

**NATIONAL BYLAWS  
THE AMERICAN CRIMINAL JUSTICE ASSOCIATION  
LAMBDA ALPHA EPSILON  
GRAND CHAPTER**

**REVISED MARCH 2017**

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**ARTICLE I: NAME**

1. This organization shall be known as The American Criminal Justice Association--Lambda Alpha Epsilon.
2. It shall take a 90% vote of the general membership to change this Article.

**ARTICLE II: OBJECTIVES**

**OBJECTIVES OF THE ASSOCIATION SHALL BE TO:**

1. Improve criminal justice through educational activities.
2. Foster professionalism in law enforcement personnel and agencies.
3. Promote professional, academic, and public awareness of criminal justice issues.
4. Encourage the establishment and expansion of higher education and professional training in criminal justice.
5. Provide a unified voice for professionals in, and students of, criminal justice.
6. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.

**ARTICLE III: MEMBERSHIP**

**A. QUALIFICATIONS FOR MEMBERSHIP**

1. Membership in the Association shall be composed of persons, 18 years of age or older, who are currently or were, at the time of their application for membership, employed in an area concerned with the administration of criminal justice, persons honorably retired from a career in an area concerned with the administration of criminal justice and persons enrolled in a program of study in the criminal justice field at a college or university accredited by a recognized national or regional accreditation association; and persons, approved by the Executive Board of Grand Chapter, involved in volunteer work directly related to the administration of criminal justice.
2. No person shall be considered for membership whose occupation or activities are inconsistent with the aims and purposes of The American Criminal Justice Association--Lambda Alpha Epsilon.
3. Any person convicted of a felony may be considered five (5) years after expiration of sentence and must receive approval of their Regional President plus two-thirds vote of the Executive Board.
4. If a person has been convicted of a felony, they must provide criminal justice documentation from the Probation Department, Courts, etc. and the current status of the conviction at the time their application is submitted for membership.

**B. APPLICATION FOR MEMBERSHIP**

1. Applications for subordinate chapter membership shall be completed and presented to the subordinate chapter. Upon endorsement by the chapter and/or chapter officers, the application and the necessary fees shall be forwarded to the Executive Secretary of Grand Chapter along with the necessary fees. Applications for Membership at Large shall be sent directly to the Executive Secretary of Grand Chapter

along with the necessary fees.

2. Any member desiring to register an objection to an applicant shall do so, in writing, setting forth the reasons for such objections within ten (10) business days after application is presented to the subordinate chapter membership committee.
3. No applicant shall be denied membership in the American Criminal Justice Association--Lambda Alpha Epsilon for reasons of race, creed, color, sex, religion, national origin, or physical disability.
4. The Executive Secretary of Grand Chapter shall be authorized to accept applications for new members.
5. If an application does not meet the qualifications for membership as stated in Article III. A., the Executive Secretary shall return the initiation fee to the applicant with an explanation of why the application does not meet the qualifications for membership.
6. Any "questionable" applications will be sent to the Executive Board for their ratification or rejection.

#### **C. TIME OF MEMBERSHIP**

1. An applicant is not considered a member of the Association until such time as the application is received and approved by the Executive Secretary of Grand Chapter.

#### **D. APPLICATION OF REINSTATEMENT**

1. Applicants for reinstatement must meet the qualifications for membership.

#### **E. TRANSFER OF MEMBERSHIP**

1. A chapter member in any region, and against whom no charges are pending, who desires to affiliate with another subordinate chapter may do so by contacting the chapter to obtain approval of the transfer. If the transfer is approved, a chapter officer or advisor must notify the Executive Secretary, either in writing or by email, to transfer the member into the new chapter.
2. A Member at Large in any region, and against whom no charges are pending, who desires to affiliate with a subordinate chapter may do so by contacting the chapter to obtain approval of the transfer. If the transfer is approved, a chapter officer or advisor must notify the Executive Secretary, either in writing or by email, to transfer the member into the new chapter.
3. A chapter member can transfer to the Member at Large chapter in any region by notifying the Executive Secretary, either in writing or by email. Upon notification, the Executive Secretary will transfer the member to the Member at Large chapter.

#### **F. WITHDRAWAL OF MEMBERSHIP**

1. A member of any chapter or a Member at Large in any region and against whom no charges are pending, may withdraw their membership at any time by notifying the Executive Secretary, in writing or by email, that they no longer wish to continue membership in the Association.
2. No funds will be returned to the member who has withdrawn their membership.
3. If a member withdraws their membership, their membership is not transferable to another member.

#### **G. DUES**

##### **1. Dues Structure:**

- a. The initiation fee is \$40.00 per applicant, which includes the annual dues.
  - b. The annual dues are \$35.00 per member.
  - c. The reinstatement fee is \$40.00 per applicant, which includes the annual dues.
  - d. To maintain good standing, a member must have paid the annual dues.
2. Annual dues shall be due and payable on or before January

1st of each year. Annual dues not paid by January 31st shall be considered delinquent. Annual initiation / reinstatement fees for members joining the Association after September 1st will be paid through the following year.

3. Any member who is in arrears for dues or owes any money for assessments legally passed by the Grand Chapter for the past year will be dropped from the Association's National roster on September 1<sup>st</sup> of the current year. Individuals may apply for reinstatement if they meet the qualifications for membership.
4. No member of Grand Chapter will be allowed to vote at the Executive Board Conference of the Annual Conference if their annual dues have not been paid to Grand Chapter.
5. Star Members of Grand Chapter and Retired Members of Grand Chapter shall be exempt from the payment of all dues and assessments to Grand Chapter and their subordinate chapters.

#### **H. CLASSIFICATION OF MEMBERSHIP**

##### **1. Chapter Members:**

- a. Chapter Members are those members of the Association who have paid all current dues and assessments to their subordinate chapter and to Grand Chapter and who meet all the qualifications for membership. Such members shall be members in good standing.
- b. Star Members of Grand Chapter and Retired Members of Grand Chapter may be Chapter Members.

##### **2. Members at Large:**

- a. Any person who is qualified for membership but does not desire to belong to a local subordinate chapter may apply to Grand Chapter for membership in the "Members at Large" chapter in the region that they are located in.
- b. Members at Large shall remain members as long as they continue to meet the responsibilities and qualifications of membership.
- c. Grand Chapter shall maintain a roster and mailing list of "Members at Large" chapters. Members at Large shall receive conference notices of their region and Grand Chapter and pertinent information from the region and/or the Executive Secretary of Grand Chapter. The persons belonging to the "Members at Large" chapters may meet on functions as any other subordinate chapter and may hold election of officers for the purpose of representing the chapter. However, if no officers are elected by the Members at Large" chapters, the President of each region shall appoint a representative from the "Members at Large" of their region for voting purposes.
- d. The Member at Large representative shall be appointed at least 45 days before the Annual Conference.

##### **3. Retired Members:**

- a. Retired Members of the Association are those members who are honorably retired from a career in the administration of criminal justice and who have been granted retired status with the Association.
- b. Eligibility for retired status requires membership in The American Criminal Justice Association -- Lambda Alpha Epsilon for a period of at least fifteen (15) years.
- c. The granting of retired status shall be subject to the approval of the Executive Board of Grand Chapter.
- d. Members shall apply for retired status through their subordinate chapter. The subordinate chapter shall forward application and certificate of retirement signed by the chapter President and Secretary to the Executive Secretary of Grand Chapter.
- e. Members at Large shall apply for retired status through their Regional President. The Regional President shall sign the application and certificate of retirement and forward to the Executive Secretary of Grand Chapter.
- f. Retired Members shall have the same privileges as chapter members or Members at Large.

#### 4. Paid Life Membership:

- a. Life membership may be granted by paying twelve times the current annual dues. The fee may be paid by making four (4) quarterly payments.
- b. If a member begins to pay the fee for Life Membership in four (4) quarterly payments and the payments are not made each quarter, the Life Membership funds that have been received to date will be returned to the member and they will be notified their petition for Life Membership is cancelled.
- c. Paid Life Members shall not be exempt from subordinate chapter dues and assessments.
- d. Paid Life Members shall be members for life provided all dues and assessments to his/her subordinate chapter are paid annually.
- e. The Grand Chapter Executive Secretary shall issue a Life Membership Certificate with the member's name and date of issuance along with a Life Membership Card. A distinctive Life Member Pin will also be issued.

#### 5. Agency Membership:

- a. The Executive Board may provide for a public or private non-profit criminal justice organization to obtain an Agency Membership. They shall set the fee and entitlements. Agency members shall not have voting privileges.

### I. GENERAL PROVISIONS OF MEMBERSHIP

1. A member of the Association shall not be denied the right to attend meetings of other chapters provided he/she abides by the Bylaws enforced by such chapter.
2. No member of the Association shall, either directly or indirectly, advocate in the name of The American Criminal Justice Association--Lambda Alpha Epsilon any legislation or cause to be introduced before any legislative body or commission any legislation pertaining to any matter whatsoever unless authorized to do so by the Executive Board of Grand Chapter.
3. No member of the Association shall, in the name of The American Criminal Justice Association -- Lambda Alpha Epsilon and either directly or indirectly, participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
4. No member of the Association shall act on behalf of The American Criminal Justice Association -- Lambda Alpha Epsilon unless authorized to do so.

#### 5. Trials and Penalties of Membership:

- a. Any member who shall be guilty of any immoral, dishonest, fraudulent or criminal act or who shall act in such a way as to discredit the Association or who shall offend against the Bylaws of the Association shall be fined, reprimanded, suspended and/or expelled as the Executive Board of Grand Chapter by four-fifths (4/5) vote may determine.
- b. Any member disciplined by the Executive Board may appeal such action to the general membership at the next general membership meeting. The National President will present the facts and rationale of the disciplinary action to the membership who will, by majority vote, either sustain the Executive Board's action; modify it; or reverse it.

### J. AWARDS

1. In order to be nominated or apply for and to receive an award, the person must be a member in good standing of the Association. (This membership requirement does not apply to the Jim Hooker Outstanding Advisor Award (*Bylaws J. 5.*), Honorary Life Membership (*Bylaws J., 6.*) or the five National Awards (*Standing Rules S., 1.*).
2. Nominations for Star Member; Tom Hunter; Bill Melnicoe Distinguished Service Award; Jim Hooker Outstanding Advi-

sor Award; and Honorary Life Membership Awards may be made by a subordinate chapter or member. A written nomination must be submitted to the Executive Secretary by December 31<sup>st</sup> prior to the Annual Conference.

#### 2. Star Member Award:

- a. Star Members are elected to Life Membership from within the membership of the Association in recognition of their outstanding contribution to the Association.
- b. The right to issue Star Membership rests with the voting members of Grand Chapter. Three quarters (3/4) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.
- c. The presentation of Star Memberships may be made at the Annual Conference of the Association. In the absence of the recipient or a delegate, the award shall be sent to the Regional President or the subordinate chapter president for presentation to the member. The award shall be published in the Journal.
- d. Grand Chapter shall issue a Star Member certificate of recognition to each Star member inscribed with the member's name, date of issuance, and ACJA/LAE logo; and a Star membership card inscribed with the member's name and ACJA/LAE logo.
- e. Star Members shall have the same privileges as chapter members or Members at Large.
- f. The Award is an earned recognition of members who have substantially contributed to the furtherance of ACJA-LAE. A nominee must have displayed exemplary loyalty and dedication to ACJA-LAE and shall have provided service which is substantially superior to that performed by other members. A statement of achievements and services to ACJA-LAE must be included in the nomination letter.
- g. Minimum criteria for nomination of a member for the Star Award shall include:
  - (1) Ten (10) years of membership in the Association; **and**
  - (2) Service as a chapter Advisor and/or elected officer of a local chapter; **and**
  - (3) Service as an elected Regional officer for at least one (1) full term or as an appointed member of Regional Committees for at least three (3) years; **or**
  - (4) Service as an elected National officer for at least one (1) full term or as an appointed member of National Committees for at least three (3) years.

#### h. Other consideration:

- (1) Members-at-Large who do not meet the qualification of service to a local chapter, may satisfy this requirement by a total of two (2) additional years of service at the regional level or as an elected officer or appointed committee member.

#### 3. Tom Hunter Founders Award:

- a. One Tom Hunter Founders Award may be granted per year.
- b. Recipients of the Tom Hunter Founders Award are elected to Life Membership.
- c. The right to issue the Tom Hunter Founders Award rests with the voting members of Grand Chapter. Three quarters (3/4) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.
- d. A distinctive plaque will be presented to the awardee inscribed with his/her name, date of issuance, and ACJA/LAE logo.

#### 4. Bill Melnicoe Distinguished Service Award:

- a. The Bill Melnicoe Distinguished Service Award is an earned award granted to members of ACJA/LAE in recognition of outstanding service to the national organi-

zation or within a specific region of ACJA/LAE.

- b. The award is granted upon the favorable vote of a majority of the voting membership of ACJA/LAE present at the National Conference. Voting shall be by secret ballot.
- c. Minimum criteria for nomination for the Distinguished Service Award shall be at least five (5) years active membership in the Association, and outstanding service to the Association at a National, Regional or Chapter level.
- d. A distinctive plaque will be presented to the awardee inscribed with his/her name, date of issuance, and ACJA/LAE logo. The award is not a separate class of membership and does not grant Life Membership privileges.

#### 5. Jim Hooker Outstanding Advisor Award:

- a. The Jim Hooker Outstanding Advisor Award is an earned award granted to advisors of ACJA/LAE in recognition of outstanding service to a chapter and/or region of ACJA/LAE.
- b. The Award is granted upon the favorable vote of a majority of the voting membership of ACJA/LAE present at the National Conference. Voting shall be by secret ballot.
- c. Minimum criteria for nomination for the Jim Hooker Outstanding Advisor Award shall be membership in the Association; at least five (5) years continuous service to at least one ACJA/LAE chapter; and attendance with said chapter(s) at the National Conference during that period.
- d. One Jim Hooker Outstanding Advisor Award may be granted each year.

(1) In the event the Executive Secretary receives more than one nomination from a single region, the nomination will be forwarded to the Executive Committee of that region for the purpose of moving forward one nomination from that region. Regional Executive Committees must act upon the nominations and return their findings to the Executive Secretary within a period of ten days upon receipt of the nominations. Failure to do so will result in forfeiture of that region's nominations.

- e. It will be the responsibility of the Executive Secretary to verify the nominee's membership status and length of service as an Advisor "prior to notification" as defined by Article III., Section K.
- f. A distinctive plaque of recognition will be presented to the awardee inscribed with his/her name, date of issuance, chapter, and school affiliation and the ACJA/LAE logo at the Annual Conference. It will be the responsibility of the President of Grand Chapter to notify the awardee's supervisor(s) of the award in a timely manner. The award shall be published in the Journal. The award is not a separate class of membership and does not grant Life Membership privileges.

#### 6. Honorary Life Membership Award:

- a. Honorary Life Members may be elected to Honorary Life Membership in the Association in recognition of outstanding contribution to or performance in the field of the administration of criminal justice.
- b. The right to issue Honorary Life Membership rests with the voting members of Grand Chapter. A three-fifths (3/5) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.
- c. The presentation of the Honorary Life Membership may be made at the Annual Conference of the Association. In the absence of the recipient or a delegate, the award shall be sent to the Regional President or to a subordinate chapter President for presentation of the award. The award shall be published in the Newsletter.
- d. Grand Chapter shall issue a Life Member certificate to

each Honorary Life member inscribed with the member's name, date of issuance, and ACJA/LAE logo; and a Life membership card inscribed with the member's name and ACJA/LAE logo.

#### 7. Key Awards:

- a. Key Awards are granted to members in recognition of outstanding scholastic attainment in the field of criminal justice.
- b. There shall be three (3) classes of Key Awards; known as the Graduate Key, Gold Key, and Silver Key.
  - (1) Graduate Keys with sapphire shall be awarded to those who meet the requirements with a Graduate Degree.
  - (2) Gold Keys shall be awarded to those who meet the requirements with a Bachelors Degree.
  - (3) Silver Keys shall be awarded to those who meet the requirements with an Associate Degree.
- c. The Key Membership is an honorary award and does not grant any special privileges to the recipient.
- d. The candidate's scholastic quality point accumulative (QPA) or grade point average (GPA) shall be at least 3.50 on a scale of 4.00.
- e. The nomination, accompanied with the Scholastic Honor Award Form and a Certified copy of the candidate's QPA or GPA transcript and the degree awarded shall be forwarded to the Executive Secretary of Grand Chapter. The candidate must be a member in good standing.
- f. The Grand Chapter Executive Secretary will verify that the candidate meets the requirements for the award specified.
- g. Members in good standing may apply for the Key Award. The presentation of the Key Award may be made at the Annual Conference, sent to the chapter for presentation to the member, or mailed to the Key Award recipient. The award shall be published in the Newsletter.
- h. Grand Chapter shall issue a Certificate of Recognition of such members inscribed with member's name, type of award (Graduate, Bachelors, Associates Degree), and date of issuance; the Key Insignia will also be presented to the member.

#### 8. Scholarship Award:

- a. The Association shall award at least four (4) scholarships each year, the number and amount to be defined in the Standing Rules.
- b. Funds for the scholarships shall be generated in accordance with Article VI., Section C. 1. a.
- c. The Scholarship Committee shall coordinate the program ensuring that all applications are complete and submit the results to the Executive Board of Grand Chapter before its Annual Spring Conference.
- d. Rules for the administration of the scholarships shall be placed in the Standing Rules.

#### 9. Student Paper Competition:

- a. The Association shall conduct a competition open to all members who are students which shall require competitors to prepare original written papers. The specifics of the competition shall be determined by the Executive Board of Grand Chapter and/or their designee. Such specifics will be circulated well in advance of the due date of the papers.
- b. The President of Grand Chapter shall appoint the Chairperson for this competition within forty-five (45) days of his/her election and qualification. The Chairperson will serve until the close of the next National Conference. Winners of the competitions will be announced at the Annual Awards Banquet.

**10. Other Awards:**

- a. The Executive Board may develop awards that are consistent with, and in furtherance of the objectives of the Association.

**K. NOTIFICATIONS**

- 1. Nominations for Star Award; Tom Hunter Founders Award; Honorary Life Membership; Bill Melnicoe Distinguished Award; Jim Hooker Outstanding Advisor Award; and National Election Nominations will be sent to each member of the Executive Board and to each chapter Advisor, President, and Secretary of record by mail at least thirty (30) calendar days prior to the first day of the Annual Conference by the Executive Secretary. Copies shall be made available to members attending the Conference. Conference notices shall designate the time, place and business to be transacted.

**ARTICLE IV: OFFICERS OF GRAND CHAPTER**

**A. OFFICERS**

- 1. The officers of Grand Chapter shall be President, Vice-President, Regional Presidents, Student Representative, and the Immediate Past President.
- 2. The Ex-Officio officer shall be the Executive Secretary.

**B. DUTIES OF THE OFFICERS**

- 1. Officers of Grand Chapter shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.
- 2. Ex-officio officers of Grand Chapter shall not have voting privileges on the Executive Board or the General Business Meeting unless they are carrying valid proxies.
- 3. The Student Representative member of the Executive Board shall be the student representative of the host region of the National Conference. The Student Representative shall have all the power as stated in the Bylaws. If the Student Representative of that region is unable to attend the meeting, the President of that region shall appoint a new Student Representative. The Student Representative shall receive Grand Chapter reimbursement along with the waiver of Conference registration fees. The term of office shall begin on the day following the end of the previous National Conference and end with the closing banquet of the National Conference for which his/her region is host.

**C. ELECTION OF OFFICERS**

- 1. The President and the Vice-President shall be elected from the membership on odd numbered years at the Annual Conference of the Association by secret ballot and shall hold office until their successors are elected and qualified. The term of office shall begin at the close of the Annual Business Meeting.
  - a. The President of Grand Chapter may serve only two (2) consecutive two-year terms of office.
  - b. The immediate Past President shall serve only one (1) two-year term of office.
  - c. In the event of the resignation or death of the President, the Vice-President shall ascend to the office of President for the remainder of the unexpired term. The office of Vice-President shall remain vacant until the next Annual Conference. If the term of office assumed by the Vice-President is less than one year, the Vice-President shall be allowed to serve a full two-year term of his/her own. If the term of office is more than one year, the Vice-President's term of office as President shall be deemed to have been fulfilled.
  - d. In the event of the resignation or death of the President and the unavailability of a Vice-President to succeed to the office of President, the Executive Board member with the longest tenure on the Board shall assume the duties of Chairman of the Executive Board with all of the duties and powers of the President until an election can

be held at the next Annual Conference of the Association to fill both vacancies.

- 2. The Executive Secretary shall be hired by the Executive Board of Grand Chapter.
- 3. The Regional Presidents shall be elected from the membership of their region every second year.
  - a. Odd numbered regions will hold their elections during odd numbered years and even numbered regions will hold their elections during even numbered years. However, should it be more convenient for any region to hold their elections other than as herein specified, they may do so, so long as the Regional Presidents so elected do not take office until the beginning of the appropriate odd or even numbered year.
- 4. The Journal Editor shall be appointed by the President of Grand Chapter within forty-five (45) days of his/her election and qualification.
- 5. At the Executive Board Meeting just prior to the annual Association's meeting in which elections are to be held, the Executive Board shall select a Nominations Coordinator.
  - a. The Coordinator shall have the responsibility to solicit such nominations as any member in good standing shall submit for the office of the National President and the National Vice-President.
  - b. All nomination letters shall be sent to the Nominations Coordinator through the Executive Secretary by December 31<sup>st</sup> prior to the Association's meeting in which elections are to be held. The letters should include background and written criteria for each nominee.
  - c. The Coordinator and the Executive Secretary shall verify that each nominee meets all qualifications as may be set forth in the Association's Bylaws. The Coordinator shall address any incomplete and/or inaccurate information.
  - d. The Nominations Coordinator will give a report at the Business Meeting at the Annual Conference before the election on the nominations that were received.
  - e. The Coordinator shall not be a member of the Executive Board.
- 6. Nominations for officers of the Grand Chapter may also be made from the floor.
- 7. When there is only one candidate for an office, the election by ballot may be dispensed with.
- 8. Should the presiding officer wish to nominate a member for office, he/she shall appoint an alternate presiding officer to conduct the Business Meeting until the completion of the election.
- 9. In order to be nominated, a candidate for the office of President or Vice-President shall have been a member of the Association for two consecutive years at the time of his/her nomination.
- 10. Only members of the Association may nominate a candidate for office.
- 11. The election of officers of the Grand Chapter shall be held under new business and must be completed before adjournment.
- 12. A majority vote of all votes cast must be secured by one nominee to secure election to office.
- 13. In the case of a tie or divided vote, the names of the members receiving the two highest numbers shall be voted upon again until one has secured a majority vote.
- 14. The highest office vacant must be filled before passing on to the next office.

**D. RECALL OF OFFICERS**

- 1. Officers of Grand Chapter may be recalled for any violation of the Bylaws and/or ruling of the Grand Chapter.
- 2. A motion for recall may be made at any Executive Board Conference of Grand Chapter or the Annual Meeting of the Association.
- 3. Procedures found in Roberts Rules of Order Newly Revised shall be followed.

## ARTICLE V: MEETINGS AND CONFERENCES

### A. EXECUTIVE BOARD MEETINGS

1. At least one regular Meeting of the Executive Board of the Association shall be held each year with the first Meeting being held in conjunction with the Annual Conference of Grand Chapter.
2. The President of Grand Chapter or person designated by him/her shall arrange for this Meeting of the Executive Board of Grand Chapter and other Meetings as necessary.
3. Two thirds (2/3) of the Executive Board of Grand Chapter shall constitute a quorum for the transaction of any business.
4. When a member of the Executive Board of Grand Chapter receives a notice of either a regular Meeting or a special Meeting and is unable to attend, he/she shall enclose with his/her acknowledgment of the notice, a signed proxy stating the name of his designee.
5. A voting member of the Executive Board of Grand Chapter may hold and vote as many lawful proxies as he receives.
6. The Executive Board may promulgate such policy and procedures as necessary to conduct its business in an efficient and expeditious manner in the furtherance of the objectives of the Association, and in conformity to the Bylaws and Standing Rules. Such items are to be contained in the Director's Manual.

### B. ANNUAL CONFERENCE

1. The Annual Meeting of this Association designated as the National Conference shall be held between March 1<sup>st</sup> and May 1<sup>st</sup> each year. The location of the Annual Meeting should be determined by the President with the advice and approval of the Executive Board approximately twenty-four (24) months in advance whenever possible.
2. Two-thirds (2/3) of the voting membership shall constitute a quorum for the transaction of any business.
3. Any certified delegate may request a roll call vote following an oral vote or a division of the assembly; and if joined by certified delegates from five (5) chapters, such request shall be granted.
4. **Delegate Representation:**
  - a. Voting at the Annual Meeting of the Association shall be by accredited delegates. An accredited delegate shall be a member of the Association, duly registered with the host chapter and certified by the Executive Secretary as qualified to vote.
  - b. Each subordinate chapter shall be entitled to one (1) vote plus an additional one (1) vote for each twenty-five (25) members.
  - c. There will be one Member at Large chapter for each region.
  - d. **Proxies:**
    - (1) A member may hold and vote as many lawful proxies as he/she receives.
    - (2) A member holding lawful proxies may be certified as a voting delegate for those proxies.
    - (3) Any and all acts done under the authority of a proxy vote will be considered as having been done by the absent member for whom the proxy is acting.
    - (4) Subordinate chapters unable to be represented at the Annual Meeting may send their proxy(s) to their Regional President or to any member who will be in attendance at the Annual Meeting.
    - (5) Should the member sending his/her proxy subsequently appear at the Meeting, his/her proxy shall be automatically void.
5. **Conference Director:**
  - a. There shall be a Conference Director for the Association selected by the President with the advice and approval of the Executive Board. This Conference Director

shall be appointed two years in advance of the conference for which he/she will be responsible.

- b. The Conference Director shall be provided with the current edition of the Association's "National Conference Manual." The Conference Director shall comply with the policies and guidelines contained in the Manual. Deviation from these policies and guidelines shall require the express written consent of the President of Grand Chapter or Executive Board, when necessary.

### C. SPECIAL CONFERENCES

1. Special Conferences of the Executive Board of Grand Chapter and of the Grand Chapter may be called by the President, Executive Secretary or on written request of three (3) members of the Executive Board for a special Executive Board Conference or fifteen (15%) of the subordinate chapters for a special Conference of the entire membership.
  - a. Requests for Special Conference shall be directed to the Executive Secretary and shall specify the business to be transacted.
2. Calls for Special Conferences are subject to availability of funds.

## ARTICLE VI: COMPOSITION OF THE ASSOCIATION

### A. GRAND CHAPTER

1. The Association shall have one Grand Chapter which shall exist for the purpose of unifying regions and subordinate chapters and is the parent body.
2. The Grand Chapter shall be composed of all members of subordinate chapters and Membership at Large.
3. The ruling body shall be known as the Executive Board of Grand Chapter. All corporate duties of the Grand Chapter shall be vested in the Executive Board of Grand Chapter.

### B. EXECUTIVE BOARD OF GRAND CHAPTER

1. The Executive Board of Grand Chapter shall consist of:
  - a. The officers: President, Vice-President, Student Representative, and the Regional Presidents.
  - b. The immediate Past President of Grand Chapter.
  - c. The Ex-Officio officer: Executive Secretary.
2. Only members may serve on the Executive Board of Grand Chapter.
3. All elected officers of Grand Chapter shall be required to attend regular, Special, and Annual Conferences of the Association and shall be subject to recall for absence from two consecutive Conferences without reasonable cause.
4. The Executive Secretary of Grand Chapter shall receive a salary of not less than \$200.00 per month.
5. The Journal Editor shall receive an honorarium of \$100.00 per Journal to be paid upon completion of each Journal.
6. Members of the Executive Board of Grand Chapter shall make an annual report of their activities at the Annual Conference of the Association, with a written copy submitted to the Executive Secretary.
7. The Executive Board of Grand Chapter shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

### C. FUNDS OF THE ASSOCIATION

1. A "General Fund" is hereby created. All revenues, except for the Richard McGrath Memorial Fund and Ron Pincomb Memorial Fund, shall be placed in said fund. Such funds shall be in the care of the Executive Secretary of Grand Chapter and shall be administered as provided for in these Bylaws.
  - a. Sufficient funds shall be annually allocated to the Scholarship Awards and Student Paper Competition to cover all costs necessary to fulfill the monetary award

requirements associated for these Awards.

2. The Executive Secretary shall be authorized to pay from the moneys of the General Fund all bills submitted in accordance with budgeted expenses.
  - a. Expenditures other than those in the above section in excess of two-hundred-fifty dollars (\$250.00) shall have approval of the President with concurrence of a majority of the Executive Board.
  - b. The request for approval must be in writing with narrative justification.
  - c. Documented receipts must be submitted to the Executive Secretary prior to payment.
  - d. All checks written on the General Fund account must be cashed within 90 days of the date of the check. After the 90 day period, the check will become null and void. The "Void After 90 Days" will be printed on the Association's checks.

#### **D. COMMITTEES OF GRAND CHAPTER**

##### **1. Audit Committee:**

- a. Within forty-five (45) days of his/her election qualification, the President of Grand Chapter shall appoint an Auditing Committee of not less than three members from among the active members of the Association who do not hold office in Grand Chapter.
- b. The Committee shall inspect all fiscal records of the Executive Secretary of Grand Chapter at least once a year and submit their report to the Executive Board. If any irregularities are noted, they shall immediately inform the President of Grand Chapter.
- c. The Committee shall also inspect the calendar records of any other official of the Grand Chapter on request of the Executive Board of Grand Chapter.

##### **2. Bylaws Committee:**

- a. Within forty-five (45) days of his/her election and qualification, the President of Grand Chapter shall appoint a Bylaws Committee consisting of not less than three members from among the active members of the Association who do not hold office in Grand Chapter.
- b. Members of this Committee shall familiarize themselves with the duties of the respective positions as set forth in the Bylaws and shall do such reports as directed by the presiding officer of Grand Chapter.
- c. The Bylaws Committee shall have the power to draw up and propose all amendments to the Bylaws. Any suggestions, proposals or orders appertaining to the Bylaws shall be presented for action by the members.
- d. All proposed changes, additions, or deletions shall be submitted to the Committee for consideration through the Executive Secretary by December 15<sup>th</sup> prior to the Annual Meeting.

##### **3. Scholarship Committee:**

- a. The President shall appoint a Scholarship Chairperson with the advise and consent of the Executive Board.
- b. The Committee shall consist of an additional four (4) members appointed by the President, no two of whom shall be from the same region of the Association.

##### **4. Chapter Advisor's Committee:**

- a. The President shall appoint a Chapter Advisor's Chairperson with the advice and consent of the Executive Board.
- b. Duties of the Chapter Advisor Chairperson shall include making sure information in the ACJA/LAE Advisor's Handbook is current.
- c. With assistance from the Executive Secretary, make sure every ACJA chapter advisor has a copy of the ACJA/LAE Advisor's Handbook.
- d. Publish a letter to all chapter advisors prior to the

Annual Conference.

- e. With assistance from the Executive Secretary, coordinate the ACJA/LAE Advisor Recognition Form for awarding of an Advisor Certificate, Recognition Plaque and Letter of Recognition to be sent to the college / university Dean, Provost, etc.
  - f. Chair the Chapter Advisor's Breakfast and meeting at the Annual Conference.
  - g. With assistance from the Executive Secretary, send the Chapter Advisor's Breakfast and meeting minutes to all chapter advisors in attendance at the Breakfast meeting.
5. The President may appoint all committees as prescribed in the Bylaws and may appoint such other committees and standing committees as he/she deems necessary for the orderly operation of the Association.
  6. The composition of all standing committees may contain a student..

#### **E. JOURNAL OF THE AMERICAN CRIMINAL JUSTICE ASSOCIATION--LAMBDA ALPHA EPSILON**

1. The primary publication of the Association shall be called the Journal of The American Criminal Justice Association -- Lambda Alpha Epsilon. "LAE Journal of The American Criminal Justice Association" may be used as the title on the cover. The Journal will be published at least once a year. Additional issues may be authorized by the Executive Board as funds permit. It shall be furnished to all members of the Association.
2. The Journal shall at all times reflect the concern of the Association for the movement toward professionalization in the administration of criminal justice.
3. No article in the Journal shall either directly or indirectly advocate in the name of The American Criminal Justice Association and/or Lambda Alpha Epsilon any legislation pertaining to any matter whatsoever without direct authorization of the Executive Board of Grand Chapter.
4. Articles printed in the Journal shall be in good taste and reflect the varied interests of the membership of the Association.
5. Any questionable material submitted to the Journal Editor shall be referred to the President of Grand Chapter or to person or persons designated by him/her for clearance before publication.
6. All expenditures for the Journal shall be administered through the Executive Secretary of Grand Chapter from the General Fund.

#### **F. ADDITIONAL PUBLICATIONS**

1. The Executive Board may authorize such additional publication(s) in the furtherance of the objectives of the Association as funds permit.

#### **G. REGIONS**

1. The Association shall be divided into geographic regions.
  - a. The Association shall include as many regions as shall be authorized by the Executive Board of Grand Chapter.
  - b. Regions shall consist of all classifications of membership within that region.
  - c. The regions of the Association shall be subject to the provisions of the Bylaws and rulings of the Executive Board of Grand Chapter.
  - d. Whenever a region is created by the Executive Board of Grand Chapter, the President shall, on approval of the Executive Board, appoint an interim Regional President. The interim Regional President shall proceed to call a regional meeting of the chapters for the purpose of electing a Regional President.

##### **2. Regional Officers:**

- a. The regions must elect a Regional President, Vice-President, and may elect a Secretary-Treasurer.
- b. The Regional President shall be responsible for all

activities of the Association as stated by Grand Chapter Bylaws and Rules within that region.

- c. The regions must elect a Regional Vice-President to assist the Regional President in his/her responsibilities and represent the region in the absence of the Regional President.
- d. If a vacancy occurs in a Regional President's chair, the Regional Vice-President shall assume those duties. In the event that a Regional Vice-President is not available to assume such duties, then an active member of the Region may be appointed by the President of Grand Chapter on an interim basis until such election is made.
- e. Elected or appointed Regional Student Representatives shall provide a unified voice for students of criminal justice in all matters that are of professional concern to them, and to provide a line of communication to their respective region's Executive Board and additionally to the Executive Board of Grand Chapter.

### 3. Regional Funds:

- a. Regional Presidents shall maintain one general regional bank account at a nationally-known financial institution and ledger showing yearly operational revenue, deposits, and expenditures with supporting documentation for each Region. A separate Regional Conference account shall also be maintained showing all revenue, deposits, and expenditures with documentation for each Regional Conference following the policy of the Regional Conference Manual. Regional Presidents must use National's standardized Accounting Ledger for recording all annual general operating and conference account revenue, deposits, expenditures, and supporting documentation. The Regional President and one other regional officer shall both be signers on the regional general operating checking account. The Regional President and Conference Director or Conference Coordinator will be the signers for the Regional Conference account.
- b. An annual reimbursement shall be made to each region consisting of five percent (5%) of the initiation fees and dues received from the membership of that particular region. This reimbursement shall be made in two installments based on revenue received by Grand Chapter during the six month period of January - June and July - December of each year. This disbursement shall take priority over all other Grand Chapter expenses except the Executive Secretary's salary, the direct expenses of operating the National Office, or other expenses given higher priority by a 3/4 vote of the Executive Board. The amount of reimbursement may be raised or lowered from the five percent (5%) figure by a written vote of 3/4 of the Executive Board. Any such deviation shall be effective for one six month period and must be revoked to continue into a new reimbursement period.
- c. The Regional Presidents shall receive all funds for the region from Grand Chapter and shall keep records of expenditures. The Regional Presidents shall submit a Bi-Annual Report on the Bi-Annual Report Form to the Grand Chapter Executive Secretary no later than 30 days after the close of each reimbursement period. This report shall reflect the amount received, an itemized account of amounts expended, and balance remaining in the regional treasury. No funds shall be released to the Regional Presidents prior to receipt of this report by the Grand Chapter Executive Secretary.
- d. If, at the end of each consecutive reimbursement period, a Regional President(s) is behind two or more Bi-Annual Reports, he/she will forfeit the funds for the region if more than 12 months in arrears.

### 4. Regional Audits and Yearly Reporting:

- a. Regional Presidents shall appoint a 2 – 3 person Audit Committee within 45 days of his/her election. There shall be a yearly audit conducted by the Audit Committee (January – December) of the general

operating and conference checking accounts.

- b. Regions will not receive the second Bi-Annual Regional Reimbursement without providing the National Office with a copy of the Regional Audit Report, ledger, and supporting documentation for both the general operating and conference checking accounts. The Regional President shall submit his/her report of all revenue received and expenditures by his/her region for both checking accounts for the previous year at the first Executive Board meeting the following year in compliance with Standing Rule L. 7.a.

## H. SUBORDINATE CHAPTERS

1. Subordinate chapters are localized groups of Association members organized to further the aims and objectives of the Association.
2. The Association shall include as many subordinate chapters as shall be authorized by the Executive Board of Grand Chapter.
3. Only one subordinate collegiate chapter may be established at each campus.
4. Subordinate collegiate chapters must have a chapter advisor.
5. Each subordinate chapter except "Members at Large" chapters shall choose a Greek letter(s), not to exceed four, for a chapter designation. The choice of letters is subject to approval of the Executive Secretary of Grand Chapter. Each region shall have one subordinate chapter known as the "Member at Large" chapter which shall consist of all qualified paid members who are not a member of any other subordinate chapter.
6. Subordinate chapters shall elect the officers it deems necessary. Delegates to represent subordinate chapters at the Annual Conference shall be appointed or elected by the chapter.
7. Chapter officers must be members in good standing at the time of their election.
8. Chapters are required to file the e-Postcard with the Internal Revenue Service (IRS) by May 15<sup>th</sup> each year for the preceding year to maintain their non-profit exemption. This is an IRS requirement. Chapters failing to file the e-Postcard each year will lose their federal tax exemption. The IRS will charge a significant fee to reinstate the chapter's tax exempt status.
9. Subordinate chapters shall not admit persons to chapter membership in any classification unless such persons are also admitted to membership in the National Association.
10. Subordinate chapters shall be subject to the provisions of these Bylaws, Grand Chapter Standing Rules and rulings of the Executive Board of Grand Chapter.
11. Advisors are encouraged to pay the initiation fee and join their chapter. However, if the Advisor does not choose to join the chapter, he/she will be added to the chapter roster and receive all Journals, Newsletters and mail outs, but will not receive a membership certificate, card, pin, or decal.
12. If a chapter has been inactive for at least two consecutive years (less than five paid members) and was notified at least twice by the Executive Secretary of their inactive status, the Executive Secretary may remove the chapter from the National roster until such a time that at least five paid members wish to re-establish the chapter.
13. Any remaining paid members within the chapter shall be notified and transferred to the Member at Large chapter.

### 14. Granting of Charters:

- a. The Executive Secretary shall, upon application of not less than five (5) persons who are eligible for membership, grant a Charter.
- b. The President and the Executive Secretary of Grand Chapter shall have the power to grant Charters subject to ratification at the next Executive Board meeting.
- c. The Greek letters for chapters shall be issued in order of acceptance of application. Should two or more be accepted at the same time, the date of filing shall determine priority.
- d. Each chapter shall devise Bylaws as soon as possible and a copy shall be sent to the Executive Secretary of Grand Chapter.

**15. Recall of Charter:**

- a. The Charter issued to each subordinate chapter remains the property of the Association and shall be surrendered on demand.
- b. The Charter shall be subject to revocation and recall for violations of any of the provisions of these Bylaws or if the chapter is unable to maintain a paid membership of at least five (5) members.
- c. Recommendations for recall of a Charter may be made by the chapter's Regional President and/or of the Executive Board of Grand Chapter.
- d. Upon the majority vote of the Executive Board of Grand Chapter in favor of the revocation of Charter, the Regional President shall immediately notify the President and Faculty Advisor, when applicable, of the concerned chapter.
- e. Upon receiving notification of revocation of Charter, the concerned chapter may ask for a reasonable time in order to show cause why their Charter should not be revoked.
- f. Upon revocation of the Charter, it shall be surrendered to the Regional President and the chapter shall be removed from the Association's roster.
- g. The Regional President shall have the authority to suspend for a period of not more than sixty (60) days, the Charter, activities, functions, and acts of chapter while an inquiry is made to determine if a chapter's Charter is to be revoked.
- h. In the event a Charter is suspended, the Regional President shall immediately notify the Executive Secretary of Grand Chapter indicating the reasons for the suspension.

**ARTICLE VII: INSIGNIA--SEAL OF THE AMERICAN CRIMINAL JUSTICE ASSOCIATION - LAMBDA ALPHA EPSILON**

**A. ASSOCIATION INSIGNIA**

- 1. The regular Association Insignia of The American Criminal Justice Association--Lambda Alpha Epsilon shall be a true hexagon in shape, the sides of which shall measure nine thirty-seconds (9/32) of an inch with a raised panel five thirty-seconds (5/32) of an inch wide, running diagonally downward from left to right; imposed in relief upon which shall appear the Greek capital letters Lambda, Alpha and Epsilon. In the upper right field above the letters Lambda Alpha, there shall appear the scales of justice in relief, in the upper right field above the letter Epsilon, there shall appear a six-pointed star in relief; in the lower left field, there shall appear a spider web rampant in relief. A beveled edge, three sixty-fourths (3/64) of an inch wide shall surround the outer edge of the insignia. The words "American Criminal Justice Association" shall appear on the beveled edge. Color shall be that of the material used. This insignia shall be issued to members by the Executive Secretary of the Grand Chapter only upon final acceptance of the application by the Executive Board of Grand Chapter.

**B. STAR INSIGNIA**

- 1. The Star Insignia of the Association shall consist of the regular insignia, superimposed upon a yellow-gold six-pointed star, the points of which shall have an overall diameter of five eighths (5/8) of an inch. This insignia may be issued only to Star Members of the Association who have been so selected and elected by three-quarters (3/4) vote of the voting members present at the Annual Conference.

**C. KEY INSIGNIA**

- 1. The Key Insignia of the Association shall consist of the regular insignia mounted on a key bar.
  - a. In the case of a Graduate Degree Award, the bar shall be yellow-gold with a sapphire stone in the star of the ACJA/LAE logo..
  - b. In the case of a Bachelor Degree Award, the bar shall

be yellow-gold.

- c. In the case of an Associate Degree Award, the bar shall be silver.

**D. GREAT SEAL**

- 1. The Great Seal of the Association shall consist of a replica of the regular insignia, around which shall appear the words, "SEAL OF THE GRAND CHAPTER" and below which shall appear "FOUNDED 1937" within two concentric circles, the outer circle having a diameter of one and one-half (1-1/2) inches. This seal shall be in the custody of the Executive Secretary of Grand Chapter and shall be affixed to official papers.

**E. GENERAL PROVISIONS**

- 1. The power to issue any badge, certificate, pin, emblem or any replica or facsimile of any badge, certificate, pin or emblem containing these, "THE AMERICAN CRIMINAL JUSTICE ASSOCIATION--LAMBDA ALPHA EPSILON", or any abbreviation or alteration of the words "THE AMERICAN CRIMINAL JUSTICE ASSOCIATION--LAMBDA ALPHA EPSILON", shall rest solely with the Executive Board of Grand Chapter.
- 2. Any region or subordinate chapter may, upon application to the Grand Chapter Executive Board, be granted permission to issue any of the aforementioned artifacts. The application should state the physical nature of item or artifact and the purpose for which it is intended or shall be used.
- 3. The Executive Board of Grand Chapter will grant automatic approval of any embroidered cloth reproduction or silk-screen of the Association's insignia to be used on jackets, t-shirts, hats, etc. This logo cannot be added to or symbols changed.
- 4. The Official colors of the National Association are Royal Blue and Gold. Subordinate chapters may choose their own colors.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

- 1. Rules contained in the current edition of 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 Bylaws and any special Rules of Order the Association may adopt.

**ARTICLE IX: AMENDMENTS**

- 1. These Bylaws may be amended at the Annual Conference of Grand Chapter provided notice of such amendment be brought to the attention of the entire membership for their consideration and comment.
- 2. A two-thirds (2/3) vote of the voting membership present at the Annual Meeting shall be necessary to amend any section of these Bylaws.
- 3. Voting on amendments to the Bylaws and Standing Rules may be by roll call if five (5) members request it. If required, the Executive Secretary shall call the roll. The delegates shall declare their vote(s) aye (yes) or no. The Executive Secretary shall record vote(s) and then repeat them to be sure of their accurate recordation.