

SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE

ARKANSAS • ARIZONA • COLORADO • NEW MEXICO • OKLAHOMA • TEXAS

www.swacj.org

CONSTITUTION of the **SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE** Revised October 21, 2021

ARTICLE I – NAME

The name of this association shall be the Southwestern Association of Criminal Justice, hereafter referred to as “the Association.” It is also commonly referred to as SWACJ.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be:

- (1) To encourage and foster communication among individual members, organizations and associations of higher education, 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. Regular membership shall be open to retired members of these groups as well.

Section 2. Student membership shall be open to students studying and/or researching criminal justice at an accredited college or university

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
Ombuds

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

Section 3. The Ombuds shall be a regular member who has been a member of the Association for at least 3 years and has served as member of the Executive Board in the Association.

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 and the Association’s Bylaws.

Section 2. Elections shall be held prior to the annual meetings/conferences. Elections will take place through an online voting system. Elections will be facilitated by the Secretary of the Association.

Section 3. All Officers are expected to attend all meetings of the Association.

Section 4. Procedures in the case of resignation, recall, or death of an Officer shall be established by the Officers in accordance with the procedures outlined in the Association’s Bylaws.

ARTICLE VI – MEETINGS

Section 1. There shall be an annual meeting, the time and place to be determined by the Officers and with input from the conference site committee.

Section 2. The Association shall hold its General Business 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.

ARTICLE VII – COLLECTION AND CREATION

Section 1. Officers oversee the Association’s finances.

- Section 2. The Association is authorized to publish a peer-reviewed journal entitled *Journal of Qualitative Criminal Justice and Criminology*.
- Section 3. The Association is authorized to post a Website and social media containing information promoting and furthering the objectives of the Association.
- Section 4. There are three standing committees: Audit Committee, Awards Committee, Conference Site Committee. The President may appoint ad hoc committees as needed and the Ombuds may appoint an Ethics Committee if the need arises.

ARTICLE VIII – ETHICS

- Section 1 - We expect our members to act with ethical standards in line with educators and professionals in the field of criminal justice. Following this, the Association holds its members to high standards laid out in the SWACJ Ethics Code.
- Section 2 - Violation of the Code of Ethics or the Association's Objectives by members can result in sanctions up to suspension and termination of membership.
- Section 3 - All policies and procedures in regard to ethical violations are outlined in the Code of Ethics and Procedures.

ARTICLE IX – 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 X – AMENDMENTS TO THE CONSTITUTION

- Section 1. Discussion related to any Constitutional Amendments will take place during a membership business meeting. Voting will take place through an online voting system within two weeks of the membership business meeting and will be facilitated by the Secretary 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 sixty (60) 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 voting is required for the

passage of a Constitutional Amendment.

ARTICLE XI – 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 XII – 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: XXXX

PRESIDENT

SECRETARY

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

SECRETARY

SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE

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BYLAWS of the **SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE** Effective October 21, 2021

ARTICLE I – NAME

The name of this association shall be the Southwestern Association of Criminal Justice, hereafter referred to as “the Association.” It is also commonly referred to as SWACJ.

ARTICLE II – OBJECTIVES

The objectives of the Association are:

- (1) Stated in Article 2 of the Association’s Constitution;
- (2) To achieve the Association’s objectives, meetings and other activities are held.

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, as well as retired members of these groups. Membership is gained through paying annual dues as set forth by the Association.
- 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 they may only hold such offices or committee memberships as designated by the Officers as specific to student membership.
- Section 3. Membership may be reviewable by the Board and subject to Board approval.
- Section 4. An eligible person interested in membership in the Association can submit an online form through the Association’s Website for a standalone sustaining membership or can receive membership as part of a package with the annual conference registration.

- Section 5. To maintain good standing, members must have paid annual dues, and their membership must not have otherwise been previously suspended or terminated.
- Section 6. Former members whose memberships were previously terminated due to ethical violations or non-payment of dues may appeal to the executive board for readmission to the membership. Readmission to membership is not guaranteed and the decision should be based on the best interests of the organizations and its current members.
- 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. Such suspensions or terminations shall be based on consideration of the Association's stated Objectives (as noted in Article II) and Code of Ethics and Procedures.
- Section 8. Only regular members in good standing shall be allowed to vote.

ARTICLE IV – OFFICERS

- Section 1. The Officers, except for the Ombuds, shall provide general policy direction for the Association.
- Section 2. The Ombuds shall handle ethical situations arising among the Association's membership.
- Section 3. The duties and responsibilities of the Officers are noted in the Officer Duty List.

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 and the Association's Bylaws.
- Section 2. The online voting period will be open for at least five (5) full days and must close before 5 pm (central time) on the Friday immediately preceding the conference. A candidate shall be considered elected who receives the majority of votes of members in good standing during the open period. If a run-off is needed, the run-off must be open for at least 48 hours prior to the annual membership business meeting. Nominations for election positions will be due 30 days prior to the conference. Elections will be facilitated by the Secretary of the Association. If there is no conference, the elections should follow a similar timeline.
- Section 3. 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 4. 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 Immediate Past President is not eligible to run for the position of Second Vice President. The Secretary, the Treasurer, the Communication Liaison, the Ombuds, and the Journal Editor shall serve terms of three (3) years and are eligible for reelection.
- Section 5. Any Officer may be suspended by a two-thirds vote of the remaining officers (not counting the Ombuds). An officer can appeal this decision to the Ombuds and the Association's Ethics Committee. Membership or Officer status may be terminated by a unanimous vote of the Ethics Committee present and voting during a hearing called at the behest of the Ombuds. A decision by the Ethics Committee must be reached within 30 days of the Ombuds getting an appeal to termination.
- Section 6. When a vacancy arises in any of the elected positions, appointments will be made by the Officers.

ARTICLE VI – MEETINGS

- Section 1. In meetings of the Association and the Officers, the agenda shall be established by the President or presiding officer.
- Section 2. 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 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 three (3) Standing Committees of the Association:
The Audit Committee
The Awards Committee.
The Conference Site Committee
- Section 2. The President shall designate Association members to serve on the Audit Committee.
- Section 3. The Immediate Past President shall Chair the Awards Committee and the President shall designate members to serve on the Awards Committee.
- Section 4. The Conference Site Committee shall be made up of the President, Vice-President, and three elected members. The elected members shall serve three-year staggered terms with one member up for election each year. For its initial formation, there will be three elected positions each with a varied term - one-year term (1 position), two-year term (1 position), and a three-year term (1 position).
- Section 5. The President may create ad hoc committees as deemed appropriate. The President shall appoint the chairpersons of all these committees and shall appoint such members as deemed appropriate.
- Section 6. The Ombuds shall constitute an Ethics Committee when a need arises and appoints the chair of the committee.
- Section 7. The duties and responsibilities of committee members are noted the SWACJ Standing Committee List.

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 the Officer Duty List.

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 Communication Liaison 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 Communication Liaison are noted in the Officer Duty List.

ARTICLE XII – ETHICS

Section 1. We expect our members to act with ethical standards in line with educators and professionals in the field of criminal justice. Following this, the Association holds its members to high standards laid out in the SWACJ Ethics Code and Procedures.

Section 2. Violation of the Ethics Code by members can result the suspension and termination of membership. Suspensions and terminations of membership are extreme sanctions but are needed to maintain the high standards of the Association.

Section 3. Any membership may be suspended by a two-thirds vote of the Officers (not counting the Ombuds) and may be terminated by unanimous vote of the Ethics Committee present and voting during a hearing called at the behest of the Ombuds. Such suspensions or terminations shall be based on consideration of the Association's stated Objectives (as noted in Article II of the Constitution) and Code of Ethics and Procedures.

Section 4. Any Officer may be suspended by a two-thirds vote of the remaining officers (not counting the Ombuds) and their membership or Officer status may be terminated by a unanimous vote of the Ethics Committee present and voting during a hearing called at the behest of the Ombuds. Such suspensions or terminations shall be based on consideration of the Association's stated Objectives (as noted in Article II of the Constitution) and Code of Ethics and Procedures.

Section 8. Ombuds is an officer position outside of the board. The Ombuds is not required to attend regular board meetings but is required to attend the annual SWACJ meeting. This person is encouraged to attend the mid-year meeting at ACJS. The Ombuds serves as a resource for all SWACJ members and mediates major disputes (suspensions and terminations of membership) between the board and members. The SWACJ Ombuds should follow the SWACJ Code of Ethics and be fair-minded when making decisions and dealing with members. The Ombuds

serves a three-year term, can serve consecutive terms, and is elected by the membership. The Ombuds is required to be a full-time faculty member at their home institution and have been a member of SWACJ for more than 3 years, including having previously served as an Executive Board member in the Association.

ARTICLE VII – AMENDMENTS TO THE BYLAWS

- Section 1. Discussion related to any Bylaw Amendments will take place during a membership business meeting. Voting will take place through an online voting system within two weeks of the membership business meeting and will be facilitated by the Secretary of the Association.
- Section 2. Bylaw changes should be labeled "Changes to the Bylaws," and notification of the proposed change(s) should be provided via both electronic mail to the general membership and a posting on the organization's website at least sixty (60) days prior to the vote opening.
- Section 3. Proposed changes may be presented by the Board, or they may be received by petition from ten percent (10%) of the membership.
- Section 4. A vote of two-thirds (2/3) of the membership voting is required for the passage of a Bylaw Change.
- Section 5. Changes to the duties of Officers, except for the Ombuds, can be made with a vote of 2/3 of the Officers and a web posting announcing the change and email to the members. If a member objects within sixty (60) days of the email to the members, this change will be voted on during the online election. The change will require a majority vote to pass. If there is no objection after sixty (60) days, the change is confirmed.
- Section 6. Changes to the duties of the Ombuds or the SWACJ Standing Committee List requires the same procedure described above to change bylaws, including but not limited to sixty (60) day notice and 2/3 membership vote.

Bylaws Amended on and Effective as of: XXXX

PRESIDENT

SECRETARY

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SECRETARY

Appendix A: Officer Duty List

Immediate Past President

- Chair the Awards Committee
- Attend all meetings of the officers and the membership

President

- Preside over and set the agenda of all meetings of the officers and membership during their term of office, ending with the ascension of the First Vice-President after the election of a new Second Vice-President at the Annual Meeting.
- Serve as Chair of the Conference Committee.
- Oversee the execution of the Annual Meeting
 - Oversee conference registration,
 - Serves as liaison with the conference venue,
 - Hosts the Past President's Reception
- Serve the Association by
 - Providing the President's Report at each executive meeting and general business meeting
 - Soliciting participation from academics, professionals, and students
 - Solicits sponsorship from academic programs, professional agencies, and publishers
 - Contributes to the Association Newsletter
 - Represents the Association with outside organizations

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.
- Serve as co-Chair of the Conference Committee
- Coordinate the Undergraduate Student Quiz Bowl
- Serves the Association by
 - Providing the First-Vice President's Report at each executive meeting and general business meeting
 - Soliciting participation from academics, professionals, and students
 - Solicits sponsorship from academic programs, professional agencies, and publishers,
 - Contributes to the Association Newsletter

- Assists the President with overseeing the execution of the Annual Meeting as needed

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.
- Provide input to the Conference Committee regarding the conference during the year of their presidency.
- Serves the Association by
 - Providing the Second-Vice President's Report at each executive meeting and general business meeting
 - Soliciting participation from academics, professionals, and students
 - Solicits sponsorship from academic programs, professional agencies, and publishers,
 - Contributes to the Association Newsletter
 - Assists the President with overseeing the execution of the Annual Meeting as needed

Secretary

- Facilitates membership activities including:
 - Assists Treasurer in the collection of membership dues
- Facilitates and supervises Officer elections
- Updates Association letterhead and related material
- Maintains the institutional memory of the Association
 - Updates the Constitution when amended
 - Maintains records of all official meetings of the Association and its Officers
 - Maintains Membership lists
 - Facilitates the publication of the Newsletter and submits copies to the ACJS Executive Office
- Reviews the final version of the SWACJ Annual Meeting program and facilitates its distribution
- Serves the Association by
 - Providing the Secretary's Report at each executive meeting and general business meeting
 - Soliciting participation from academics, professionals, and students
 - Solicits sponsorship from academic programs, professional agencies, and publishers,
 - Contributes to the Association Newsletter

- Facilitates communication between the Membership and the Executive Board
- Assists the President with overseeing the execution of the Annual Meeting as needed

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.
- Maintains the financial security and records of the Association
 - Opens and maintain Association's banking account(s) as approved by the Executive Board
 - Receives and distributes funds as directed by the Executive Board
 - Records transactions and maintains financial records
 - Issues invoices and receipts
 - Reports on the financial status of the Association to the Executive Board and Audit Committee as required Maintains Not-for-Profit status with the IRS and files annual tax returns
 - Applies for and maintains state tax exemptions as appropriate,
 - Brings all financial records to the Annual Meeting and other meetings as required
 - Collects donations, contributions, advertising, and sponsorship payments from sponsors
 - Collects membership dues
 - Facilitates the payment of the Association's debts
- Serves the Association by
 - Providing the Treasurer's Report at each executive meeting and general business meeting
 - Assists the President with overseeing the execution of the Annual Meeting as needed
 - Contributes to the Association Newsletter (to include a financial report)

Communication Liaison

- Responsible for the overall upkeep of the Association website
 - Ensures the website's information is up to date
 - Maintains systems to facilitate membership and conference registration through the website

- Maintains systems to facilitate payment of dues and conference registration through website; coordinates with Treasurer to ensure proper recordkeeping of payments made through the website
- Updates membership list and emails membership when needed
- Assists Secretary with maintaining the Association's institutional memory and membership rolls through the website
- Provides the Communication Liaison's report for each meeting of the Executive Board and the Membership.

Non-Board Positions

Ombuds

- Serves as ethical leader for the Association
 - Serve as a mediator for members suspended by Officers
 - Empanel Ethics Committees
 - Act as a resource for members when questions arise about ethical considerations
 - Serve as a confidential advisor (when legally allowed) to vulnerable members
- Attends annual meetings and is encouraged to attend mid-year meetings.

Trustee

- Serves as liaison between the Association and ACJS
 - Offering report on ACJS activity relevant to the Association
 - Contributes to the Association newsletter
 - Provides Trustee's report at each meeting of the Executive Board and the Membership.

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.
- Attends annual meetings and is encouraged to attend mid-year meetings.

Appendix B: SWACJ Standing Committee List

Audit Committee

- The Audit Committee shall consist of:
 - A minimum of three members of the Association.
 - A chair selected by the President.
 - The members shall serve three-year terms, staggered terms.
- Audit Committee responsibilities:
 - Shall provide accountability for the financial well-being of the Association.
 - Charged with examining the financial records of the Association and reporting

Awards Committee

- The Awards Committee shall consist of:
 - SWACJ Immediate Past President, Chair
 - Two members of the Association, appointed by the President, who shall serve one-year terms.
- Awards Committee responsibilities:
 - Solicit nominations for all awards including the Felix Fabian Founder's Award and then select award recipients.
 - Coordinate both graduate and undergraduate student paper competition at conference and present awards at the Annual Meeting.
 - The Committee shall be authorized to suggest the creation of other awards that may be relevant to the Association.

Conference Site Committee

- The Conference Site Committee shall consist of:
 - SWACJ President, Chair
 - SWACJ First Vice President, co-chair
 - Three members of the Association elected by the membership, who shall serve three-year, staggered terms.
- Conference Site Committee responsibilities:
 - Assist the First Vice-President to determine a theme for the conference during the year of their presidency
 - Identify and make arrangement for keynote speakers
 - Assist the First-Vice President and President in identifying and negotiating with conference venues
 - Assist in the development of conference programs

- Solicit contributions for gifts for meeting attendees such as conference bags and their contents.