

# **THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION CONSTITUTION**

## **ARTICLE I: Name**

The organization shall be known as THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION.

## **ARTICLE II: Purposes**

The purpose of this Association shall be to promote a philosophy and standard of quality education and research in the field of criminal justice, to encourage cooperation and the exchange of information among criminal justice agencies, to facilitate communication and dissemination of information of interest among Association members, members of other regional and state associations, members of the Academy of Criminal Justice Sciences, other educational associations and agencies of the criminal justice system; to serve as the regional center for the collection and dissemination of information regarding teaching and research in criminal justice; and to articulate the interests of the regional membership with State associations within the region and the Academy of Criminal Justice Sciences.

## **ARTICLE III: Membership**

**Section 1.** Membership in the Association shall be inclusive of the States and Provinces of Michigan, Indiana, Illinois, Ohio, Manitoba, Minnesota, Iowa, Missouri, South Dakota, North Dakota, Nebraska, Kansas, Saskatchewan, and Wisconsin. The membership of the Association shall be divided into the following categories: (1) Regular Member and (2) Student Member.

**Section 2.** Regular Member. Regular membership shall be open to any individual who supports the purposes of MCJA.

**Section 3.** Student Member. Student membership shall be open to all undergraduate and graduate students enrolled in accredited institutions of higher education.

**Section 4.** Application Procedures. Applications for any of the membership categories shall be submitted on the form prescribed by the Association. Applicants for membership must meet the requirements set forth in Article III, Sections 1 through 3. Completed applications will be sent to the Treasurer.

**Section 5.** Dues. The annual dues for all membership categories shall be set by the Board of Directors subject to ratification by a majority vote of the membership. Membership dues are payable and due on the 1st day of October each year. A sixty (60) day grace period will be extended to members for the payment of dues. After the sixty (60) day grace period non-payment of dues will result in termination of membership.

**Section 6.** Voting Members. Only Regular members, who are in good standing with respect to the payment of annual dues and against whom the Association has no action pending (See

Article III, Section 7) may vote on matters brought before the Association membership for a vote.

**Section 7. Suspensions.** Any member of the Association may be suspended or expelled from membership for causes other than the non-payment of dues by a two-thirds vote of the Board of Directors. Prior to voting on the suspension of any member, the Board of Directors shall notify the member, in writing, of the Board's pending action and the nature of the charges. The member will have sixty (60) days from the date of notification to respond to the Board and may request a hearing on the pending action. The Board must take action on the request for a hearing prior to the next Annual Meeting. Any action of the board shall be subject to appeal before the voting membership at the Annual Meeting of the Association. Reversal of the Board's action requires a majority vote of the membership in attendance at the Business Meeting held during the Annual Meeting.

**Section 8. Resignations.** Resignations of membership shall be submitted to the Treasurer in writing.

#### **ARTICLE IV. Officers**

**Section 1.** The officers of the Association shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. These officers shall perform such duties as prescribed by the Constitution and By-laws of this Association.

**Section 2.** All officers of the Association shall be Regular Members, in good standing of the Association. All officers shall be elected in accordance with Article X, Sections 1 through 10, Elections.

**Section 3.** No officer of the Association, with exception of the Treasurer and Secretary may serve consecutive terms in the same office. Each officer, except for the Treasurer and Secretary, shall serve for a period of one year from the date of assuming office; the Treasurer and Secretary shall serve terms of office of two years. Officers of the Association shall, however, remain in office until succeeded by officers who are qualified and duly elected.

**Section 4.** The President shall preside at all Board of Directors meetings, Annual and special meetings of the Association; enforce the Constitution and By-laws, and assume responsibility for the orderly operation of the Association.

**Section 5.** The First Vice-President shall assist the President in the duties outlined in Article IV, Section 4. The First Vice-President shall officiate for the President in the event of absence, suspension, expulsion or resignation at all Board of Directors meetings, and Annual and special meetings of the Association. The First Vice-President shall automatically succeed the President in the event the President becomes unable to complete the elected term of office. The First Vice-

President shall serve as president for the year following promotion to the Office of First Vice-President.

**Section 6.** The Second Vice-President shall assist the President and First Vice-President in the duties outlined in Article IV, Sections 4 and 5. In the absence, suspension, expulsion or resignation of both the President and First Vice-President, the Second Vice-President shall preside at Board of Directors meetings, and Annual and special meetings of the Association. The Second Vice-President shall automatically succeed the First Vice-President should the First Vice-President be unable to complete the elected term. The Second Vice-President shall serve as First-Vice President the year following election to the office of Second Vice-President. In the event that the Secretary is unable to perform the duties of the office, as specified in Section 7, these duties shall be assumed by the Second Vice-President until the Secretary is able to again perform the duties or a new Secretary is appointed by the Board of Directors to serve until the next election. A special election for the office of Second Vice-President shall be conducted in accordance with Article X, Section 8, should the Second Vice-President be unable to complete the elected term.

**Section 7.** The Secretary shall keep accurate minutes of the proceedings of the Board of Directors, Annual meetings, and any special meetings duly called. Should the Secretary be unable to complete the elected term, the President shall appoint a Secretary subject to the advice and consent of the Board of Directors. The appointed Secretary will hold office until the next annual election.

**Section 8.** The Treasurer shall maintain an accurate listing of Association membership, keep accurate records of all monies received, deposited and disbursed in the name of the Association, and sign all orders drawn on the funds of the Association lawfully voted. At each annual meeting, the Treasurer will submit a statement of all monies received deposited and disbursed since the prior annual meeting. An auditing committee of the Association (Article VI, Section 6) will oversee the records of the Treasurer and make periodic reports to the general membership. Should the Treasurer be unable to complete the elected term, the President shall appoint a Treasurer subject to the advice and consent of the Board of Directors. The appointed Treasurer will hold office until the next annual election at which time a Treasurer will be duly elected, as prescribed in Article X, Sections 1-11.

**Section 9.** Any officer of the Association may be suspended or expelled from the Association under the procedures outlined under Article III, Section 7. Further, officers of the Association may be subject to recall. Motion for recall may be made at any Board of Directors meeting or at the Annual Meeting of the Association. Officer recall requires a two-thirds vote of the membership in attendance at the Business Meeting of the Annual Meeting.

## **ARTICLE V: Board of Directors**

**Section 1.** The Board of Directors shall be composed of the immediate Past President and the elected officers of the Association.

**Section 2.** The President of the Association shall serve as the Chair of the Board of Directors.

**Section 3.** The Board of Directors shall provide general policy direction for the Association and shall be required to attend called meetings of the Association.

**Section 4.** Minutes of all Board Meetings shall be kept and all actions of the Board shall be reported to the membership at each Annual Meeting.

## **Article VI: Committees**

**Section 1.** The Association has established and will maintain the following standing committees:

- A. Program Committee
- B. Constitution & By-laws Committee
- C. Membership Committee
- D. Nomination & Election Committee
- E. Auditing Committee
- F. Local Arrangements Committee
- G. Student Affairs Committee
- H. Affirmative Action Committee

The President shall appoint all committee chair-persons except as provided in Sections 2 through 7 of Article VI below.

**Section 2.** Program Committee. The First Vice-President shall serve as the Program Committee chair for the annual meeting during his or her term as First Vice-President. The Second Vice-President shall serve as co-chair of the Program Committee.

**Section 3.** Constitution and By-laws Committee. The Chair of the Constitution and By-laws committee shall with the advice and consent of the Board of Directors appoint a Constitution and By-laws Committee composed of at least three (3) regular members of the Association. The Chairperson of this committee will serve as the parliamentarian for the Association and the committee shall have the duty to draw and propose amendments to the Constitution and By-laws. Suggestions and proposals of orders pertaining to the Constitution and By-laws shall be presented to this committee for approval prior to being presented to the membership for action.

**Section 4.** Membership Committee. The Chair of the Membership Committee will appoint at least three (3) Regular Members to the committee to assist in gaining membership for the Association. The Treasurer shall inform this committee of any resignations of membership (Article III, Section 8) or suspensions and expulsions as outlined in Article III, Section 7.

**Section 5.** Nomination and Election Committee. The immediate Past President shall serve as Chair of the Nomination and Election Committee. The Chair shall appoint a committee of not less than three (3) members. The duties of this committee shall be those as set forth in Article X, Sections 1 through 11.

**Section 6.** Auditing Committee. The President, with concurrence of the Board of Directors, shall appoint an Auditing Committee of not less than (3) Regular Members who shall inspect the fiscal records of the Association at least annually and report their findings to the general membership at the annual meeting.

**Section 7.** Student Affairs Committee. The Student Affairs Committee shall have a regular member and a student member appointed to serve as co-chairs of the committee. The committee shall work toward the promotion of student welfare in the Association and in the profession.

**Section 8.** Affirmative Action Committee. The Affirmative Action Committee shall consist of at least three (3) regular members, including a female and an additional minority member. The Committee shall be directed to work closely with the ACJS Affirmative Action Committee in promoting regional interests.

**Section 9.** In addition to standing committees, the President may establish Ad Hoc Committees when deemed necessary. The President may also appoint from the membership individuals to assist in the conduct of the affairs of the Association.

## **ARTICLE VII: Meetings**

**Section 1.** Annual and Mid-Year Meetings. There shall be an Annual Meeting in the Fall, the time and place to be determined by the Board of Directors. There shall be a mid-year meeting in the Spring held in conjunction with the ACJS annual meeting.

**Section 2.** A quorum for an Annual meeting shall be the number of Regular Members present at the Business meeting.

## **ARTICLE VIII: Parliamentary Authority**

The current edition of Robert's 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 Constitution and By-laws of the Association or any special rules the Association may adopt.

## **ARTICLE IX: Funds of the Association**

**Section 1.** A general fund for the Association is hereby created and all revenues derived from membership dues or any other sources shall be placed in said fund.

**Section 2.** The Board of Directors shall recommend the level of membership dues to the general membership, such dues to be ratified by the membership.

**Section 3.** The Board of Directors shall have the authority, with approval of the regular membership, to enter into agreements with public and private agencies for the purpose of accepting grants to aid the Association in meeting its purposes as outlined in Article II of this Constitution.

#### **ARTICLE X: Elections.**

**Section 1.** The Second Vice-President, Secretary and Treasurer shall be elected by a ballot of the entire membership either through the mail or electronically. The candidate receiving the greatest number of votes from those regular members casting ballots shall assume the office.

**Section 2.** The Nomination and Election Committee shall select a slate of candidates of not less than two (2) nominees for each office. The committee will also solicit nominations by mail or electronically from the regular membership.

**Section 3.** In order to be a nominee, a candidate for office shall be a Regular Member in good standing as outlined in Article III, Section 2, for a period of not less than twelve (12) months prior to being nominated. Furthermore, only Regular Members in good standing may nominate a candidate.

**Section 4.** The Nomination and Election Committee will send through the mail or electronically to all Regular Members qualified to vote a ballot. The ballot shall include the names of the candidates. Election materials will be mailed to the membership a minimum of sixty (60) days prior to the Annual Meeting.

**Section 5.** Election materials will include information of how to vote directly to the Nomination and Election Committee.

**Section 6.** A deadline for the receipt of ballots will be established by the Nomination and Election Committee and communicated to the membership with election materials. The deadline must provide for a minimum of thirty (30) days and maximum of forty-five (45) days in which members may return the ballot. No ballots received after the deadline may be counted.

**Section 7.** The Nomination and Election Committee will notify the membership of election results at the Annual Meeting. Newly elected officers shall assume their offices at that time.

**Section 8.** Special elections shall be conducted by the Nomination and Election Committee in accordance with Article X, Sections 1 through 7. Special elections must be conducted within sixty (60) days of office vacancy.

**Section 9.** Any Regular Member wishing to contest the results of an election must submit a petition to the Board of Directors. The member, if not satisfied with the Board's resolution of the petition, may present the issue to the general membership at the Annual Meeting for final determination.

**Section 10.** If an election is held to be null and void by the Board of Directors and sustained by a majority vote of the membership, a new election may be held from the floor at the Business meeting of the Annual Meeting. In such instances, a majority vote of members in attendance is required to elect from the floor.

**Section 11.** The membership shall elect a Regional Trustee to serve on the ACJS Executive Board in accordance with the ACJS regionalization policies.

#### **ARTICLE XI: Amendments to the Constitution**

**Section 1.** The Constitution and By-laws may be amended at the Annual Business Meeting of the Association or by mail ballot.

**Section 2.** Proposed amendments may be received from the Constitution and By-laws Committee or by petition from twenty-five (25) percent of the Regular Members.

**Section 3.** Constitutional amendments to be considered at the Annual Meeting must be labeled “Amendments to the Constitution” and notification given by mail to the general membership at least ninety (90) days prior to the Annual Meeting. Constitutional amendments to be determined by mail ballot must be sent to the membership following parallel procedures as outlined for the election of officers in Article X Sections 4 through 7.

**Section 4.** A vote of two-thirds of the membership present and voting at the Business meeting of the Annual Meeting or a vote of two-thirds of the total membership in the case of a mail ballot shall be required for the passage of a constitutional amendment.

### **THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION BY-LAWS**

#### **ARTICLE I: Membership**

**Section 1.** Applicants for membership must meet the requirements as set forth in Article III of the Constitution.

**Section 2.** Applications shall be completed and sent to the Treasurer.

**Section 3.** Any member who shall be in arrears for dues, as set forth in ARTICLE IX of the Constitution, shall be dropped from the Association.

**Section 4.** Only regular members in good standing shall be allowed to vote.

**Section 5.** No person shall retain membership whose occupation or activities are inconsistent with the goals and objectives of the Association.

## **ARTICLE II: Board of Directors**

**Section 1.** The Board of Directors shall be composed of members as specified in ARTICLE V, Section 1 of the Constitution.

**Section 2.** Only members in good standing may serve on the Board of Directors.

**Section 3.** All elected officers and members of the Board of Directors shall be required to attend called meetings of the Association and shall be subject to recall for absence from two consecutive meetings without reasonable cause.

## **ARTICLE III: Duties of Officers**

**Section 1.** The duties of the president shall be:

- A. To preside at all board of directors meetings.
- B. To preside at all meetings of the association.
- C. To enforce the Constitution and By-laws.
- D. To appoint on the day of his assumption of office, those committees required by the Constitution and By-laws and such other committees as necessary to attend to the orderly operation of the Association.
- E. To require the Treasurer, prior to the adjournment of each annual meeting, to submit a statement of all monies received, deposited and disbursed since the last annual meeting and the financial standing of the Association.
- F. To appoint from the membership individuals to assist in the conduct of the Office of the President so as to insure that the responsibilities of the office are met and the goals and objectives of the Association are furthered.

**Section 2.** The duties of the First Vice President (President-Elect) shall be:

- A. To assist the President in the duties outlined in Section 1 above.
- B. To officiate for the President in the event of the absence of the President.
- C. To assume the responsibility of planning the Annual Meeting.
- D. To represent the Association at various functions as directed by the President and/or the Board of Directors.

**Section 3.** The duties of the Second Vice President (First Vice President-Elect) shall be:

- A. To assist the President and First Vice President in matters requiring aid.
- B. To serve on those committees as assigned by the President, the Board of Directors, and/or the membership.
- C. To be responsible for all publicity concerning the Association.



**Section 4.** The duties of the Secretary shall be: A. To keep accurate minutes of the proceedings of the Board of Directors, the Annual Meeting and special and called meetings. B. To keep a record of the names, addresses and such data pertaining to the membership as may be of interest or use and as directed by the Board of Directors or membership.

**Section 5.** The duties of the Treasurer shall be:

- A. To keep an accurate record of all monies received, deposited and disbursed in the name of the Association.
- B. To provide for orderly registration of attendees at the annual meetings of the Association
- C. To provide for periodic mailings of the Association as may be directed by the President or the Board of Directors.

#### **ARTICLE IV. Selection and Appointment of Editor**

**Section 1.** Selection procedures The Editor for the Midwestern Association of Criminal Justice's Journal of Crime and Justice shall be selected according to the following procedures:

- A. In October of the year immediately preceding the current Editor's final year of office, or at other times as may be required because of a vacancy in the Editor position, the President and the Board of Directors, by majority vote, shall determine a suitable vacancy announcement for the position of Editor. This announcement shall specify the qualifications each applicant shall meet including, but not limited to:
  1. An earned Ph.D. in criminal justice or a related area;
  2. A demonstrated record of scholarly activity;
  3. A record of sustained publication activity;
  4. A formal declaration of support from a host institution, to include supportive services that the institution will commit to the editorship.
  5. A regular member in good standing of the Association
- B. Time permitting, the vacancy announcement shall be advertised in at least one edition of the Journal of Crime and Justice. Advertisements in other appropriate publications may be made with the approval of the Board of Directors.
- C. Applicants for the Editor's position shall submit the following:
  1. a letter of application,
  2. a letter of support from the host institution meeting the requirements specified in Article 4, Section 1, A, 3,
  3. a detailed description of qualifications for the position,
  4. other materials as may be required by the Board of Directors to the Secretary, who shall compile all application materials and notify each applicant of the receipt of the application.

- D. Upon the closing date for submission of application material, the Secretary shall transfer a copy of all application materials to each of the members of the Board of Directors of the Association.
- E. The Board shall consider all materials submitted by each applicant and by majority vote shall decide who shall be appointed to fill the vacancy of Editor.

**Section 2. Editor, duties and responsibilities**

- A. The Editor shall be selected by the Board of Directors as specified in Article 4, Section 1 of the By-laws. The Editor shall be responsible for the preparation, publication, and distribution of the Association's scholarly journal, Journal of Crime and Justice, and any other publications as the President and the Board of Directors may direct.
- B. The Editor shall serve a term of office of four years and may serve in office for not more than two consecutive terms.
- C. A subscription to the journal shall be provided to all regular members in good standing of the association.
- D. The Editor may solicit and accept advertising in Association publications provided it is approved by the Board of Directors.
- E. The Editor shall recommend to the President for approval by the Board of Directors the names of persons to serve as Associate or Assistant Editors or in other staff positions.
- F. The Editor is an ex-officio member of the Board of Directors and may attend the Board of Directors meetings and participate in discussions of the Board but he or she shall not vote. A person holding elective office in the Association shall not be eligible to serve as Editor.
- G. The Editor shall also serve as the archivist of the journal of the Association.

**Section 3. Appointment of Assistant Editors/Editorial Advisory Board**

- A. The Editor shall appoint two persons to serve as Assistant Editors, subject to approval of the Board of Directors. Assistant Editors shall carry out such duties as the Editor may determine to be necessary to ensure the timely and appropriate publication of the Association's publications.
- B. The Editor may appoint persons to serve as members of an Editorial Advisory Board subject to approval of the Board of Directors. Persons appointed to the Editorial Advisory Board shall carry out such duties as the Editor may determine to be necessary to ensure the timely and appropriate publication of the Association's publications.
- C. Assistant Editors and members of the Editorial Advisory Board shall be regular members in good standing in the Association.

**Section 4. Removal/Dismissal of Editor/Assistant Editors/Editorial Advisory Board**

- A. The Editor may be removed from office for failure to perform the duties of that office satisfactorily. Such removal or dismissal shall be approved by a vote of 2/3 majority of the Board of Directors.
- B. Upon the recommendation of the Editor to the Board of Directors, Assistant Editors, and persons appointed to the Editorial Advisory Board may be removed from office for failure to perform the duties of that office satisfactorily. Such removal or dismissal shall be approved by the Board of Directors.