

**ACADEMY OF CRIMINAL JUSTICE
SCIENCES**

**POLICE SECTION
CONSTITUTION & BY-LAWS**
Current as of March 1, 2012

ARTICLE I

Name

The name of the organization shall be the Police Section of the Academy of Criminal Justice Sciences hereafter referred to as the Section.

ARTICLE II

Purpose

The Police Section shall be a constituent unit of the Academy of Criminal Justice Sciences (hereafter referred to as the Academy) and will function in accordance with the Constitution, By-Laws, and policies of the Academy.

The purposes of this organization are to bring together Academy member with a particular interest in the police; to facilitate and encourage research and theory development related to policing; to encourage appropriate and effective teaching techniques and practices for police-related courses; to serve as a resource network for and encourage interaction among academic, research, practitioner, and policy-making sectors in order to further knowledge about the police; and to organize conference sessions related to the police.

ARTICLE III

Membership

Section 1. The membership of the Section shall be divided into the following categories: (1) regular members, and (2) student members.

Section 2. **REGULAR MEMBERS:** Regular membership shall include any member in good standing of the Academy, who is paying regular membership dues to the Section, and who does not fall within, or falling within does not choose to be included within, the Student Member Category.

Section 3. **STUDENT MEMBERS:** Student membership shall be open to any undergraduate or graduate student enrolled at an institution of higher education whose enrollment is certified by a regular faculty or administrative official of the institution, and who is a student member of the Academy.

Section 4. **DUES:** Annual dues for all categories of the Section membership shall be set by the Executive Board of the Section, subject to approval of the Executive Board of the Academy. Dues shall be payable annually in concert with the dues of the Academy.

Section 5. **VOTING PRIVILEGES:** Members of the Section who have paid dues for the current year shall have voting privileges on all matters presented to the Section membership for a vote.

Section 6. **RESIGNATIONS:** Resignations of membership shall be submitted in writing to the Section Secretary.

ARTICLE V

Officers

Section 1. The officers of the Section shall be a Chairperson, a Vice-Chairperson, a Secretary, Immediate Past Chairperson, and three Executive Counselors. These officers shall perform the duties prescribed by this Constitution and By-Laws and by the parliamentary authority adopted by the Section, as prescribed in Articles VI and VII.

Section 2. The officers of the Section, who must be regular members eligible to vote, shall be elected in accordance with the Election Code as adopted by the Executive Board of the Section and approved by the executive Board of the Academy.

Section 3. The Chairperson, Vice-Chairperson, and executive Counselors may not serve consecutive terms in the same office. Section 4. Officers of the Section shall hold office until their successors shall be duly elected and qualified.

Section 5. The Chairperson shall provide executive direction for the Section and preside over Section meetings. The Chairperson shall serve as liaison with the annual Academy of Criminal Justice Sciences Program chairperson to promote the inclusion of panels relating to police on the program. The Chairperson shall prepare an annual report of Section activities for presentation to the Academy Executive Board at the annual meeting.

Section 6. The Vice-Chairperson shall preside over Section meetings in the absence of the Chairperson and shall be empowered to conduct all necessary business of the Section if the office of Chairperson is vacant or if the Chairperson is disabled. The Vice-Chairperson shall be responsible for the dissemination of Section news in ACJS Today, a Section newsletter, or by other means as may be determined.

Section 7. The Secretary shall keep the records and minutes of the Section. The Secretary shall maintain contact with the Secretary-Treasurer of the Academy who shall maintain a separate account in the Academy treasury for the Section. The Secretary shall make sure the Section is informed of the Section's balance, debts, credits, etc. and financial issues that may arise. The Secretary shall record minutes of each meeting of the Section and shall forward a copy to each member of the Executive Board. The Secretary shall serve as the Chairperson of the Membership committee.

Section 8. Any officer may be suspended from office by a two-thirds vote of the Executive Board and may be removed from office by a two-thirds vote of the Section members present and voting at an annual meeting.

ARTICLE VI

Meetings

Section 1. ANNUAL MEETING: Annual meetings of the Section shall be held in conjunction with the Annual Meeting of the Academy at the Sites selected by the Academy.

Section 2. A quorum of an annual meeting shall be the number of regular Section members present and voting.

ARTICLE VI
Executive Board

Section 1. The officers of the Section as specified in Article IV, Section 1, of this Constitution and By-Laws, and the Immediate Past Chairperson shall constitute the Executive Board.

Section 2. The Executive Board shall form policies for the Section.

Section 3. The Executive Board shall provide advice on and decide the budget for the Section. Section 4. The Chairperson of the Section shall serve as Chairperson of the Executive Board.

Section 5. Any regular member of the Section may propose a resolution, in writing, to the executive Board, and it shall be mandatory that the Chairperson include it as an agenda item for consideration at the next meeting of the Executive Board. Such resolution must be received at least thirty (30) days prior to the scheduled meeting.

Section 6. Minutes shall be kept of all meetings of the Executive Boards, and its actions shall be reported to the membership at each annual meeting of the Section.

Section 7. A quorum of the Executive Board shall consist of one-half of the voting members plus one.

ARTICLE VII
Committees

Section 1. The Section shall maintain the following Standing Committees:

- A. Program
- B. Membership
- C. Communications
- D. Constitution and By-Laws
- E. Nominations and Elections

Section 2. The Chairperson may establish various Ad Hoc Committees and appoint their members and chairpersons. Section 3. The Chairperson shall serve as the Chairperson of the Program Committee.

Section 4. The Vice-Chairperson shall serve as the Chairperson of the Communications Committee. Section 5. The Secretary shall serve as the chairperson of the Membership Committee.

Section 6. The Chairperson shall appoint the chairperson of all other committees.

Section 7. The Chairperson of each standing committee shall, with the concurrence of the Executive Board, appoint the members of the Committee he/she chairs.

Section 8. Any member of any Section committee must be a regular member of the Section.

ARTICLE VIII

Section Budget

The budget of the Section, as determined by the Executive Board, shall be a part of the Academy budget and be administered by the Academy. The executive Board will submit the Section's budget to the Academy's Budget, Finance, and Audit Committee for integration into the Academy's budget. Expenditures from the budget shall be authorized by the Academy Secretary in accordance with the approved budget.

ARTICLE IX

Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Section in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the Section or the Academy and any special rules of order the Section or Academy may adopt.

ARTICLE X

Amendment of Constitution & By-Laws

Section 1. Amendments may be proposed at any time by the Constitution and By-laws Committee of the Section or by any member of the Section. Amendments from Section members must have written support of one-fifth of the Section members in good standing for further action.

Section 2. The executive Board shall determine which proposed amendments are to be placed on a ballot for consideration by Section members.

Section 3. A qualified proposal for amendment, determined qualified by the Executive Board, shall be approved when it receives a two-thirds vote of members in good standing who casts a vote by electronic ballot.

Section 4. Approved amendments shall take effect two months after the next Annual Meeting of the Academy. Amendments are subject to approval of the Academy Executive Board.

ARTICLE XI

Interpretation of Constitution

In case of questions on the meaning of any language in this document, the question shall be referred to the Chairperson, Constitution and By-Laws Committee, for interpretation of the language and/or provision. This interpretation, upon formal filing with the Secretary for inclusion as an appendix to the Constitution and By-Laws, shall be the official interpretation, subject to invalidation by action of the executive Board of the Section or the Executive Board of the Academy by whatever method they choose.

BY-LAWS

Section Code

Section 1. ELECTION OF OFFICERS:

The Chairperson, Vice-Chairperson, Secretary, and Executive Counselors shall be elected by electronic ballot by plurality vote of those electors, as specified by the Constitution, Article III Section 5, casting valid ballots.

Section 2. TERM OF OFFICE: Chairperson

The Chairperson shall serve a two-year term.

Section 3. TERM OF OFFICE: Vice-Chairperson

The Vice Chairperson shall serve a two-year term. The Vice-Chairperson is also Chairperson-Elect and will become the Chairperson at the end of his/her term. The term of office for the Vice-Chairperson elected in Fall of 1995 shall be a one-year term and that individual will become Chairperson in the Spring of 1997.

Section 4. TERM OF OFFICE- Secretary:

The Secretary shall serve a two-year term.

Section 5. TERM OF OFFICE- Executive Counselors:

Executive Counselors shall serve three-year term. Each counselor shall be elected in alternate years. For the 1994 elections, Counselor A shall serve a one-year term, Counselor B shall serve a two-year term, and Counselor C shall serve a full three-year term.

Section 6. NOMINATIONS AND ELECTIONS COMMITTEE:

(1) A Nominations and Elections Committee shall be appointed by the Chairperson to conduct the annual election. The Nominations and Elections Committee shall consist of at least five (5) regular members of the Section, and the Immediate Past Chairperson, who shall serve as chair.

(2) The Nominations and Elections Committee shall canvass the Section membership to obtain suggestions for candidates, any may on its own initiative consider possible nominations.

All candidates shall be conducted by the Committee to determine their willingness to serve if elected and to request such materials as the committee requires for the electoral process.

It shall present to the Executive Board, by September 1, a slate of candidates for all offices to be elected, such slate to include whenever possible two (2) and only two (2) nominees for each office. When, in the judgment of the Committee, such inclusion is not possible, the Committee shall explain the inability to the Board for its edification and concurrence.

(3) The slate presented by the Committee shall require approval by the Executive Board; the Board is the final authority on the names of candidates to be on the ballot of each office, except as provided as Section 6 (4) below.

(4) In addition to the candidates approved by the executive Board, any regular member must have his/her name appear on the official ballot if he/she has the written endorsement of at least twenty-five (25) regular members of the Section. Petitions supporting the candidacy of a member must be in the hands of the

Chair. Nominations and Elections Committee, no later than August 15th to ensure inclusion on the slate presented to the Executive Board.

- A. Upon receipt of petitions in support of a member, the Chair shall examine and judge the authenticity of each petition to determine that the candidacy has the support of at least twenty-five (25) members.
- B. Upon determining that a member has the required number of qualified endorsements, the Chair shall report the name of the Executive Board for inclusion on the official ballot.
- C. The name of the member shall be included on the ballot, without action or approval by the Board, as an addition to those approved by the board, as provided in Article 1 Section 6 (3).
- D. All petitions shall be presented by the Chair of the Committee to the Executive Board and held until such time as the results of the election are officially promulgated.

Section 7. ELECTION PROCESS:

(1) An electronic ballot shall be mailed to all members qualified to vote. The ballot shall include the names of the candidates for each office and a space for write-in candidates. Election materials shall be sent to the membership by December 31st of each year.

(2) Enclosed with the electronic ballot shall be biographical and goals statements by the candidates for each office. The electronic voting process shall follow the procedures specified in the Academy's Constitution and By-Laws.

(3) Certification of valid votes shall follow the procedures specified in the Academy's Constitution and By-Laws.

(4) At least thirty (30) days shall be allowed for the voting process, i.e. for the receipt of the election materials and the return of marked ballots. In the instructions accompanying the election material, a deadline for receipt of the ballots shall be announced. No ballots received after this date shall be counted.

(5) The Teller's Committee shall be then tabulate the results of the election and notify the entire membership of the Section and report the results to the executive Board.

(6) Candidates receiving the greatest number of votes will be declared winners.

(7) In the event of a tie, a runoff election shall be held. A period not exceeding thirty (30) days shall be allowed for conducting the runoff election. The Chairperson of the teller's Committee shall retain the ballots and all other election material until the election has been certified at the annual meeting. The Executive Board may authorize the destruction of the ballots and other election material at its annual meeting provided there is no pending contest of the election.

(8) Anyone wishing to contest the election results must submit a formal, written petition to the Executive Board at least one month prior to the annual meeting setting forth all pertinent information. If this matter is not resolved by the executive Board to the satisfaction of all parties directly concerned, it shall be presented to the membership during the scheduled business session for final disposition.

(9) If an election is held to be null and void by the Executive Board, the Board may authorize an election

from the floor of the annual meeting. Article IV Section 4 of the Constitution applies.

Section 8. TELLER'S COMMITTEE: A Teller's Committee shall be appointed by the Section Chairperson. This Committee shall receive all ballots returned by members, validate them, and tabulate the election results, reporting to the entire Section membership the results. The official certification of results, however, shall be by the Executive Board at the next annual meeting of the Section.

Section 9. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS: Voting on amendments to the Constitution and By-Laws shall be handled in a similar fashion to that outlined in Article 7 (1-5, 7, 8) of the By-Laws. The Executive Board will place items in the ballot in accordance with the Article X of the Constitution.