

Constitution of *Insert Organization Name*

Article I—Organization Name

The name of this organization shall be The Criminal Justice Society. The organization may also refer to itself as *CJS*

Article II—Mission and Goals

Section 1: Mission

To provide the Student of Pace University a means of furthering their understanding of Criminology outside of the regular curriculum.

To provide experiences in the subjects that are difficult to obtain in the classroom.

To foster interaction between those who share a common interest in the subject.

To foster interaction between the organization and the entire Pace community.

Section 2: Goals

The organization shall be non-sectarian.

The organization shall be governed by an officer elected by the individual members.

The organization shall abide by the regulations set forth by the student government.

The organization does not discriminate against any individual on the basis of race, gender, sexual orientation, national or ethnic origin, age, disability, or religious, political, ideological views of affiliations.

Section 3: Governing Authority
All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Guiding Principles of Conduct and Student Discipline will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

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Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Student Activity Fees and is currently and/or continuously enrolled at Pace University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Recruitment & Voting Rights

Recruitment shall take place throughout the year and membership is open at all times.

Only active student members are eligible to vote.

Section 3: Revocation of Membership

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Section 2: Additional Membership Requirements

Membership shall be open to full time matriculated University students who are a Criminal Justice Major, minor, or has a general interest in criminal justice.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 4: Reinstatement of Membership

Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

Article IV—Officers

Section 1: Titles and Duties of Executive Board

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position for no more than three weeks.

The President shall:

- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Government Association and the Center for Student Engagement and ensure that all paperwork is current.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.

- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as president.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as vice president.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Board.
 - This includes submitting requests and forms pertaining to finance on SetterSync.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as treasurer.

The Secretary shall:

- Notify members of meetings via e-mail, telephone, or other platform at least 72 hours in advance.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Roster to submit to SGA and Center for Student Engagement at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
 - This includes any events hosted by the organization. The Secretary must oversee that attendance is always being taken at each meeting/event.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as secretary.

Section 2: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 3: Term of Office

The length of term of office shall be no longer than one academic year.

Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. He/she shall also state the eligibility criteria (as defined in Article IV, Section 1) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in March. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members. The nomination/election facilitator will not retain voting rights during the process.

Section 3: Election Process

The order of elections shall be: President, Vice President, Treasurer, Secretary. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office before the election deadline given by the Center for Student Engagement. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation. If a roster of the new e-board is not provided to Student Engagement staff within the 10 school days, the organization can face the possibility of becoming inactive for the following semester.

Article VI—Officer Vacancies

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Student Association and the Center for Student Development and Campus Activities, via OrgSync, within 10 school days of the election.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet once a week during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet once every two weeks during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by the officers. A faculty/staff advisor is a Pace Pleasantville faculty or staff member chosen by a student organization to provide knowledge, resources, commitment, and support to the organization.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Center for Student Development and Campus Activities, via Update

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Article IX—Finances

Section 1: Membership Dues

There are no membership dues.

Section 2: Budget Approval

The Treasurer (in conjunction with the E-Board) shall create a budget for the fall and spring semesters. All funding and budgets must follow the policies and procedures located in the Student Org Handbook.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Hope's Door/Domestic Violence Awareness

address: 39 Washington Ave, Pleasantville, NY 10570 phone number: (914) 747-0828
The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pace University.

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Article X—External Affiliations

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Student Association within two school weeks. The amendment shall not take effect until approved by the Student Association.

Article XV- Honor's Society

Alpha Phi Sigma, the Criminal Justice Honor's Society of Pace University, will fall under the umbrella of the larger Criminal Justice Society. While membership in the Criminal Justice Society is open to all students, membership in the Honor's Society has specific requirements. The requirements for Alpha Phi Sigma induction are as follows:

CHAPTER MEMBERS

Section 1. Membership. The Criminal Justice Honor's Society of Pace University shall have the following members: Collegiate Members and Faculty Members, Honorary Members and Alumni Members. Criteria for memberships are set forth below.

Section 2. Criteria for Membership. Members of the Criminal Justice Honor's Society of Pace University chapter shall meet the following minimum membership criteria:

- Collegiate Members (Active Members). Collegiate members shall be students enrolled in undergraduate or graduate programs at the Criminal Justice Honor's Society of Pace University. Nominations of collegiate members shall be approved by the chapter advisor. Membership applications shall be signed by the chapter advisor, submitted to and accepted by the National Headquarters.

· Baccalaureate students shall be enrolled in Pace University have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent at Pace University, have a minimum GPA of 3.2 on a 4.0 scale and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.

The Mission and Goals of the Honor's Society:

Section 1. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence; service; leadership and unity.

Section 3 The purposes of Alpha Phi Sigma shall be to promote critical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research;

to be actively involved in the community; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain high moral character and commit myself to be governed by the Bylaws of the Alpha Phi Sigma, the National Criminal Justice Honor Society and the local and national officers.

Honor's Society OFFICERS

Section 1. Qualifications for each officer. Be a good-standing current member in the Chapter. If Executive Board members of the CRJ Society are also members of Alpha Phi Sigma, they may serve on both Boards.

Section 2. Elected Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary/Treasurer.

Section 3. Term of Office. An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected.

Section 4. Elections. Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired. Nomination of candidates: A candidate for office must be nominated by a voting member during the first meeting in March in the case of general elections or during the meeting immediately prior to special elections. Time of Elections: General elections shall be held during the first meeting in April and special elections shall be held as necessary. Form of Vote: All elections shall be by secret ballot.

Section 5. Duties.

· President: Shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers of Alpha Phi Sigma to the National Headquarters and to the Pace University Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the Criminal Justice Honor's Society of Pace University Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters.

· Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position if the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership.

· Secretary/Treasurer: shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma correspondence; shall be the financial officer

of Alpha Phi Sigma; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, at the end of each school year, all financial records for audit; shall assist the Advisor and the President in preparation of the requests for funding from the Criminal Justice Honor's Society of Pace University Associated Students, and shall sign said request; shall receive and dispense all monies as approved.

· Section 6. Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of elected chapter officers, for just cause, shall follow the following procedures. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the National Advisory Board. The National Advisory Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

Article XI—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Center for Student Engagement.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Student Government Association within two school weeks. The amendment shall not take effect until approved by the Student Government Association.

History of Constitution

Created: Unknown

Revised: January 22, 2024