all fundraisers to raise money for The Criminal Justice Society scholarships and any other activities.

Section 5: Treasurer

The treasurer shall prepare a proposed itemized budget for the society at the beginning of each semester. The treasurer is also responsible for receiving all money due to the society, disbursing society funds, keeping an itemized ledger of all funds collected and spent, and submitting a financial report to the society at each regular meeting or whenever called upon by the membership. The treasurer shall also oversee and organize any and all fundraisers to raise money for The Criminal Justice Society scholarships and any other activities.

Section 6: Student Government Representative

The representative shall give accurate information about what is going on with the Student Government on campus. This information should be given at all regular meetings when there is any information to be given. Any information that needs to be relayed from this society back the Student Government Association shall be done through this officer. The Student Government representative shall also be in charge of preparing, distributing, and collecting the ballots for secret votes. The Student Government representative shall also oversee and organize any and all fundraisers to raise money for The Criminal Justice Society scholarships and any other activities.

Section 7: Faculty Advisor / Web Coordinator

The faculty advisor will be a full time member of the Department of Criminal Justice faculty. The advisor will be responsible for overseeing the general activities of the organization and will assist with the fulfillment of the society's stated purpose. The advisor will serve as a liaison between the student organization and the college. The advisor will serve as the guardian of the society's documents pertaining to the activities of the society. The advisor will promote the long-term stability and development of the organization. The advisor will provide newly elected officers with a formal orientation to the functions of the elected positions and meet regularly with the elected officers to discuss the functioning of the organization.

The main function of the Web coordinator is to be the liaison between the society and the college and to maintain updated information on the criminal justice Web site. The Web coordinator shall make any reasonable changes to keep the site updated, but at no time shall the Web coordinator change the constitution without the approval of the society.

ARTICLE V: Dress Code

All officers and members should be dressed appropriately.

Officers should wear society shirts to all meetings and any other functions or events. Members should wear society shirts to all functions or events that they may attend. If a member does not own a society shirt, then that member should wear a plain black, navy blue, or LSCO shirt. However during regular society meetings, members can wear any appropriate clothing.

Pants/Capris are always appropriate; if shorts or skirts are worn, they should be a decent length (no minis).

ARTICLE VI: Election of Officers

Election of officers shall take place on a date designated by the current society officers. The notice of the election must be made to the members one week in advance of the elections. Voting for the new officers will be conducted by secret ballot. A direct election process* for new officer positions shall be opened at the meeting prior to elections and shall be reopened at the same meeting as the elections. Election of new officers shall take place within the last thirty (30) days of the spring semester. The president and faculty advisor shall accomplish the tabulation of the secret ballots unless the president is elected to run for an office. In this case the president shall excuse himself/herself from the tabulation of the secret ballots and appoint a current officer/member who is not up for

a position to help in the tabulation. The president is to mark down his/her vote before tabulation is done in case of a tie.

* A direct election process is a process in which a member/officer will nominate himself/herself for a position.

ARTICLE VII: Recall of Officers

Section 1: Removal for Cause

Any officer may be recalled for failure to perform adequately the duties of the office or upon being placed on academic probation.

Section 2: Required Majority

Removal shall be authorized by a two-thirds vote of all active members in good standing. (excluding members exempted from attending regular society meetings.)

ARTICLE VIII: Succession of Office

Section 1: Resignation by the President

In the event of resignation by the president, the vice president shall replace him/her until the end of the term.

Section 2: Special Circumstances

If the president is unable to carry out the prescribed duties of the office because of death or incapacitation, the vice president shall assume the duties of the president.

Section 3: Resignation of Society Officer

Other vacancies occurring during the term of office shall be referred to Article VI: Election of Officers, under a direct election process.

ARTICLE IX: Committees

Section 1: Committees

Special committees may be established by the society officers to conduct and facilitate the business of the society.

Section 2: Appointment of Committee Members

The president shall appoint all members of committees and designate a committee chairperson.

ARTICLE X: Dues and Fees

Section 1: Member Dues and Fees

No society dues are collected because the members themselves buy society shirts.

ARTICLE XI: Budgeting and Accounting of Society Funds

Section 1: Issue of Drafts and Checks

Checks or drafts issued on society accounts will require the approval of all officers and the faculty advisor. The treasurer must record all transactions.

ARTICLE XII: Conduct of Regular Business

Section 1: Quorum

A simple majority of the active members in good standing shall constitute a quorum.

Section 2: Taking of the Vote

Unless otherwise specially stated, such as for elections and recalls, voting shall be done by a show of hands. The president shall call the vote. The secretary will count the vote and record it in the meeting minutes.

Section 3: Rules of Order

The order listed below should be followed unless the presiding officer deems it necessary to change it during the meeting.

1. Call to order
2. Reading of the minutes of the previous meeting (performed by secretary*)
3. Reading of the treasurer's report (performed by treasurer*)
4. Student Government representative report (if one is available)
5. Web coordinator report
6. Old or unfinished business
7. Committee reports (only when special committees have been called on)
8. New business
9. Meeting adjourned (motion should be made by someone other than the president)

Officers should make all motions. Members need to “second” all motions.

Every member is encouraged to speak at meetings and give his/her opinion and/or ideas, but it needs to be done in an orderly way. Any member who wishes to speak, “hold the floor,” needs to stand so that everyone will know that someone is talking and so that the member can be heard.

*If an officer cannot be at the meeting to perform his or her duties, another officer will be chosen prior to the meeting to perform those duties.

Section 4: Requirements To Pass a Motion

A. Unless otherwise specifically stated, a simple majority will pass a motion on the floor.

B. Exceptions - The following is a list of exceptions to this section. This list is not meant to be comprehensive or complete; it is merely presented as an example or reference.

1. Suspend or revoke membership, three-fourths majority
2. Granting honorary membership, three-fourths majority
3. Electing a society advisor, two-thirds majority
4. Recall of society officers, two-thirds majority
5. Amend by-laws, two-thirds majority

ARTICLE XIII: Amendments

Section 1: Presentation

This constitution may be amended only after the proposed amendment has been properly presented for consideration at a regular meeting and voted on at the following meeting.

Section 2: Necessary Majority

A two-thirds majority of the voting membership present shall be necessary to amend any section of this constitution.

ARTICLE XIV: Emergency Actions

Section 1:

The society officers may suspend any or all parts of the aforementioned constitution in cases of special circumstances that require such action. This action will require a unanimous vote of the society officers prior to the actual suspension of any part of the aforementioned constitution. Once the special circumstance has been completed, the suspension of any part of the constitution will be lifted and the enforcement of the constitution shall return to the prior condition before the suspension was required.

Section 2:

If the society officers take the prescribed action in Article XIII, Section 1, the society president will report such action to the full society at the next earliest scheduled society meeting. At such time the society members will have the opportunity to reverse the action, if possible, of the society officers by a two-thirds vote of the regular members who are currently in good standing with the society. Failure to comply with this provision will be considered justification for the implementation of Article VI, Section 1 and Section 2 of these bylaws.

This constitution was amended Wednesday, September 8, 2004.

This constitution was amended Thursday, September 25, 2014.

This constitution was amended Thursday, September 1, 2016.