

# SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE

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www.swacj.org

## SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE CONSTITUTION -Revised October 2010

### ARTICLE I NAME

The name of this association shall be the Southwestern Association of Criminal Justice, hereafter referred to as the "Association."

### ARTICLE II OBJECTIVES

The objectives of the Association shall be:

- (1) To provide communication among individual members, among other organizations and associations of higher education, and among components and agencies of the criminal justice system;
- (2) To promote a high standard of education in the administration of justice;
- (3) To encourage progress in criminal justice planning and research.

### ARTICLE III MEMBERSHIP

Section 1 Regular membership shall be open to those employed in the field of criminal justice education or professionals in the field of criminal justice who have an interest in criminal justice education.

Section 2 Student membership shall be open to students studying and/or researching criminal justice at an accredited college or university. Student members shall enjoy all privileges of regular members except voting and may only hold such offices or committee memberships as designated by the Officers as specifically for student members.

Section 3 Secondary School Student membership shall be open to students researching and/or studying criminal justice at an accredited secondary school or home school program. Secondary school student members shall enjoy all privileges of regular members except voting and may only hold such offices or committee memberships as designated by the Officers as specifically for secondary school student members. Additionally, secondary school student members may only attend the annual meeting by invitation of the President in accordance with requirements as set by the Officers.

Section 4 An eligible person interested in election to membership in the Association will submit a completed written application on a form adopted by the Officers and tender payment of dues for the appropriate level of membership, as set at the time of application, to the Treasurer.

Section 5 To maintain good standing, members must have paid annual dues and their membership must not have otherwise been suspended or terminated.

Section 6 Any member one year in arrears for dues after the annual meeting shall have their membership terminated; reinstatement shall be according to policy established by the Officers.

Section 7 Whenever an issue concerning any application of any person arises, that application and any other pertinent information shall be forwarded by the Secretary to all Officers for action, subject to further review or direction by the membership of the Association. Any membership may be suspended by a two-thirds vote of the Officers 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 based on consideration of the Association's stated Objectives (as noted in Article II) and undertaken in accordance with the procedures outlined under Rule 60 in Roberts' Rules of Order Newly Revised.

Section 8 Only regular members in good standing shall be allowed to vote.

#### ARTICLE IV OFFICERS

Section 1 The Officers of the Association shall consist of the following:

President

First Vice President (President Elect)

Second Vice President (1st Vice President Elect)

Secretary

Treasurer

Section 2 All Officers shall be members in good standing of the Association.

Section 3 The Officers shall provide general policy direction for the Association.

Section 4 The duties and responsibilities of the Officers are noted in

Appendix A ("Duties and Responsibilities of SWACJ Officers, the Regional Trustee, the SWACJ Webmaster, the Audit Committee, the Webmaster, and the Journal Editor")

#### ARTICLE V ELECTION, RECALL AND APPOINTMENT OF OFFICERS

Section 1 The Officers of the Association shall be elected in accordance with the procedures stated within the Constitution.

Section 2 Elections shall be held at the annual meetings. A candidate shall be considered elected who receives the majority of votes of members in good standing who are in attendance and voting at the annual business meeting.

Section 3 Officers may not serve consecutive terms, with the exception of the Secretary and the Treasurer who may be continued in office more than one consecutive term.

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

Section 5 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 Secretary and the Treasurer shall serve terms of three years.

Section 6 Any Officer may be suspended or 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.

Section 7 Procedures in the case of resignation, recall or death of an Officer shall be established by the Officers.

#### ARTICLE VI MEETINGS

Section 1 There shall be an annual meeting, the time and place to be determined by the Officers and approved by the membership.

Section 2 The Association shall hold its Annual Meeting at a place designated by the Officers during the Fall academic term each year.

Section 3 A mid-year meeting of the Association (which shall not qualify as a "Special Meeting") shall be held in conjunction with the Annual Meeting of the Academy of Criminal Justice Sciences. The time and place of the meeting is determined by ACJS personnel.

Section 4 In meetings of the Association and the Officers, the agenda shall be established by the President or presiding officer.

Section 5 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 of the Association.

#### ARTICLE VII AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended at an annual business meeting of the Association. Constitutional amendments should be labeled "Amendments to the Constitution" and notification given by mail electronic mail to the general membership and a posting on the organization's web site at least ninety days prior to the annual meeting. Proposed amendments may be received by petition from twenty-five percent (25%) of the membership. The vote of two-thirds (2/3) of the membership present and voting at the annual meeting is required for the passage of a Constitutional Amendment.

#### ARTICLE VIII DUES AND FUNDS OF THE ASSOCIATION

Section 1 The annual dues for all membership categories shall be set by the Officers.

Section 2 All revenues generated by the Association shall be placed in a general fund created by Treasurer.

Section 3 The Officers 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 its objectives.

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

Section 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 Officers and the general membership. Immediate notification of any irregularities will be made to the President.

## ARTICLE IX COMMITTEES

Section 1 There shall be a Standing Committees of the Association: The Audit Committee.

Section 2 The President shall designate Association members to serve on the Standing Committee.

Section 3 The duties and responsibilities of the committee members are noted in Appendix A.

Section 4 The President may create 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 X ASSOCIATION JOURNAL

Section 1 The Association is authorized to publish a peer-reviewed electronic journal entitled the Southwest Journal of Criminal Justice (hereafter referred to as the Journal).

Section 2 The editor of the Journal shall be selected by the Officers.

Officers under consideration for editorship of the Journal shall be excluded from the selection process.

Section 3 The editor of the Journal shall serve a term of three years or until their successors have been duly elected and qualified.

Section 4 The duties and responsibilities of the editor are noted in Appendix A.

## ARTICLE XI WEBMASTER

Section 1 The Association is authorized to post a Website containing information promoting and furthering the objectives of the Association.

Section 2 The Webmaster shall be selected by the Officers. Officers under consideration for Webmaster position shall be excluded from the selection process

Section 3 The Webmaster shall serve a term of three years or until their successor has been duly elected and qualified.

Section 4 The duties and responsibilities of the Webmaster are noted in Appendix A.

## ARTICLE XII EDUCATIONAL AND SCIENTIFIC PURPOSES

This Association is organized exclusively for educational and scientific purposes including, the making of distributions to organizations that qualify as exempt organizations under section 501 (e) (3) of the internal revenue code of 1954 (or the corresponding provision).

## ARTICLE XIII RESTRICTION

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, Officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE XII hereof.

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under section 501 (e) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or contributions to which are deductible under section 170 (c) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE XIV DISSOLUTION

Upon dissolution of the Association, the Officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the internal revenue code of 1954 (or the corresponding provision of any future United States internal revenue law), as the Officers shall determine. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the Association is then located exclusively for such purpose or to such organizations as said court shall determine which are organized and operated exclusively for such purposes.

Constitution Amended On And Effective As Of: .....

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

THIS IS TO CERTIFY THAT THIS IS A CORRECT COPY OF THE CONSITUTION AS APPROVED BY THE MEMBERSHIP.

\_\_\_\_\_  
SECRETARY

Appendix A

**Duties and Responsibilities of SWACJ Officers, the Regional Trustee,  
the SWACJ Webmaster, the Audit Committee, the Webmaster, and the Journal Editor**

SWACJ OFFICERS

PRESIDENT

Annual Meeting

- Be present at the Past President's Reception.
- Preside over the first part of business meeting until the new Second Vice-President is elected and the Vice-President assumes responsibility.
- Determine theme.
- Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

#### Winter Meeting

- Preside over Business Meeting held at ACJS.
- Appoint a Site Committee for upcoming meeting. The primary task of the Site Committee is to solicit proposals for upcoming SWACJ annual meetings. The 3-5 person ad hoc Site Committee should offer recommendations regarding sites for annual meetings. Proposals and recommendations should be presented at the ACJS annual meeting, at which members will decide the location of the meeting roughly 1.5 years out.

#### Newsletter

- Write a column for the two newsletters

#### FIRST VICE-PRESIDENT

The First Vice-President shall automatically succeed to the office of President should the President be unable to complete the elected term of office. The Vice-President shall preside at Annual or Special Meetings of the Association in the Absence, disability, suspension, or removal of the President.

#### Annual Meeting

- Preside over the second half of the business meeting once new Second Vice-President is elected.
- Express appreciation for outgoing president in the form of a plaque or something similar.
- Assist the President and run the meeting in cases in which the President is unable to attend.

#### Winter Meeting

- Assist the President and run the meeting in cases in which the President is unable to attend.

#### Newsletter

- Help select columns for the newsletter.

- Edit and format as necessary.

#### Upcoming Annual Meeting (the meeting during their presidency)

- Determine theme.
- Negotiate contract.
- Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Collaborate with designated Site Committee.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

#### SECOND VICE-PRESIDENT

The Second Vice-President shall preside at Annual or Special meetings of the Association in the absence, disability, suspension, or removal of the President and Vice-President. The Second Vice-President is required to assist all Officers as requested.

#### Newsletter

- Write column for the two newsletters.

#### Annual Meeting for the Year of Their Presidency

- Determine theme.
- Negotiate contract.
- Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Collaborate with designated Site Committee.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

#### SECRETARY

The Secretary is charged with facilitating membership activities including the collection of membership dues, updating the membership list, and welcoming new members in the newsletters. Other duties include:

- Updating the SWACJ letterhead and distributing it to SWACJ Officers.
- Submitting all newsletters to the ACJS Executive Office.
- Updating the SWACJ Constitution.
- Other tasks as requested by the SWACJ Officers.

#### Annual Meeting

- Include a call for papers in the ACJS annual meeting program.
- Print and distribute the SWACJ Annual Meeting preliminary program.
- Take minutes of the meeting.
- Ensure that the following are brought to the meeting: Name tags and pins; ribbons for Officers; membership forms; the list of responsibilities for the SWACJ Officers, the Site Committee, the Webmaster, and the Regional Trustee; and the minutes from the preceding Winter and Business meetings.
- Facilitate the election process for available SWACJ offices.
- Help oversee registration.

#### Winter Meeting

- Take minutes at the Executive Officer meeting.
- Take minutes at the business meeting.

#### Newsletter

- In conjunction with the First Vice-President, develop and distribute a Fall and Spring newsletter.
- Include the minutes for each business meeting in the newsletters.
- Include a “New Members” column in which new members are recognized and thanked for their support of SWACJ.

### TREASURER

The Treasurer is tasked with overseeing the financial responsibilities of the Association, including overseeing the Association’s Federal Tax Exemption number and all financial information pertaining to the Association.

#### Annual Meeting

- Bring money bag, receipt book, and the Association’s checkbook and credit card to the meeting.
- Collect money from sponsors, including publishers, schools, and agencies.
- Oversee the handling of financials. Ensure that money is locked up with the host hotel each night.
- Pay hotel invoices.
- Offer Treasurer’s Report at the business meeting.

#### Winter Meeting

- Offer Treasurer’s Report.
- Newsletter

- Submit an article for both newsletters documenting the financial status of the Association.
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## TRUSTEE

### Annual Meeting

- Serve as a liaison between SWACJ and ACJS, primarily through offering a report of ACJS happenings.

### Winter Meeting

- Serve as a liaison between SWACJ and ACJS, primarily through offering a report of ACJS happenings.
- Newsletter
- Submit a Trustee's Report for each newsletter.

## AUDIT COMMITTEE

The Audit Committee shall provide accountability for the financial well-being of the Association. The 2-3 person committee is charged with examining the financial records of the Association and reporting any questionable practices to the SWACJ President. The Committee, appointed by the SWACJ President, shall serve a three-year term.

## WEB MASTER

The SWACJ Web Master is responsible for the overall upkeep of the SWACJ Website. The Web Master shall serve a three-year term, with the option to renew their commitment.

## JOURNAL EDITOR

The Journal editor shall oversee the day-to-day operations surrounding the bi-annual publication of the Journal. The editor should ensure that the operations involved with publication of the Journal remain consistent with the goals of the Association.

The editor shall be awarded a \$1,000 stipend annually.

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