

Constitution & By-Laws
Criminal Justice Educators Association of
New York State

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ARTICLE 1 NAME

Section 1 The name of this organization shall be the Criminal Justice Educators Association of New York State, hereinafter referred to as the “Association.”

ARTICLE 2 PURPOSES

Section 1 The Association is organized exclusively for educational and charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

A. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a

corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The purposes of the Association shall be to:

- Section 2 Promote the welfare of the membership and that of those engaged in the criminal justice field.
- Section 3 Provide a channel of communication between and among the various criminal justice programs, faculties, and students throughout New York State.
- Section 4 Assist in providing staff and act in an advisory capacity to criminal justice program administrators and instructors.
- Section 5 Promote excellence and professionalism in the criminal justice field.
- Section 6 Make recommendations concerning new and existing criminal justice programs.
- Section 7 Provide a liaison between the various government and private agencies and public and private criminal justice educators.

ARTICLE 3 MEMBERSHIP

- Section 1 An institutional membership shall be \$100.00 per year. Individual membership as Fellow shall be \$30.00 per year or \$200.00 for a life membership. Individual membership as Associate shall be \$30.00 per year. Membership as Student shall be \$5.00 per year. All dues are non- refundable.
 - A. *Institutional* is open to any agency offering a college-level program of instruction or training in the criminal justice field. This membership automatically includes one individual Fellow membership for a designated institutional representative. The designee shall meet the qualifications of a Fellow.
 - B. *Fellow* is open to any individual employed or previously employed as an educator at an accredited two-year college, four-year college, or graduate school in the criminal justice area. A Fellow is entitled to one vote at all meetings, to hold office, and to receive all publications and services of the organization.
 - C. *Associate* is open to any individual, possessing appropriate academic credentials, providing training in the criminal justice

field, or having strong interest in the purposes of this organization.
An Associate cannot vote or hold office.

- D. *Student* is open to any student intending a career in criminal justice. Student membership carries all the rights, limitations, and obligations of an Associate membership.

Section 2 The Membership Committee shall pass on all applications for membership.

- A. The membership committee shall determine if the applicant is qualified.
- B. Qualified applicants shall be notified of their acceptance into the Association and provided any other relevant information and materials related to their membership.
- C. If an applicant is not qualified for membership, notice of the rejection of the applicant shall be sent to the applicant by the chairperson of the membership committee. A copy of the correspondence shall be provided to the President.
- D. An applicant that is rejected for membership may appeal the rejection to the Executive Board. A hearing into the matter shall be conducted at the next scheduled meeting of the Executive Board. The Executive Board by majority vote shall either sustain or overrule the decision of the membership committee. The decision of the Executive Board is final.

Section 3 Membership shall run for the calendar year, from January 1st through December 31st. Those who become members in October, November, or December shall be considered members in good standing through the succeeding year for an additional fee of \$5.00. If the additional \$5.00 fee is not paid, membership shall be for the calendar year in which the membership dues are paid.

Section 4 A member that is in arrears for dues for more than one year may be automatically dropped from the rolls of the Association. A member in arrears for dues cannot hold office.

ARTICLE 4 OFFICERS AND TERMS OF OFFICE

Section 1 The officers of this organization shall be the President, the 1st Vice President, 2nd Vice President, the Regional Delegates, the Secretary, and the Treasurer.

Section 2 The term of office for the President, 1st Vice President, and 2nd Vice President shall be three years. At the time of adoption of these By-laws the term for the

President shall be one year, the term for the 1st Vice President shall be two years, and the term for the 2nd Vice President shall be three years. Thereafter, the succession to office shall be the 1st Vice President shall become President after one year and the 2nd Vice President shall become 1st Vice President. Elections will be held annually for the office of 2nd Vice President.

Section 3 The term of office for the Regional Delegates, Secretary, and Treasurer shall be two years. Elections will be held in odd-numbered years for the Secretary and the Regional Delegates from the odd-numbered regions. Elections will be held in even-numbered years for the Treasurer and the Regional Delegates from the even-numbered regions.

Section 4 No member shall hold more than one elective office at a time. Only a Fellow in good standing is eligible to hold office in this organization.

Section 5 Officers and members of the Executive Board are required to attend called meetings of the Executive Board and the Association. Unexcused absence without reasonable cause from two consecutive meetings will subject any such officer or member of the Executive Board to recall.

Section 6 The following designated counties shall constitute the regions of the Association and shall be represented by a Regional Delegate on the Executive Board. The regions shall be as follows:

- A. Region One shall include the counties of Chautauqua, Cattaraugus, Erie, Niagara, Orleans, Genesee, Wyoming, Allegany, Steuben, Yates, Ontario, Monroe, Wayne, Seneca, Chemung, Livingston, and Schuyler.
- B. Region Two shall include the counties of Cayuga, Tompkins, Tioga, Broome, Cortland, Onondaga, Oneida, Oswego, Chenango, Otsego, Delaware, Herkimer, and Madison.
- C. Region Three shall include the counties of Fulton, Montgomery, Schoharie, Schenectady, Albany, Rensselaer, Greene, Columbia, Ulster, Dutchess, Saratoga, Warren, and Washington.
- D. Region Four shall include the counties of Sullivan, Orange, Rockland, Putnam, Westchester, New York, Staten Island, and Bronx.
- E. Region Five shall include the counties of Jefferson, St. Lawrence, Franklin, Lewis, Hamilton, Essex, and Clinton.
- F. Region Six shall include the counties of Nassau, Suffolk, Kings, and Queens.

ARTICLE 5 DUTIES OF OFFICERS

Section 1 The President is the Chief Executive Officer of the Association whose duties shall include:

- A. To preside at all meetings of the Executive Board and the Association.
- B. To implement and enforce the Constitution and By-laws.
- C. To oversee the planning and preparations for the Annual Meeting and serve as the presiding officer of the Annual Meeting. The President shall deliver an annual report for the Association at the Annual Meeting.
- D. To appoint those standing committees authorized by the Constitution and By-laws and special committees as needed to attend to the orderly operation of or in furtherance of the purposes of the Association.
- E. To prepare and submit for approval to the Executive Board, an annual budget for the Association.
- F. To require, prior to the adjournment of each Annual Meeting, the Treasurer to submit a statement of all monies received, deposited, and disbursed since the last Annual Meeting and the financial standing of the Association.
- G. To appoint from the membership individuals as necessary to assist in the conduct of the Office of the President to ensure that the responsibilities of the office are met and to advance the purposes of the Association.
- H. To perform all other duties to further the purposes of the Association as may be assigned by the Executive Board.

Section 2 The duties of the 1st Vice President shall be to:

- A. Assist the President in the duties outlined in Section 1 above.
- B. Officiate at meetings in the event of the absence of the President.
- C. Coordinate the planning of the program for the Annual Meeting.
- D. Represent the Association at various functions as directed by the President and/or the Executive Board.

- E. Perform all other duties assigned by the President and/or Executive Board.

Section 3 The duties of the 2nd Vice President shall be to:

- A. Assist the President and the 1st Vice President in the duties outlined in Sections 1 and 2.
- B. Officiate at meetings when both the President and the 1st Vice President are absent.
- C. Oversee site planning and preparation for the Annual Meeting in conjunction with the Conference Director as set forth in Article 10.
- D. Perform all other duties assigned by the President and/or Executive Board.

Section 4 The duties of the Secretary shall be to:

- A. Keep accurate minutes of the proceedings of the Executive Board, the Annual Meeting, and special and called meetings.
- B. File committee reports and provide such to the membership upon request of any member and maintain an accurate list of all committees and members.
- C. Maintain the archive of the minutes of the proceedings of the Association.
- D. Perform such other duties as directed by the President and/or Executive Board.
- E. Upon leaving office, the Secretary shall pass on all records to the incoming Secretary.

Section 5 The duties of the Treasurer shall be to:

- A. Keep an accurate record of all monies received, deposited, and disbursed in the name of the Association.
 - 1. Maintain the checking and savings account of the Association, and appropriate records pertaining thereto; prepare financial reports for Executive Board meetings and the Annual Meeting; prepare checks for signature and counter signature by the appropriate officers including, but not limited to, the Treasurer; keep a record of all paid bills; and submit all the financial records of the organization to the

Executive Board and the Audit Committee each year.

- B. Ensure that all tax and/or related documents are submitted to the appropriate governmental authorities of all jurisdictions in which the Association is a legal entity where such submissions are required, or to assist the person or persons designated by the President to complete these tasks.
- C. Perform such other duties as directed by the President and/or Executive Board.
- D. The outgoing Treasurer shall pass on all financial records, access, and account signing privileges to the incoming Treasurer prior to the end of the Association's fiscal year.

Section 6 The duties of the Regional Delegates shall be to:

- A. Provide effective communication between the Association and criminal justice faculty within the region they represent, encourage membership and participation in the Association, and assist in the planning and conduct of the Annual Meeting.
- B. Conduct a regional meeting once per calendar year.
- C. Provide a report of the goings-on and activities within the region they represent to the President prior to Executive Board and Annual Meetings.
- D. Perform such other duties as directed by the President and/or the Executive Board.

ARTICLE 6 EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the officers and the chairpersons of the standing committees.

Section 2 Duties, powers, and responsibilities of the Executive Board shall be to:

- A. Adopt an agenda for each Executive Board meeting. Any member of the Executive Board shall be empowered to submit agenda items to the President for meetings of the Executive Board.
- B. Determine the time and place of the Annual Meeting.
- C. Recommend an order of business and rules of procedure for the

Annual Meeting.

- D. Authorize the execution of written agreements on behalf of the Association.
- E. Employ staff and define their duties to accomplish the purpose of the Association.
- F. Approve an annual budget.
- G. Act upon extraordinary expenditures that may require modification of the budget.
- H. Approve appointments to committees.
- I. Approve the filling of vacancies on an acting basis.
- J. Adopt rules of procedure for its own operation.
- K. Introduce and/or recommend policy to the membership of the Association.
- L. Act on behalf of the membership in matters necessary to accomplish the purposes of the Association.

Section 3 The Executive Board shall meet at least three times annually at a place and time determined by the President. At least thirty days (30) notice shall be required for a meeting of the Executive Board, except in cases of emergency.

Section 4 A quorum to conduct business of the Executive Board shall consist of at least one-third (1/3) of the occupied positions of the Executive Board.

Section 5 All members of the Executive Board shall be required to attend called meetings of the Association and shall be subject to recall for absences from two consecutive meetings without reasonable cause.

ARTICLE 7 MEETINGS

Section 1 There shall be an Annual Meeting of the membership of the Association, the time and place determined by the Executive Board, during the fall of the calendar year.

Section 2 There shall be at least one meeting of the Executive Board, the time and place determined by the President, during the spring of the year.

Section 3 Between scheduled meetings the Executive Board may conduct business on

behalf of the Association. Motions passed by the Executive Board shall be recorded by the Secretary and reported by the President at the Annual Meeting.

- Section 4 Special meetings of the Association may be called by the President, or by one-third (1/3) of the members of the Executive Board, or upon written request of ten percent (10%) of the Fellows of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least thirty days written notice shall be given for all meetings of the membership.
- Section 5 The quorum for the Annual Meeting or a special meeting of the Association shall be twenty percent (20%) of the Fellows.

ARTICLE 8 ELECTIONS, RESIGNATION & FILLING OF VACANCIES & RECALL

- Section 1 Elections:
- A. The officers of the Association, as defined in Article 4 of the Constitution, shall be elected by the Fellows in good standing. Election procedures are to be determined by the Nominations & Election Committee and approved by the Executive Board. All Fellows shall be notified in a timely manner of the candidates and procedures for voting. Those elected to office shall hold such office in accordance with the provisions herein stated.
 - B. At the time of the adoption of this Constitution and By-laws, the serving President, Regional Vice Presidents, Secretary, and Treasurer shall fulfill the terms to which they have been elected.
 - C. The Nomination and Election Committee shall solicit nominations from Fellows in good standing. At the earliest possible time prior to the Annual Meeting, but not later than thirty (30) days prior to said meeting, the nomination report shall be directed to all eligible voters along with a ballot. Completed ballots will be returned to the Committee for counting.
 - D. In order to be a nominee, a candidate for office shall be a fellow in good standing.
 - E. Only Fellows in good standing may nominate a candidate.
 - F. At the Annual Meeting the Chairperson of the Nomination Committee shall present the results of the election. Newly elected officers shall assume their positions at that time, except for the Treasurer in accordance with the provisions of Article 5, Section 5.

Section 2 Resignation and Filling of Vacancies

- A. An officer resigning from office shall submit such resignation in writing to the Secretary of the Association. If the Secretary is the resigning officer, the resignation shall be submitted to the President.
- B. If the President shall leave office for any reason before the expiration of their term, the 1st Vice President shall become President and the 2nd Vice President shall become 1st Vice President. The new President shall then appoint a 2nd Vice President, with the advice and consent of a majority of the Executive Board. The appointed 2nd Vice President shall hold office until the next scheduled elections of the Association. At the next scheduled elections of the Association the Acting President shall become President and the Acting 1st Vice-President shall become 1st Vice-President as set forth in Article 4, Section 2.
- C. If the 1st Vice President shall leave office for any reason before the expiration of their term, the 2nd Vice President shall become Acting 1st Vice President. The President shall then appoint a 2nd Vice President, with the advice and consent of a majority of the Executive Board. The appointed 2nd Vice President shall hold office until the next scheduled elections of the Association. Prior to the next scheduled elections of the Association the Executive Board shall determine the best course of action to ensure that an orderly process of succession occurs as called for in Article 4, Section 2.
- D. If any other officer of the Association shall leave office for any reason before the expiration of their term, the President shall appoint a replacement, with the advice and consent of a majority of the Executive Board. The appointed replacement officer shall serve out the remainder of the term of the officer that they are replacing.

Section 3 Recall

- A. Officers of the Association may be recalled for any violation of the Constitution & By-laws, violations of policies or rulings of the Executive Board, or for inattention to the duties and responsibilities of their office and to assignments from duly elected officials or the membership, when such assignments are reasonable and lawfully given, or because of inability to perform the duties of the office in a manner satisfactory to the Executive Board of the Association.
- B. Filing of a motion for recall:
 - 1. Should any officer desire to file a motion for recall against another officer of the Association pursuant to this section, they

shall file a written statement of facts supporting such motion with the President (or the next ranking officer if the charges have been filed against the President).

2. Should any member desire to file a motion for recall against any officer of the Association pursuant to this section, the member must be a fellow in good standing. The motion shall include a written statement of facts supporting such motion. The motion must be accompanied by a petition in support of the motion by twenty percent (20%) of the Fellows in good standing. The member shall file the motion and the petition with the President (or the next ranking officer if the charges have been filed against the President).
- C. It shall be the duty of the President (or the next ranking officer if the charges have been filed against the President), upon receipt of any such motion for recall in writing, to forward a copy of the documentation to the accused person(s) and all unaffected members of the Executive Board. The accused person's copy of the documentation shall be sent to them by U.S.P.S. certified mail with return receipt.
- D. The accused person shall within fifteen (15) days of the receipt of the mailing:
1. resign their office effective immediately, or
 2. not respond to the charges, in which case the President (or the next ranking officer if the charges have been filed against the President) shall declare the office vacated on the sixteenth (16th) day following the receipt of the mailing of the written documents by the accused, or
 3. respond to the charges in writing and request the matter be decided at a meeting of the Executive Board, or
 4. respond to the charges in writing and request the matter be decided by the Fellows in good standing of the Association at a meeting of such persons.
 5. At any such meeting described in section (c) or (d) above, a majority vote of those present and voting shall decide the matter. The vote at any such meeting shall be considered final.
 6. Should the accused fail to appear at any such meeting requested as specified in sections (c) or (d) above, the President (or the next ranking officer if the charges have been filed against the President)

shall declare the office vacated.

7. Should a vote be to remove the officer, the officer shall be deemed removed from office immediately and the office shall be declared vacant.

8. Any vacancy created as result of proceedings held in accordance with the provisions of this section shall be filled as provided for by Article 8, Section 2 of the Constitution and By- laws.

ARTICLE 9 COMMITTEES

Section 1 Standing committees of the Association shall be the Auditing, Constitution & By-laws, Membership and the Nomination & Election committees. Membership on committees may be drawn from the Regional Delegates or from the Fellows in good standing with the Association and as specified in the following sections. The President shall designate a chairperson for each committee whose duties include reporting to the President and the Executive Board.

Section 2 Auditing Committee:

- A. The President, with the approval of the Executive Board, shall appoint an Auditing Committee, who shall inspect the fiscal records of the Association prior to the Annual Meeting and report their findings to the membership.
- B. The Auditing Committee is to consist of at least one Fellow that is not a member of the Executive Board.
- C. If any irregularities are noted, the committee shall immediately inform the President and the Executive Board. The Executive Board shall convene to review the irregularities and determine if further action is warranted.

Section 3 Constitution & By-laws Committee:

- A. The President shall appoint a Constitution and By-laws Committee. One member of this committee shall be designated to serve as the Parliamentarian for the Association. The Parliamentarian shall serve as the chairperson of this committee.
- B. The Constitution and By-laws committee shall have the duty to draw and propose amendments to the Constitution and By-laws.
- C. Suggestions, proposals, or orders pertaining to the Constitution and

By-laws shall be presented to this committee for approval before being presented to the membership for action.

Section 4 Membership Committee

- A. The President shall appoint a Membership Committee. One member is to be designated as the Membership Coordinator and shall be the chairperson of this committee.
- B. The Membership Committee shall work with the Regional Delegates to facilitate recruitment and retention of members.
- C. The Membership Coordinator shall work with the Treasurer in the processing of new and renewed memberships.

Section 5 Nomination and Election Committee:

- A. The President shall appoint a Nomination and Election Committee. The duties and responsibilities of this committee shall be those as set forth in appropriate sections of Article 8 of the Constitution & By-laws of the Association.

Section 6 The President shall have the authority to appoint such other committees in accordance with Article 5, Section 1, Paragraph D.

ARTICLE 10 CONFERENCE DIRECTOR

Section 1 As soon as feasible after the Executive Board has established the dates and location of the Annual Meeting, the President shall appoint a Conference Director. The Conference Director should be from the region in which the annual conference has been sited.

Section 2 The Conference Director shall, at the direction of and in conjunction with the 2nd Vice President, bring about all local arrangements for the Annual Meeting. These arrangements shall include, but are not limited to: overnight accommodations for attendees, securing adequate meeting space for sessions and receptions, planning conference meals, and obtaining the necessary equipment and supplies for conference presentations.

ARTICLE 11 RULES OF ORDER

Section 1 Parliamentary procedure for meetings where the business of the Association is conducted shall be governed by Robert's Rules of Order (Revised) where they are consistent with the Constitution and By-laws of the Association.

ARTICLE 12 AMENDMENT PROCEDURES

- Section 1 The Constitution & By-laws may be amended upon petition of one-third (1/3) of the Fellows submitted to the Secretary at least sixty (60) days prior to the Annual Meeting. A simple majority of the Executive Board may also submit amendments to the membership, through the Secretary, at the Annual Meeting. The amendment(s) must be passed by at least two-thirds (2/3) of the Fellows present and voting.
- Section 2 Proposed amendments shall be sent to the membership at least thirty (30) days prior to the Annual Meeting.

ARTICLE 13 DISSOLUTION

- Section 1 If the Executive Board determines that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association, of which not less than thirty (30) days' notice (stating the terms of the resolution to be proposed) shall be given.
- Section 2 If the proposal is confirmed by a two-thirds (2/3) majority of those present and voting, the Executive Board shall have the power to dispose of any assets held by or on behalf of the Association in accordance with applicable state or federal statute, law or regulation.
- Section 3 Upon the dissolution of this Association, any assets remaining after the satisfaction of any proper debts and liabilities shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- Section 4 A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be prepared by the Executive Board for all such purposes as may be required.