

**CONSTITUTION OF THE UNIVERSITY OF CINCINNATI
(CRIMINAL JUSTICE SOCIETY)**

ARTICLE I- NAME

The name of the organization shall be the University of Cincinnati Criminal Justice Society.

ARTICLE II- PURPOSE

The Criminal Justice Society is a student sponsored organization designed to enhance the educational experience of those interested in criminal justice and criminal behavior. The Criminal Justice Society promotes the study of crime and justice and sponsors activities for interested students.

ARTICLE III. MEMBERSHIP

- 3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.
- 3.2 Voting membership shall be open to any full or part-time undergraduate students enrolled in any of the colleges, schools, or divisions of the University at the time of applying for membership. or administrative staff.
- 3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.
- 3.5 There shall be NO LIMIT ON THE SIZE OF THE MEMBERSHIP of the Student Organization, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

ARTICLE IV- OFFICERS

- 4.1 The officers of the Student Organization shall be a PRESIDENT, VICE-PRESIDENT, CHAIRPERSON, VICE-CHAIRPERSON, A SECRETARY AND TREASURER.
- 4.2 (1) In order to run for office in your respective organization you must have a 2.0 or above accumulative GPA. (2) While in office the officer must maintain a 2.0 a cumulative GPA and must not have below 2.0 for more than one quarter. (3) Officer must be a matriculated student and be in good standing with his or her college.
- 4.3 All officers serve for a term of ONE (I) YEAR or until their successors shall be duly elected and qualified.

- 4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.0 accumulative GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

ARTICLE V- MEETINGS

- 5.1 Regular meetings of CJS shall be held at a minimum of once per quarter, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.
- 5.2 Special meetings of CJS may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

ARTICLE VI- UNIVERSITY ADVISOR

The University Advisor will be Dr. John Wright, Director, Undergraduate Program, Division of Criminal Justice.

ARTICLE VII- AMENDMENTS

- 7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.
- 7.2 Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all voting members and with the approval of the appropriate governing board.

ARTICLE VIII- RATIFICATION

Ratification by two-thirds (2/3) of the charter members of the Student Organization shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.

BYLAWS OF THE UNIVERSITY STUDENT ORGANIZATION

SECTION 1 - STUDENT OFFICERS

- 1(1) The President shall be the Executive Officer of the Student Organization

and shall preside over all meetings of THE STUDENT ORGANIZATION AND THE EXECUTIVE BOARD. He/she shall be an ex-officio member of all standing committees.

- 1(2) The Vice-President, in the absence of the President shall PRESIDE AT ALL MEETINGS OF THE STUDENT ORGANIZATION AND OF THE EXECUTIVE BOARD. The Vice-President shall ALSO PERFORM SUCH OTHER DUTIES AS ARE ASSIGNED HIM/HER BY THE PRESIDENT OF THE EXECUTIVE BOARD.
- 1(3) The Treasurer shall be responsible in conjunction with the University advisor, to all fiscal matters of the student organization.
 - (a) The Treasurer shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.
 - (b) The Treasurer, in conjunction with the University Advisor, will have final approval of all student organization expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.
 - (c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board, Graduate Student Association, Medical Student Association, or Student Bar Association).
 - (d) The Treasurer is responsible for educating his/her successor on the obligations of this position.
 - (e) The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.
 - (f) The Treasurer will make reports at the quarterly meetings of the Student Organization and at other such times as the President or Executive Board may direct.
 - (g) Failure to abide by these aforesaid policies will result in Financial Probation of the Student Organization as defined by their respective Funding Board.
- 1(4) The Secretary shall keep the records of the membership and the minutes of the meetings of the Student Organization and the Executive Board. He/she shall make a report at the annual meeting of the Student Organization and at such time as the President or the Executive Board may direct.

SECTION 2 - ELECTIONS

- 2(1) Elections will be held AT THE FIRST MEETING IN MAY.
- 2(2) All officers shall be elected by a majority vote of those persons casting ballots.

- 2(3) Officers will take office IMMEDIATELY FOLLOWING THEIR ELECTION.

SECTION 3 - EXECUTIVE BOARD

- 3(1) The Executive Board shall be composed of THE ELECTED OFFICERS OF THE STUDENT ORGANIZATION AND THE UNIVERSITY ADVISOR.
- 3(2) The Executive Board shall DETERMINE THE POLICIES AND THE ACTIVITIES OF THE STUDENT ORGANIZATION, DISCIPLINE MEMBERS, APPROVE THE BUDGET AND HAVE GENERAL MANAGEMENT OF THE STUDENT ORGANIZATION.
- 3(3) THE EXECUTIVE BOARD SHALL MEET REGULARLY AT LEAST ONCE EACH MONTH AND AT THE CALL OF THE PRESIDENT.
- 3(4) THE IMMEDIATE PAST PRESIDENT, TO BE A VOTING MEMBER OF THE EXECUTIVE BOARD, MUST BE AT THE PRESENT TIME A FULL/PART-TIME STUDENT ENROLLED IN ANY OF THE COLLEGES, SCHOOLS OR DIVISIONS OF THE UNIVERSITY, AND MAINTAINING A 2.0 QUARTERLY GPA, AND IN GOOD ACADEMIC AND DISCIPLINARY STANDING IN HIS/HER RESPECTIVE COLLEGE, SCHOOL OR DIVISION. (UNIVERSITY ORGANIZATIONS MUST HAVE AN AFFILIATION WITH THE UNIVERSITY)

SECTION 4 - UNIVERSITY ADVISOR

- 4(1) The University Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization
- 4(2) The University Advisor is required to file an official certification of academic standing of the organization's officers with the Student Organizations and Activities Office (Student Life Pavilion North; Suite 150). Certifications due quarterly.
- 4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

SECTION 5 - SPECIAL COMMITTEES

- 5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

- 5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

SECTION 6 - MEETINGS

- 6(1) Meetings shall be held AT SUCH PLACES AS DETERMINED BY THE EXECUTIVE BOARD.
- 6(2) The quarterly meetings of the Student Organization shall be given AT LEAST TWO (2) WEEKS NOTICE OF THE PLACE OF THE QUARTERLY MEETINGS.
- 6(3) At all meetings, a quorum shall be ONE-HALF (1/2) OF THE VOTING MEMBERS OF THE STUDENT ORGANIZATION. A quorum is necessary for the organization to conduct official business. IN STUDENT ORGANIZATIONS THE BYLAWS SHOULD PROVIDE FOR A QUORUM AS LARGE AS CAN BE DEPENDED UPON FOR BEING PRESENT AT ALL MEETINGS IN ORDER TO CONDUCT THE ORGANIZATION'S BUSINESS.
- 6(4) All matters coming before the Student Organization which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the constitution or bylaws which require a specific number, i.e., ratification, etc.

SECTION 7 - REVENUE

- 07(1) A membership fee of \$5 shall be paid to Treasurer of the Student Organization upon application for membership.
- 7(2) The annual dues shall be \$5 payable in quarterly installments, on the first of October, January, April, and May.
- 7(3) Revenue from sources other than those defined in this section may be raised as determined by the Executive Board and approved by the Student Organization, along with the approval of the appropriate University office.
- 7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Student Organization and in accordance with university policies.
- 7(5) The Treasurer shall be responsible for the accountability of the Student Organization's monies, and shall report to the Executive Board and the Student Organization.

SECTION 8 - DISCIPLINE

- 8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds ($2/3$) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the Secretary
- 8 (2) Any member charged with conduct not in accord with the purposes of the Student Organization and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds ($2/3$) vote of the entire Executive Board
- 8(3) Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Student Organization and may not use the organization's name in connection with any further activities.
- 8(4) Appeal process: Any member whose membership in the Student Organization has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Student Organization's respective governing board If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action

SECTION 9 - IMPEACHMENT

- 9(1) Petition Executive Board with signatures of $1/3$ of all voting members petition should state reason for removal.
- 9(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- 9(3) Membership shall be notified at least one week prior to removal vote meeting.
- 9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- 9(5) Removal from office shall require a vote of $2/3$ of all voting members.

SECTION 10 - VACANCY OF OFFICE

- 10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- 10(2) The President shall call for an election within fourteen days after vacancy of any office.
- 10(3) Election shall be conducted as stated in the bylaws.
- 10(4) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10(2).

SECTION 11 - RULES OF ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

SECTION 12 - AMENDMENTS OF BYLAWS

- 12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.
 - 12 (2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate governing board.
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