

Criminal Justice Student Association Constitution

Preamble

The purpose of the Criminal Justice Student Association (CJSA) is to provide an informative gathering place for all Indiana University students interested in careers related to criminal justice. The organization functions as a means for students to meet and engage with others who hold their same interests, as well as to gain first-hand insight into post-graduate possibilities and networking opportunities with people in the Bloomington area.

Article I: Membership

To be a member of the CJSA, you must fulfill the following conditions:

- Be an enrolled student at Indiana University
- Be a part of the club's mailing list by requesting membership through BeINvolved
- Pay the required \$15 club dues to the treasurer (covered fully in Article IV)

The CJSA has two forms of membership: active and inactive.

- Active members are recognized as those who attend at least half of CJSA meetings within a given semester. Active membership is required for those who wish to become officers or who wish to appear as active members on the CJSA's BeINvolved page. All members are considered active for their first semester but this is subject to change if the attendance requirement is not fulfilled.
- Inactive members are those who are a part of the CJSA's mailing list and attend some meetings but who do not meet the attendance requirement of an active member. If you attend less than half of the meetings in a given semester, your status may be changed from "active" to "inactive" without explicit notice. If a member listed as inactive attends four meetings in a semester, their status will be changed to "active" shortly after their fourth attended meeting.
- NOTE: both active and inactive members of the CJSA have paid their club dues. To be considered a member of the CJSA, you must pay your dues to the club treasurer as soon as possible!

All members are expected to read through the entire constitution shortly after joining. By becoming a member of the CJSA, you agree to all clauses contained within this constitution.

Article II: Officers

There will be four established officer position, as listed below with their official duties.

- **President:**
 - Leads all CJSA meetings, be they of general members or of officers
 - Reports to the staff advisor
 - Develop new initiatives for recruiting and advertising
 - Handles club re-registration at the end of a semester
- **Vice President:**
 - Assists the president with tasks as needed and takes on role of acting president while the position is vacant
 - Drafting amendments to the constitution as needed
 - Schedules meeting locations
 - Corresponds with SLL
- **Secretary:**
 - Takes meeting notes and attendance
 - Maintains BeINvolved and the list of active members
 - Sends out e-mails to club members announcing meetings or other CJSA events
 - Responsible for the club's e-mail account (cjsa@indiana.edu) and responding to e-mails in a timely manner.
 - Keeps files of past events/speakers/member list, etc.
- **Treasurer:**
 - Collects dues and pays bills
 - Reports to the advisor as needed
 - Correspondent with SOA

In addition to their unique duties, all officers are expected to:

- Be open, courteous, and give due respect to all members and non-members
- Maintain a good standard of academic and professional conduct
- Be able to provide adequate information about the club to anyone who might ask
- Help with the recruiting of new members and with club advertising
- Search for new speakers who could present at CJSA meetings. If a speaker you found is selected to present at an upcoming meeting, it is your responsibility to communicate with the speaker to ensure their attendance. You are also responsible for sending a follow-up (phone call, e-mail, or handwritten letter) within 24 hours after they have presented thanking them for their time.
- Accomplish their assigned tasks. Continual failure to complete duties will be grounds for an official hearing
- Attend all meetings. Absences are allowed but a compelling excuse is expected. If an officer knows they will be absent from an upcoming meeting, it is their duty to inform all other officers of their impending absence as soon as possible.

Article III: Elections

Election of club officers will be decided on a case-by-case basis, wherein multiple factors will be considered. Factors considered should not, in any way, violate Indiana University's guidelines for non-discrimination. Acceptable and expected factors include, but are not limited to:

- Length of membership
- Experience with similar duties
- Recommendations from other club members
- Candidates must have been considered an active member within the CJSA for at least two successive semesters
- Attendance at the first meeting of April

Elections will not necessarily be held every school year. If needed, the election period is considered to begin the week before the first meeting of April. If all 4 officer positions are filled and all officers are acceptable with their position at the end of the semester, they need not hold one. However, if any of the following occur, an election must be held:

- One of the officer positions becomes vacant for any reason or if an officer will not be returning the following semester
- Once the election period has begun, an officer wishes to change their position
- Once the election period has begun, at least 1/3 of all active members wish for an election to be held
- Once the election period has begun, at least 3 members who have been active members for two successive semesters indicate that they wish to run for a position

At the beginning of an election period, the Secretary will send out an e-mail to all members of the mailing list announcing the election period and asking for members to e-mail him/her if they wish for an election to be held or that they would like to run for an officer's position. Should an officer wish to change their position, they need only to alert the other officers. If at any time between the e-mail being sent out and the first meeting of April occurring, one of the above conditions is met, the Secretary must send out another e-mail stating that an election will be held. Additionally, the e-mail should detail the duties of all positions and the requirements to become an officer. Anyone wishing to become an officer **MUST** attend the first meeting of April. It is in this meeting that all prospective candidates will introduce themselves to the current officers and announce which position they wish to run for. Exceptions will be given in only the most extreme circumstances.

The following week, all candidates will meet with the existing officers at the same time and place of a regular meeting, whereupon brief interviews will be conducted to ensure the fitness of all candidates for their desired position. Should a candidate fail to meet the basic requirements or seem otherwise exceptionally unsuited for the position, the officers may choose to disqualify the candidate by a simple majority vote. A tie will result in the candidate being considered as fully qualified.

It is at the second regular meeting of April that the election will actually occur. All candidates who were validated the week before and wish to be voted upon must attend this meeting and give a brief statement to all attending members of why they feel they are the best fit for the position. Speeches will be given in by the speakers' alphabetical order and by grouping together people running for the same position. After all speeches have been concluded, voting begins. Every attending member, active or inactive, is entitled to one vote for each open officer position. The vote of an officer, an active member, and an inactive member are all worth the same weight (one tally). Winners are determined by a simple majority vote amongst all members. In the event of a tie, the winner is decided by considering only the votes of the officers. If the votes of the officers are also tied, whomever the president or acting president selected will be the victor. Members being voted upon for a particular position must leave the room while their vote is conducted but are called to return once voting for their position is finished so they may participate in the voting for other positions. The winner for a position will be announced once everyone who left the room during a vote has returned. After this winner is announced, voting begins on the next open officer position until all positions have been successfully voted on. Following the meeting, winners are expected to remain afterwards so that they may speak with the existing officers about how to begin the training process and eventual transfer of authority. This transfer is expected to occur sometime after the last meeting of the Spring semester and before the end of the academic semester.

NOTE: If an election is simply to fill a vacancy, this process will proceed the same except that it will initiate immediately after a vacancy occurs (though following the same week-to-week time scheme) and be only for the vacant position. Transfer of authority will begin immediately after election.

Anyone wishing to contest the outcome of an election or current election procedures is encouraged to first speak with the president or another officer. If they remain unsatisfied with the resolution, please contact Student Life and Learning on the 3rd floor of the Student Activities Tower in the Indiana Memorial Union.

Article IV: Club Dues

All club members, be they active or inactive, officer or non-officer, are expected to pay the required \$15 club dues. These dues are directed back towards funding club activities, such as field trips, t-shirts, and buying food for meetings. Each member must pay their dues at or before their second meeting of the semester (excluding the callout meeting held in late August or early September). Dues must be paid in cash directly to the treasurer at the beginning or end of a meeting. Exceptions to these rules, if any, will be made on a case-by-case basis as determined by the treasurer.

Article V: Meetings

CJSA general meetings are to occur on a bi-weekly basis, though exceptions may be given in case of holidays or unforeseen circumstances. The Vice President will endeavor to ensure that

meetings are in the same place and time every week but the availability of rooms is ultimately up to Student Life and Learning. Meetings will most often involve a guest speaker coming to present to attending members but the CJSA officers reserve the right to change the format of meetings as needed or as desired by the general members.

CJSA officer meetings are to be held on an as-needed basis and, if held, will generally be in the off weeks of general meetings. Officers are expected to treat these meetings the same as general meetings in regards to attendance and should make every effort to attend.

Article VI: Advisor

The staff advisor for the CJSA can be any CJUS faculty member, but usually they will be a CJUS academic advisor. Advisors will be reinstated between academic years unless they ask to leave or the president believes that the club must find a new one. The Criminal Justice department holds the right to postpone CJSA activity in the event of no available advisor, or administrative and procedural discrepancies with the CJSA, Criminal Justice department, University, SOA, and or SLL. The staff advisor should be kept up to date of all CJSA activities (i.e. included on the mailing list) and they must be notified of any constitutional changes. They may request meeting with one or all of the officers at any time and the officers must do all they can to ensure said meeting occurs. In the event that a staff advisor must leave their position, it is the president's responsibility to find a suitable replacement.

Article VII: Code of Conduct

Alcohol (even if over 21 years of age), lit cigarettes, and all other drugs, regardless of legal status are not acceptable during a club meeting. Officers who see any item which qualifies must ask the offender to leave the meeting and to not return until the next meeting. A second violation will be grounds for ejection from the club. Non-officers are encouraged to also ask the offender to leave but are not required to.

Misconduct of any sort will not be tolerated amongst club members, especially officers. If an officer is believed to be neglecting their duties or engaging in misconduct, there will be a meeting of all club officers. If the offender in question is deemed to be doing such by a 3-0 or 2-1 vote amongst the officers not suspect, a reprimand may be enacted. Misconduct will be handled similarly amongst regular members but with two changes:

- Demotion will not be considered a viable punishment
- There will be a three offense policy:
 - Both the first and second offenses will be met with a verbal warning, the second being shared with the staff advisor.

- The third offense will result in expulsion from the club for the remainder of the school year. Membership in the next academic year will be decided by on by all officers who were present when the member was expelled.

More serious transgressions may be reported to the University if they violate both University and the CJSA's guidelines. If the general membership disagrees with decision of the officers, they should seek the staff advisor to act as a mediator in resolving the disagreement.

Article VIII: Indiana University Guidelines

As stipulated by the Indiana University guidelines, the following are also part of the CJSA's constitution:

- **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article IX: Amending Process

Amendments to the CJSA's constitution are to be discussed as needed by a meeting of just the CJSA officers held outside of general meetings. New amendments may be suggested by either officers or regular members. As the need arises, the Vice President will draft the proposed amendment based on whatever details have been discussed in the meeting and then present it in that same meeting to the other officers for voting. The vote will be a simple majority amongst the officers as to whether or not the new amendment should be included. In the event of a tie, the officers must work to find the source of the disagreement and the Vice President should rewrite the amendment based on this new discussion. If the second vote again ends in a tie or the amendment is voted down at either stage, it is to be scrapped and the rest of the meeting will proceed normally or conclude if there is nothing more to discuss. If any amendment is passed or if an amendment proposed by a general member failed, the Secretary must announcing the passing/failing through a club-wide e-mail. If at least 3 complaints are received regarding the passing/failing of an amendment, the amendment will be brought up for discussion in the next

general meeting. Should there be an impasse at this stage between the officers and the general members, the CJSA's staff advisor is to be called to settle the matter.

Certain clauses, however, are to be immutable and may not be changed in any way, under any circumstances, except through direct request from Indiana University. These are:

- The alcohol, cigarettes, and other substance policies found in Article VII
- Article VIII, which the University will change almost annually. If Student Life and Learning denies constitution during club re-registration, Article VIII most likely needs to be updated to the current IU policies.
- All clauses regarding the exceptions from amendment in Article IX

Current as of 07/30/2019