

SOUTHERN CRIMINAL JUSTICE ASSOCIATION
BY-LAWS

ARTICLE I *Name*

This Association shall be known as the Southern Criminal Justice Association.

ARTICLE II *Objectives*

SEC. 1 The objectives of this Association shall be as stated in Article II of the Constitution.

SEC. 2 To fulfill the objectives, the functions of this organization may incorporate social and informational activities.

ARTICLE III *Membership*

SEC. 1 Applicants for membership must meet the requirements as set forth in Article III of the Constitution.

SEC. 2 An eligible person interested in election to membership in the Association will submit a completed written application on a form adopted by the Board of Directors and tender payment of dues set at the time of application to the Secretariat. Should the application and fee satisfy the requirements for election to membership, the Secretariat will promptly certify the application for election to the Treasurer for entry on the membership roster. Whenever an issue concerning any application of any person arises, that application and any other pertinent information shall be forwarded by the Secretariat to the Board of Directors for action, subject to further review or direction by the membership of the Association.

SEC. 3 To maintain good standing, members must have paid annual dues and their membership must not have otherwise been suspended or terminated.

SEC. 4 Any member six (6) months in arrears for dues after the annual meeting shall have their membership terminated; reinstatement shall be according to policy established by the Board of Directors.

SEC. 5 Any membership may be suspended by a two-thirds vote of the Board of Directors and may be terminated by two-thirds vote of the regular members present and voting at an Annual or Special Meeting. Such suspensions or terminations shall be undertaken in

accordance with the procedures outlined under Rule 60 in *Roberts' Rules of Order Newly Revised*.

SEC. 6 Only regular members in good standing shall be allowed to vote.

ARTICLE IV

Board of Directors

SEC. 1 The voting members of the Board of Directors shall consist of the immediate past President, the elected Officers, and five (5) Directors-at-Large.

SEC 2. The non-voting members of the Board of Directors shall consist of the Executive Director of the Secretariat, the Editor of the *American Journal of Criminal Justice*, the Regional Representative of the Academy of Criminal Justice Sciences, and such other persons as may be appointed by the President subject to final approval by the voting Board of Directors.

SEC. 3 The Board of Directors shall provide general policy direction for the Association.

SEC. 4 All elected Officers and members of the Board of Directors are expected to attend all meetings of the Association and shall be subject to recall for absence from three consecutive meetings of the Board of Directors without reasonable cause as determined by the Board of Directors.

SEC. 5 The duties of the President shall be:

To preside at all Board of Directors meetings;

To preside at all meetings of the Association;

To enforce the Constitution and By-Laws;

To appoint those committees required by the Constitution and By-Laws and such other committees as deemed necessary to the orderly operation of the Association;

To require the Treasurer, at each Annual Meeting or at such time as the President may direct, to present a statement of monies received, deposited and disbursed since the last Annual Meeting and the financial standing of the Association;

To require the Secretariat, at each Annual Meeting or at such time as the President may direct, to present a statement of (1) all monies from the SCJA treasury that have been received,

deposited and disbursed since the last Annual Meeting, and (2) the financial standing of the Secretariat.

SEC. 6

The First Vice-President shall automatically succeed to the office of President should the President be unable to complete the elected term of office. In addition, the First Vice-President shall serve as President for the year following promotion to the office of First Vice-President. The duties of the First Vice-President shall be:

To assist the President in the performance of the President's duties;

To officiate for the President in the President's absence;

To assume the responsibility for planning the Annual Meeting;

To represent the Association at various functions at the request of the President;

To perform such other duties as directed by the President or the Board of Directors.

SEC. 7

The Second Vice-President shall preside at Annual or Special Meetings of the Association in the absence, disability, or removal of the President and First Vice-President. The Second Vice-President shall automatically succeed to the office of President should the President and First Vice-President be unable to complete the elected terms of office. In addition, the Second Vice-President shall serve as First Vice-President for the year following the election to Second Vice-President. The duties of the Second Vice-President (First Vice-President) shall be:

To assist the President and First Vice-President as requested;

To assume responsibility for Association awards;

To assume responsibility for site selections;

To perform such other duties as directed by the President or the Board of Directors.

SEC. 8

The duties of the Treasurer shall be:

To keep an accurate record of all monies received, deposited and disbursed in the name of the Association;

To sign or designate and oversee the signing of all orders drawn on the funds of the Association as authorized;

To provide a treasurer's report at board and business meetings.

To perform such other duties as directed by the President or the Board of Directors.

SEC. 9 One Director-at-Large member of the Board will be responsible for keeping accurate minutes of the proceedings of the Board, the Annual Meeting, the mid-year meeting, and any special or called meetings.

ARTICLE V

Election, Recall and Appointment of Officers

SEC. 1 The Officers of the Association and Directors-at-Large, who must be regular members eligible to vote, shall be elected in accordance with the Election Code as adopted by the Board of Directors.

SEC. 2 The President, First Vice-President, and Second Vice-President shall serve terms of one year or until their successors have been duly elected and qualified. The Treasurer and Directors-at-Large shall serve a term of three years or until their successors have been duly elected and qualified.

SEC. 3 Any Officer or member of the Board of Directors may be suspended by a two-thirds vote of the Board of Directors and may be terminated by two-thirds vote of the regular members present and voting at an Annual or Special Meeting. Such suspensions or terminations shall be undertaken in accordance with the procedures outlined under Rule 60 in *Roberts' Rules of Order Newly Revised*.

SEC. 4 Procedures in the case of resignation, recall, or death of an Officer or member of the Board of Directors shall be established by the Board of Directors and recorded in the Election Code of the Association.

SEC. 5 Elections of officers and Directors-At-Large shall be conducted by mail ballot or electronic ballot prior to the Annual Meeting and in accordance with the procedures set by the Board of Directors.

ARTICLE VI

Meetings

SEC. 1 The Association shall hold its Annual Meeting at a place designated by the Board of Directors during the Fall academic term each year. A mid-year meeting of the Association (which shall not qualify as a “Special Meeting”) may be held in conjunction with the Annual Meeting of the Academy of Criminal Justice Sciences.

SEC. 2 In meetings of the Association and the Board of Directors, the agenda shall be established by the President or presiding officer.

SEC. 3 The rules contained in *Roberts’ Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Association.

ARTICLE VII *Funds of the Association*

SEC. 1 A general fund is hereby created. All revenues derived from membership dues shall be placed in said fund.

SEC. 2 The Board of Directors shall have the power to establish the membership dues.

SEC. 3 The Board of Directors shall have the authority to enter into agreement with public and private agencies for the purpose of accepting grants to aid the Association in meeting the objectives stated in Article 11 of the Constitution.

SEC. 4 Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the Association.

SEC. 5 The Audit Committee of not less than three regular members of the Association shall inspect the financial records of the Treasurer at least annually. The Audit Committee will submit the report of its findings to the Board of Directors and the general membership. Immediate notification of any irregularities will be made to the President.

ARTICLE VIII *Committees*

SEC. 1 There shall be five Standing Committees of the Southern Criminal Justice Association: Constitution and By-Laws; Nominations and Elections; Membership; Budget and Finance; and Audit.

SEC. 2 The President may create such other ad hoc committees as are deemed appropriate. The President shall appoint the chairpersons of all committees and shall appoint such members as are deemed appropriate.

ARTICLE IX

The Secretariat and IT Coordinator

- SEC. 1 A Secretariat shall be established by the Southern Criminal Justice Association.
- SEC. 2 The President, with the approval of the Board of Directors shall be authorized to contract with an accredited institution of higher education allowing that institution to serve as the Secretariat for a three (3) year period of time renewable up to an additional three (3) years.
- SEC. 3 The duties and responsibilities of the Secretariat shall be to support the activities of the Association and shall include duties such as the maintenance of the Association's membership and mailing list; the assumption of responsibility for the mailings of the Association and such other duties designated by the President and/or the Board of Directors.
- SEC. 4 An IT Coordinator shall be established by the Southern Criminal Justice Association.
- SEC. 5 The President, with the approval of the Board of Directors shall be authorized to contract with a SCJA member to serve as the IT Coordinator for a three (3) year period of time renewable up to an additional three (3) years.
- SEC. 6 The duties and responsibilities of the IT Coordinator shall be to support the activities of the Association and shall include duties such as updating and maintaining the Association's Website, online communications, electronic records, an online payment system, and such other duties designated by the President and/or the Board of Directors.

ARTICLE X

Association Journal

- SEC. 1 The Southern Criminal Justice Association is authorized to publish a peer-reviewed journal entitled the *American Journal of Criminal Justice*.

ARTICLE XI

Amendments

The Constitution may be amended by mail ballot or electronic ballot. Constitutional amendments should be labeled "Amendments to the Constitution." Proposed amendments may be received from the Constitution and Bylaws Committee of the Association, or by the Board of Directors, or by petition from twenty-five percent (25%) of the membership. A majority vote of two-thirds

(2/3) of the valid ballots received on a mail ballot or electronic ballot is required for the passage of a Constitutional Amendment. Procedures for balloting shall be established by the Board of Directors.

The effective date of these By-Laws, as amended, shall be October 2017.

Adopted October, 1974
Amended April, 1977
Amended May, 1980
Amended October, 1980
Amended October, 1981
Amended October, 1983
Amended October, 1984
Amended October, 1985
Amended February, 1987
Amended September, 1988
Amended October, 1991
Amended October, 1994
Amended October, 1995
Amended September 2003
Amended August 2016
Amended August 2017
Amended October 2017