

# **SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE**

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www.swacj.org

## **CONSTITUTION** of the **SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE** Revised October 2017

### **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 encourage and foster 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 and promote 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. Post-Secondary Student membership shall be open to students studying and/or researching criminal justice at an accredited college or university. Post-secondary student members shall enjoy all privileges of regular members except voting, and they may only hold such offices or committee memberships as designated by the Officers as specific to student membership.
- 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 they may only hold such offices or committee memberships as designated by the Officers as specific to 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 to the Treasurer for the appropriate level of membership as set at the time of application.
- Section 5. In order to maintain good standing, members must have paid annual dues, and their membership must not have otherwise been previously 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 considered and/or permitted 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 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:  
Immediate Past President  
President  
First Vice President (President Elect)  
Second Vice President (1st Vice President Elect)  
Secretary  
Treasurer  
Web Master
- 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 and Committees”).

#### **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, the Treasurer, the Webmaster, and the Journal Editor, who may continue in office for 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 official meetings of the Officers without reasonable cause as determined by the Officers.

Section 5. The Immediate Past President, 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, the Treasurer, the Webmaster, and the Journal Editor 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 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 term of each academic 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 shall be determined and assigned 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**

Section 1. This Constitution may be amended at an annual business meeting of the Association.

Section 2. Constitutional amendments should be labeled "Amendments to the Constitution," and notification of the proposed amendment(s) should be provided via both electronic mail to the general membership and a posting on the organization's website at least ninety days prior to the annual meeting.

Section 3. Proposed amendments may be presented by the Board (after a majority approval vote), or they may be received by petition from twenty-five percent (25%) of the membership.

Section 4. A 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 the Treasurer.

Section 3. The Officers shall have the authority to enter into agreement with public and private agencies for the purpose of accepting grants and/or donations 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 shall 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 two Standing Committees of the Association:  
The Audit Committee  
The Awards Committee.
- Section 2. The President shall designate Association members to serve on the Audit Committee. The Immediate Past President shall Chair and designate Association members to serve on the Awards Committee.
- Section 3. The duties and responsibilities of committee members are noted in Appendix A.
- Section 4. The President may create ad hoc committees as deemed appropriate. The President shall appoint the chairpersons of all committees and shall appoint such members as deemed appropriate.

## **ARTICLE X – ASSOCIATION JOURNAL**

- Section 1. The Association is authorized to publish a peer-reviewed journal entitled *Journal of Qualitative Criminal Justice and Criminology*; hereinafter 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 successor has been duly elected and qualified.
- Section 4. The duties and responsibilities of the editor are noted in Appendix A.

## **ARTICLE XI – ASSOCIATION WEBSITE**

- 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 serve a term of three years or until their successor has been duly elected and qualified.
- Section 3. 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**

Section 1. 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.

Section 2. 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.

Section 3. 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: October 14, 2017

\_\_\_\_\_  
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 and Committees**

#### **IMMEDIATE PAST PRESIDENT**

Chair and select members of the Awards Committee

#### **PRESIDENT**

Set agenda for all meetings of the Officers

Preside over Annual Meetings

Attend Past President's Reception

Preside over the first part of annual business meeting (until the new Second Vice-President is elected and the First Vice-President assumes responsibility)

Determine theme for annual conference

Identify and make arrangements for keynote speaker

Serve as contract consultant for venue

Serve as Program Chair, including compiling and formatting the final program

Solicit contributions for door prizes and give-aways for meeting attendees

Oversee conference registration

Solicit participation from academics, professionals, and students

Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers

Preside over Winter Meetings

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 2-3 years out.

Submit the President's contribution for each newsletter

Provide the President's Report for each executive meeting and general business meeting

Other duties as required

#### **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.

Take place as president and preside over the second half of the annual (fall) business meeting once new Second Vice-President is elected.

Determine theme for "their" conference (as president)

Negotiate contract with conference venue

Coordinate Undergraduate Student Quiz Bowl

Serve as contract consultant to Site Committee

Collaborate with designated Site Committee

Solicit contributions for door prizes and give-aways for meeting attendees

Assist in overseeing conference registration

Solicit participation from academics, professionals, and students

Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers  
Submit First Vice President's contribution for each newsletter  
Provide First Vice President's Report for each executive meeting and general business meeting  
Other duties as required

## **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.  
Determine the theme for the Annual Meeting for the year of their presidency  
Negotiate contract with conference venue  
Coordinate both graduate and undergraduate student paper competition at conference, 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 to Site Committee  
Solicit contributions for door prizes and give-aways for meeting attendees  
Assist with overseeing conference registration  
Solicit participation from academics, professionals, and students  
Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers  
Submit Second Vice President's contribution for each newsletter  
Provide Second Vice President's Report for each executive meeting and general business meeting  
Other duties as required

## **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:  
Update SWACJ letterhead and distributing to Officers  
Submit all newsletters to ACJS Executive Office  
Updating SWACJ Constitution  
Include a call for papers in the ACJS annual meeting program  
Print and distribute the SWACJ Annual Meeting preliminary program.  
Take minutes of all meetings  
Ensure that the following are brought to the annual conference: Name tags and pins; ribbons for Officers; membership forms; 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.  
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  
Other tasks as requested by the SWACJ Officers  
Submit Secretary’s contribution for each newsletter  
Provide Secretary’s Report for each executive meeting and general business meeting  
Other duties as required

## **TREASURER**

The Treasurer is tasked with overseeing the financial responsibilities of the Association, including overseeing the Association’s Federal Taxpayer Identification Number (EIN) and all financial information pertaining to the Association. The term of office for the Treasurer will start on January 1st and end on December 31st. Additionally, the outgoing Treasurer will be responsible for aiding the incoming Treasurer in filing the previous year’s tax return.

Additional duties include:

Open and maintain Association checking account and other accounts approved by the Officers (e.g. PayPal account or savings account)

Receive and disburse funds

Record transactions and maintain financial records

Issue invoices and receipts

Maintain financial records for annual and periodic audits

Provide financial status updates to the President and Officers upon request

Function as liaison between the Association and the IRS

Maintain Not-for-profit status with the IRS and file annual tax returns

Apply for and maintain state tax exemptions when appropriate

Bring money bag, receipt book, and the Association’s checkbook and credit card to the annual conference

Collect donations, contributions, advertising, and sponsorship payments from sponsors, including publishers, schools, and agencies

Oversee the handling of financials

Ensure that money is locked up with the host hotel each night during annual conference.

Pay hotel invoices

Submit Treasurer’s contribution for each newsletter documenting the financial status of the Association

Provide Treasurer’s Report for each executive meeting and general business meeting

Other duties as required

## **WEBMASTER**

The SWACJ Webmaster is responsible for the overall upkeep of the SWACJ Website. The Webmaster shall serve a three-year term, with the option to run for additional term(s).

Submit Webmaster’s contribution for each newsletter

Provide Webmaster’s Report for each executive meeting and general business meeting.

Other duties as required

## **TRUSTEE**

Serve as a liaison between SWACJ and ACJS, primarily through offering a report of ACJS happenings. The Trustee shall serve a three-year term, with the option to run for additional term(s).

Submit Trustee's contribution for each newsletter

Provide Trustee's Report for each executive meeting and general business meeting.

Other duties as required

## **JOURNAL EDITOR**

The Journal editor shall oversee the day-to-day operations surrounding the 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 Journal Editor shall serve a three-year term, with the option to run for additional term(s). The editor shall be awarded a \$1,000 stipend annually (\$500 upon the completed publishing of each of the semiannual issues of the Journal).

Submit an Editor's contribution for each newsletter

Provide an Editor's Report for each executive meeting and general business meeting.

Other duties as required

## **AUDIT COMMITTEE**

The Audit Committee shall provide accountability for the financial well-being of the Association. The (minimum) 3-person committee is charged with examining the financial records of the Association and reporting any questionable practices to the SWACJ President.

The members of the Committee, appointed by the SWACJ President, shall serve a three-year term.

## **AWARDS COMMITTEE**

The Awards Committee shall solicit nominations for all awards including the Felix Fabian Founder's Award and then select award recipients.

The Committee shall be authorized to suggest the creation of other awards that may be relevant to the Association.

The Awards Committee shall be appointed by, and chaired by, the Immediate Past President.

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