

CONSTITUTION FOR THE DRUGS AND ALCOHOL
RESEARCH SECTION ACADEMY OF CRIMINAL
JUSTICE SCIENCES

Approved by ACJS Executive Board December 5, 2016

ARTICLE I. Name:

The name of the organization shall be the Drugs and Alcohol Research Section of the Academy of Criminal Justice Sciences, hereafter referred to as the Section.

ARTICLE II. Purpose and Objectives:

The Drugs and Alcohol Research 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 and objectives of the section are: to bring together academy members with a particular interest in drugs and alcohol research; to facilitate and encourage research and theory development related to drugs and alcohol research; to encourage appropriate and effective teaching techniques and practices for drugs and alcohol research 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 drugs and alcohol research; and to encourage organization of conference sessions related to drugs and alcohol research.

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/Treasurer.

ARTICLE IV. Officers:

Section 1. The officers of the Section shall be a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, 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 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 drugs and alcohol research on the program. The Chairperson shall prepare a midyear report of Section activities for presentation to the Academy Executive Board at the midyear meeting and an annual report of Section activities for presentation 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.

Section 7. The Secretary/Treasurer shall keep the records and minutes of the Section. The Secretary/Treasurer shall maintain contact with the Secretary/Treasurer of the Academy who shall maintain a separate account in the Academy Treasury for the Section. The Section Secretary/ Treasurer shall make sure the Section is informed of the Section's balance, debts, credits, etc. and financial issues that may arise. The Secretary/Treasurer shall record minutes of each meeting of the Section and shall forward a copy to each member of the Executive Board. The Secretary/Treasurer shall serve as the Chairperson of the Membership committee. The Secretary/Treasurer shall be responsible for the dissemination of Section news in ACJS Today, ACJS Now, the Section newsletter, or in any other appropriate outlet.

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. Non-attendance at 2 consecutive meetings or non-response to email communications may subject any officer to removal from the Executive Board.

ARTICLE V. Meetings:

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

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

ARTICLE VI. The 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. The editor of the section journal shall serve in an ex-officio capacity on 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 member of the Section may submit a proposed 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 a 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 Board, 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 and Membership Committee
- b. Nominations, Elections, Constitution, By-Laws, and Awards Committee
- c. Publications Committee

Each of the committees shall consist of a designated member of the Executive Committee (who will serve as the committee chair) and a minimum of two section members.

Section 2. The Chairperson may establish various Ad Hoc Committees and appoint their members and chairpersons.

Section 3. The Vice-Chairperson shall serve as the Chairperson of the Program and Membership Committee.

Section 4. The Secretary/Treasurer shall serve as the Chairperson of the Publications Committee.

Section 5: The Immediate Past Chair shall serve as the Chairperson of the Nominations, Elections, Constitution, By-Laws, and Awards Committee.

Section 6. Duties of committees:

The Program committee shall be responsible for:

- Identifying program content from the ACJS conference program that is particularly relevant for section members.
- Preparing a list of relevant presentations to submit to the ACJS program chairs to be included in the conference program.
- Selecting and arranging the appearance of a keynote speaker for the section's annual meeting.

The Membership committee shall be responsible for:

- Recruiting new members to the section;
- Retaining existing members of the section.
- Promoting awareness of section activities and membership benefits
- Communicating with the Section membership using the section newsletter, website, email, or other resources to highlight membership benefits.
- Implementing strategies for welcoming new members to the section.

The Awards committee shall be responsible for:

- Calling for, reviewing, and deciding section award winners.
- Proposing new awards to the Section Executive Board.

The Constitution and By-laws committee shall be responsible for:

- Reviewing, evaluating, and formulating changes in the Constitution and Bylaws;
- Reviewing actions that may be in conflict with the constitution and by-laws and bringing these actions to the attention of the Section Executive Board;
- Insuring that the current constitution and bylaws collected and published.

The Nominations and Elections committee shall be responsible for:

- Soliciting and preparing a slate of candidates for each elective office. After the slate has been approved by the Executive Committee, the Nominations and Elections Committee will work in conjunction with the ACJS national office to conduct the election by electronic ballot.

The Publications committee shall be responsible for:

- Assessing editorial quality and content of the section journal and newsletter and reporting its findings to the Executive Board;
- Serving as a channel for communication among section members, journal users, and ACJS Executive board to ensure that needs and support are recognized, researched, and addressed;
- Consulting with the editors of the aforementioned publications concerning editorial policy;
- Consulting with the Executive Board upon matters of appointments concerning the aforementioned publications;
- Informing and educating section members about section publication opportunities;
- Monitoring developments on copyright issues at international and national levels; and
- Informing the Executive Board of the Committee's activities.

Section 7. The Chairperson shall appoint the chairpersons of all other committees.

Section 8. The Chairperson of each standing committee shall, with the concurrence of the Executive Board, appoint the members of the Committees s/he chairs. One exception is that the Awards Committee, chaired by the Immediate Past Chair, will be comprised of the immediate past two year's winners of the Outstanding Section Member Award.

Section 9. Any member of any Section committee must be a 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 of the Section will submit the Section's budget to the Academy's Budget and Audit Committee for integration into the Academy's budget. Expenditures from the budget shall be authorized by the Academy Secretariat 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 and 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 a fifth of the Section members in good standing for further action. This written support may be in the form of email.

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

Section 3. Any proposed changes or amendments will be circulated to the eligible voting Section members via email and/or posting on the Drugs and Alcohol Research Section website.

Section 4. A proposal for amendment, determined to be qualified by the Executive Board, shall be approved if two-thirds of the votes received by eligible voting members are in favor.

Section 5. Votes may be solicited and cast by email, at the discretion of the Constitution and By-Laws Committee.

Section 6. 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 the Constitution:

In case of question on the meaning of any language in this document, the questions 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/Treasurer 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

ARTICLE I. Election Code

Section 1. ELECTION OF OFFICERS: The Chairperson, Vice-Chairperson, Secretary/Treasurer, and Executive Counselors shall be elected by electronic ballot by plurality vote of those electors, as specified by 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.

Section 4. TERM OF OFFICE – SECRETARY/TREASURER: The Secretary/Treasurer shall serve a three year term.

Section 5. TERM OF OFFICE -- EXECUTIVE COUNSELORS: Executive Counselors shall serve staggered three year terms.

Section 6. NOMINATIONS AND ELECTIONS COMMITTEE:

(1) The Immediate Past Chairperson, who serves as the Chairperson of the Nominations and Elections Committee, shall appoint at least three (3) members of the Section to serve on the Committee

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

All candidates shall be contacted 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 October 1, a slate of candidates for all offices to be elected, such slate to include whenever possible two (2) and only (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 for each office, except as provided by Section 6 (4), below,

(4) In addition to the candidates approved by the Executive Board, any member may have his/her name appear on the official ballot if s/he has the written endorsement of at least ten (10) 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 September 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 ten (10) members.

(b) Upon determining that a member has the required number of qualified endorsements, the Chair shall report the name to 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 I, 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 PROCEDURES:

(1) All election procedures are conducted by the ACJS national office in accordance with ACJS policies. In the case of a conflict between the procedures outlined in this document and the ACJS Election Code, the ACJS Election code will prevail.

(2) A link to an electronic ballot shall be emailed by the ACJS national office to all members qualified to vote. The online ballot shall include the names of the candidates for each office and a space for write-in candidates. Election materials shall be emailed to the membership by October 31st of each year.

(3) The electronic ballot shall include the biographical and goals statements by the candidates for each office,

(4) As a means of certifying that the electronic ballot was the result of a member's vote, the member's ACJS designated email address shall be used to send the ballot and each member must use their specific code/password provided by the National Office.

(5) At least thirty (30) days shall be allowed for the voting process, i.e., for the receipt of the election materials. In the instructions accompanying the election material, a deadline for receipt of the ballots shall be announced. The election website shall be closed at the end of the business day on the voting deadline date. No ballots received after this date shall be counted.

(6) The National Office shall then tabulate the results of the election, notify the Section Chair and the Chair of the Sections Nominations and Elections Committee who shall report the results to the Sections Executive Board and general membership.

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

(8) 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 National Office shall retain the ballots and all other election material until the election has been certified at the annual meeting. The Section 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.

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

(10) If an election is held to be null and void by the Section Executive Board, the Board may authorize an election from the floor of the annual meeting.