

**CONSTITUTION FOR THE MINORITIES AND WOMEN SECTION  
ACADEMY OF CRIMINAL JUSTICE SCIENCES**

**I. Name of the Organization:**

The name of the organization shall be the Minorities and Women Section of the Academy of Criminal Justice Sciences, hereafter referred to as the Section.

**II. Purpose and Objectives:**

The Minorities and Women Section will be a constituent unit of the Academy of Criminal Justice Sciences and will function in accordance with the Constitution, by laws and policies of the Academy.

The purposes and objectives of the Section are:

- A. To bring together the Academy of Criminal Justice Sciences members to further the interests of minorities and women.
- B. To facilitate and encourage research and theory development related to minorities and women.
- C. To encourage the development of teaching practices and issues pertaining to minorities and women in Criminal Justice Programs.
- D. To encourage sensitivity to the issues pertaining to minorities and women.
- E. To serve as a resource network for and encourage interaction among academic, research, practitioner and policy-making sectors in order to further knowledge about minorities and women.
- F. To assist in organizing conference sessions related to minorities and women.
- G. To encourage representation of minorities and women and access to opportunities throughout the ACJS organization and nationwide.

**III. Membership:**

Membership in this Section will be open to all Academy of Criminal Justice Sciences members in good standing. Members in good standing who have paid Sectional dues will be considered eligible for voting at Sectional meetings, for the election of Sectional officers and eligible to hold office.

#### IV. **Officers and Executive Board**

##### A. Officers:

###### Chairperson

- a. The Chairperson will provide executive direction for the Section and will preside over Section meetings.
- b. The Chairperson will serve as a liaison with the Annual Academy of Criminal Justice Sciences Program Chairperson to ensure the inclusion of panels relating to minorities and women on the program.
- c. The Chairperson will be elected by Section members and will serve for two years. However, the Chairperson elected for the first time will serve for three years. This will ensure that all officers are not elected at the same time following the first election.

###### Vice-Chairperson

- a. The Vice-Chairperson will preside over Section meetings in the absence of the Chairperson and shall be empowered to conduct all necessary business of the Section if the office of Chairperson is vacant or if the Chairperson is disabled.
- b. The Vice-Chairperson will be responsible for the dissemination of Section news in ACJS Today, a Section newsletter, or by other means as may be determined.
- c. If a vacancy exists among any of the other Section officer positions, then the Vice-Chairperson will serve in said role until the position can be filled by an election.
- d. The Vice-Chairperson will be elected by Section members and will serve for two years.

###### Secretary

- a. The Secretary will keep the records and minutes of the Section.
- b. The Secretary will record minutes of each meeting on the Section and will forward a copy to each of the other three Officers and to the Executive Board.
- c. The Secretary will serve as the chairperson of the membership Committee. As such, the Secretary is responsible for holding elections on behalf of the Section.
- d. The Secretary will be elected by Section members and will serve for two years.

###### Treasurer

- a. The Treasurer will keep the budgetary records of the Section; both monetary deposits and expenditures from the Section's account.
- b. The Treasurer will maintain contact with the Treasurer of the Academy of Criminal Justice Sciences who will maintain a separate account in the Academy of Criminal Justice Sciences Treasury for the Section. The Treasurer will make sure the Section is informed of the Section's balance, debts, credits, etc., and financial issues that may

arise.

- c. The Treasurer will be elected by Section members and will serve for two years.
- B. Nominees and elected officers must be members of the Section and ACJS.
- C. The terms of office for each incoming officer will begin with the close of the Annual Meeting, following his/her election. Elected officers may serve a maximum of two consecutive terms in the same office. It is expected that the terms will be stagnated so that no more than two new officers begin their term at the same time.
- D. Executive Board:

There will be an Executive Board comprised all Section Officers (Chairperson, Vice-Chairperson, Secretary and Treasurer), immediate past Chairperson, and three executive counselors nominated and elected by members of the Section. This Board will form policies for the Section, provide advice and decide the budget for the Section, select committee members by majority vote, and represent all women and minority groups.

Executive Counselors, are not Section officers, and are elected by Section members to serve a two year term. They will provide advice and input to the Section officers and may serve a maximum of two consecutive terms.

**V. Committees:**

- A. Program Committee: The Program Committee will consist of the Section Chairperson and two other members of the Section in good standing. The Section Chairperson will serve as a liaison to the Program Committee of the Academy of Criminal Justice Sciences.
- B. Membership Committee: The Membership Committee will consist of the Section Secretary as Chair and two other members of the Section in good standing. This Committee will solicit new members and update the membership list as needed.
- C. Communications Committee: The Communications Committee will consist of the Vice-Chairperson of the Section as Chair and two other members of the Section in good standing. This Committee will obtain items for publications such as ACJS Today, a Section newsletter, or other publications as may be determined.
- D. Nominations and Elections Committee: The Nominations and Elections Committee will consist of the immediate past Chairperson of the Section as Chair and four other members of the Section in good standing. This committee will canvass the Section membership to obtain suggestions for candidates, and it may on its own initiative consider possible nominees. This committee will also validate ballots and tabulate election results. Refer to VIII (B) for additional responsibilities of this committee.

- E. *Ad Hoc* Committee: As necessary the Executive Committee may form an *ad hoc* committee to perform specialized duties on behalf of the Section. The term of service is expected to be short in duration so that they can complete their assigned duties and provide a report or recommendations to the Executive Committee.
- F. The membership of these committees will be determined by the Executive Board and announced at the Annual Meeting of the Section. Committee members will serve for one year and may be reappointed.

**VI. Dues:**

- A. Annual dues for the Section will be determined by its Executive Board, subject to the approval of the Executive Board of the Academy of Criminal Justice Sciences.
- B. Section members who pay the annual dues will be considered to be members in good standing and provided all rights and privileges of Section membership.

**VII. Amending the Constitution and Bylaws:**

- 1. Amendments may be proposed by any member of the Section at any time in a calendar year. The proposed amendments must be approved by either the written support of a fifth of the Section membership or majority assent of the Section membership attending the annual meeting.
- 2. Proposed amendments will be qualified by the Executive Board for Section consideration and vote. A qualified amendment will be approved when it receives a two-thirds vote by electronic ballot submitted to members in good standing. The results will be tallied by the Secretary and reported to the Chairperson and the Executive Board.
- 3. Approved amendments shall take effect two months after the next Annual Meeting of the Academy of Criminal Justice Sciences. Amendments are subject to the approval of The Academy of Criminal Justice Sciences Executive Board.

**VIII. Elections:**

- a. The following procedure will be utilized for election to positions with the Section.
  - 1. The Nominations and Elections Committee shall canvass the section membership to obtain suggestions for candidates, and it may on its own initiative consider possible nominees.
  - 2. All candidates shall be contacted by the committee to determine their willingness to serve if elected and requested to provide such materials as the committee requires for the electoral process.

3. The committee shall present to the Executive Board a slate of candidates consisting of two (2) to three (3) nominees for each office.
4. The slate provided by the Committee shall require approval by the Executive Board.
5. Upon receiving approval from the Executive Board, an electronic ballot shall be forwarded to all Section members qualified to vote. The ballot shall include the names of the candidates and a space for write-in candidates.
6. Included with the ballots shall be a candidate statement.
7. Section members shall vote and submit their electronic ballot within 30 days. No votes shall be counted if received after the deadline has passed for submission of a member's ballot.
8. Ballots shall be tabulated by the Nominations and Elections Committee for reporting to the Executive Board.
9. The official certification of results shall be by the Executive Board.
10. Upon certification of the results, the Chairperson will report the results to the entire Section membership.