

**CONSTITUTION OF THE  
NORTHEASTERN ASSOCIATION OF CRIMINAL JUSTICE  
SCIENCES**

**ADOPTED JUNE 10, 2006**

**Amended March 2023**

ARTICLE I.            NAME

The name of this association shall be known as THE  
NORTHEASTERN ASSOCIATION OF CRIMINAL JUSTICE  
SCIENCES (hereinafter referred to as the association or NEAJCS).

ARTICLE II.           GOALS AND OBJECTIVES

The goals and objectives of this association shall be:

- A.     To promote the communication and dissemination of information of interest among members, other associations of education, and agencies of the criminal justice system.
- B.     To develop an overall philosophy and standards of quality education in the administration of justice.
- C.     To encourage both limited and long-term planning and research in the criminal justice system.
- D.     To establish a vehicle capable of providing technical assistance and evaluative services to agencies of the criminal justice system.

ARTICLE III.         MEMBERSHIP

- A.     Membership shall be divided into the following categories: (1) regular members, (2) student members, (3) institutional members, (4) life members, and (5) honorary members.
- B.     Regular membership shall be open to individuals who support the purposes and objectives of the Northeastern Association of Criminal Justice Sciences and who are not included in, or do not choose to be included in, other classes of membership. Membership is subject to approval of the Board of Directors.
- C.     Student membership shall be open to those individuals pursuing academic endeavors in an accredited institution of higher learning in the area of criminal justice or related fields.

- D. Institutional membership shall be available to an accredited institution of higher education as well as to other organizations affiliated with criminal justice if approved by the Board of Directors. Such institution or organization must have an interest within geographical jurisdictional boundaries of this association. Institutional members shall be permitted to designate one employee of the institution or organization as a regular member as defined in Article III, Section A  
When a college or university's organization system includes multiple campuses, each campus must individually apply for institutional membership if it houses a separately administered program or institution.
- E. Life membership shall be made available as hereinafter provided in the Constitution and Bylaws of this Association. Life members shall be accorded the same privileges and shall have the same obligations of membership as regular members, and must meet all membership requirements of regular members.
- F. Honorary members may be any individual who has served the association or the field of criminal justice with honor and distinction. Such individuals may be elected honorary members upon the unanimous vote of the Executive Board and by a two-thirds vote of the members present and voting at any general business meeting of the association.
- G. Only regular or life members in good standing shall be eligible to hold office and vote.

#### ARTICLE IV. OFFICERS

The officers of the association shall consist of the following:

President, First Vice President, Second Vice President, Secretary, and Treasurer.

The succession to office shall be that the First Vice President will become President the following year, and the Second Vice President will then move to the office of First Vice President. Elections will be held yearly for the office of Second Vice President. Elections will be held in odd numbered years for the Secretary and in even numbered years for the Treasurer. Should any of these offices become vacant, they shall be filled in accordance with procedures outlined in the By-Laws.

ARTICLE V. MEETINGS

- A. There shall be an annual meeting, the time and place to be determined by the officers. There shall be a mid-year meeting of the Board of Directors and a mid-year meeting of the general membership, the time and place to be determined by the Board of Directors. Special meetings may be called any time as directed by a majority of the board of directors, or may be called by petitions by twenty-five percent (25%) of the regular and life membership in good standing. Between meetings, the Board may conduct the business of the association using email or other forms of communication technology. Motions passed by the Board between the mid-year and annual meetings must be reported by the president and confirmed by the Board at the next mid-year or annual meeting.
- B. In regards to Board of Directors meetings, a “quorum” is to be considered as constituted when a majority of the voting members are present.

ARTICLE VI. AMENDMENTS TO THE CONSTITUTION

- A. Amendments may be proposed by the Constitution and By-Laws Committee of the Association, by the Board of Directors, or by petition from twenty-five percent (25%) of the membership.  
Members should be notified of the proposed amendments, and the proposed amendments posted to the association web site or distributed by mail, at least thirty (30) days prior to voting. Procedures for voting on amendments shall be established by the Board of Directors. Two-thirds (2/3) of the valid ballots must be in favor of the amendment for it to be adopted.

ARTICLE VII. BOARD OF DIRECTORS

- A. Voting members of the Board of Directors shall be referred to as the Executive Committee. The Executive Committee shall consist of the officers of the association, as defined in Article IV, representatives of state or provincial organizations, as defined in Article VIII, the Directors-at-Large, as defined in the By-Laws, and the immediate past president. Each voting member shall have one vote on issues before the Board.
- B. The President shall serve as the chair of the Executive Committee and the Board of Directors.
- C. Non-voting members of the Board of Directors shall include the Director of the Secretariat, as defined in the By-Laws, the Regional Trustee of the Academy of Criminal Justice Sciences, all past presidents, the Conference Director, as

defined in the By-Laws, the Parliamentarian, as defined in the By-Laws, and such persons as may be appointed by the President subject to final approval by a majority vote of the Executive Committee. Non-voting members appointed by the President must be members in good standing of the association.

- D. The Board of Directors shall provide general policy direction for the organization, have general supervision of the affairs of the association between its annual meetings, fix the hour and place of its meetings, make recommendations to the association, and perform such other duties as are specified by the Constitution and By-Laws. The Executive Board shall be subject to the orders of the association, and none of its acts shall conflict with action taken by the association.

## ARTICLE VIII.

### STATE AND PROVINCIAL ORGANIZATIONS

- A. State and provincial organizations whose objectives and goals significantly overlap with the objectives and goals of the association may apply to the Board of Directors to become recognized affiliates of the association. No state or province shall have more than one recognized affiliate. Application shall consist of a letter requesting affiliation from the president or similarly defined chief executive officer of the organization accompanied by the constitution or similar organizing document of the organization. Affiliation shall be granted by a two-thirds (2/3) majority vote of the Executive Committee at the first annual or mid-year meeting of the Board of Directors following the submission of the application.
- B. Recognized affiliation entitles the state or provincial organization to representation of the Executive Committee as defined in Article VII, Section A. A state or provincial organization will choose its individual representative according to its own procedures. Recognized affiliates that are composed of more than one state or province may choose representatives for each state or province that is a member of their association.
- C. Affiliation may be rescinded by a two-thirds (2/3) majority vote of the Executive Committee at any annual or mid-year meeting.
- D. State or provincial organizations recognized by the association at the time this Constitution enters into force shall be considered the current affiliates of their respective states or provinces.

- E. If a state or province has no recognized affiliated organization, the President may appoint a state or provincial representative. Appointed state or provincial representatives must be confirmed by a two-thirds (2/3) vote of the Executive Committee. Confirmation votes may be conducted by mail, email, or at any regular meeting of the Executive Committee. An incoming President may reappoint a serving state or provincial representative without a confirmation vote, may fail to reappoint a serving state or provincial representative and, with the consent of a majority of the Executive Committee, leave the post vacant, or appoint a new state or provincial representative subject to the two-thirds (2/3) confirmation vote of the Executive Committee described above. Appointed state or provincial may be recalled according to procedures defined in the By-laws. If a state or provincial organization should become recognized by the Association, a representative chosen by that organization shall replace any serving appointed state or provincial representative at the first regular meeting of the Executive Committee following the recognition of that organization.

ARTICLE IX. MEMBERSHIP DUES

- A. Membership dues shall be required for membership at the beginning of each calendar year (January 1<sup>st</sup>) with annual membership following the same calendar year format. Membership dues that are paid between January through March will be considered in good standing for the entire year. Dues that are paid after April will count towards membership beginning with the month that dues are paid in full. Any new member who joins this organization between the first day of the annual meeting and December 31<sup>st</sup> of the same year shall be considered a full member for the current membership year and shall receive full member benefits retroactively whenever such benefits can be reasonably granted.

ARTICLE X. REGIONALIZATION

- A. Pursuant to the Regional Organization Policy Guidelines of the Academy of Criminal Justice Sciences (ACJS), a member of the Association shall be elected as Region 1 Trustee, representing the association and the region on the ACJS Board of Trustees. Nomination and election of the Region 1 Trustee shall be conducted by the ACJS according to the ACJS Constitution, By-Laws, and Policies. Duties of the Region 1 Trustee shall be as defined in the NEACJS By-Laws and the ACJS Constitution, By-Laws, and Policies.

ARTICLE XI.

DISSOLUTION

- A. If the Executive Committee decides 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 30 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds (2/3) majority of those present and voting, the Executive Committee shall have the power to realize any assets held by or on behalf of the association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given and transferred to such other charitable institution or institutions having objectives similar to the objectives of the association as the members of the Executive Board may determine, or failing that shall be applied for some other charitable purpose. 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 Committee for any and all such purposes as may require it.

**BY-LAWS OF THE NORTHEASTERN ASSOCIATION OF  
CRIMINAL JUSTICE SCIENCES**

**ADOPTED BY JUNE 10, 2006**

ARTICLE I

MEMBERSHIP

- Section 1. Applicants for membership must meet the requirements as set forth in Article III of the Constitution.
- Section 2. Applications shall be completed and processed through the online submission system. If the qualifications of the individual cannot be determined or are questioned, the Membership Committee shall determine if the applicant is qualified.
- Section 3. If the application is accepted, the digital receipt shall serve as confirmation of acceptance. If there are discrepancies, the Secretary and/or Membership Committee will contact the applicant, with additional instructions.
- Section 4. If the application is rejected by the Membership Committee, notice of the rejection signed by the Chairperson of the Membership Committee shall be sent to the applicant.
- Section 5. The applicant may appeal upon receipt of the rejection to the association as a whole. A hearing shall be conducted at the next annual meeting of the association.

Section 6. A majority vote of the association's regular membership in attendance and voting at the annual meeting shall either sustain or overrule the Membership Committee and such votes shall be final.

Section 7. Any member who shall be in arrears for dues, as set forth in Article VIII of the Constitution, may be automatically dropped from the rolls of the association, at the discretion of the Executive Board. The Secretariat should have access to the payment system for additional verification. Members in arrears for more than forty-five (45) days will forfeit member benefits until their dues are paid in full.

Section 8. No person shall retain membership whose occupation or activities are inconsistent with the goals and objectives of the association.

## ARTICLE II. BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of members as specified in Articles VII and VIII of the Constitution.

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

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

## ARTICLE III. DUTIES OF OFFICERS

Section 1. The duties of the President shall be:

- A. To preside at all meetings of the Board of Directors.
- B. To preside at all meetings of the association.
- C. To enforce the Constitution and By-laws.
- D. To appoint in a timely manner those committees required by the Constitution and By-laws and such other committees as directed to attend to the orderly operation of the association.
- E. 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.

- F. To appoint from the membership individuals to assist in the conduct of the office of the President so as to insure that the responsibilities of the office are met and the goals and objectives of the association are furthered.
- G. To perform any and all other duties to meet the goals and objectives of the association as may be assigned by the Board of Directors.

Section 2. The duties of the 1<sup>st</sup> Vice President shall be:

- A. To assist the President in the duties outlined in Section 1 above.
- B. To officiate for the President in the event of the absence of the President.
- C. To assume the responsibility of coordinating the planning of the annual meeting in conjunction with the Conference Director.
- D. To represent the association at various functions as directed by the President and/ or the Board of Directors.
- E. To perform any and all other duties assigned by the President and/or Board of Directors.

Section 3. The duties of the 2<sup>nd</sup> Vice President shall be:

- A. Assist the President and the 1<sup>st</sup> Vice President in the duties outlined in Sections 1 and 2.
- B. To officiate at meetings when both the President and the 1<sup>st</sup> Vice President are absent.
- C. To be responsible for coordinating all publicity concerning the association.
- D. To perform any and all other duties assigned by the President and/or Board of Directors.

Section 4. The duties of the Secretary shall be:

- A. To keep accurate minutes of the proceedings of the Board of Directors, the annual meeting and special and called meetings.
- B. To 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. Upon leaving office, the Secretary shall deposit all records at the Secretariat that are not passed on to the incoming Secretary.
- D. To oversee the archival and other records of the Secretariat.
- E. To perform such other duties as directed by the President and/or Board of Directors.
- F. The regular term of office of the Secretary shall be two (2) years. The Secretary may serve consecutive terms of office.

Section 5.

The duties of the Treasurer shall be:

- A. To sign all orders drawn on the funds of the association when approved by the President or lawfully voted.
- B. To keep an accurate record of all monies received, deposited and disbursed in the name of this association.
- C. To maintain the checking and savings account of the association, and appropriate records pertaining thereto; obtain necessary bank signature cards and bank resolutions after each annual meeting; prepare financial reports for regular Executive Committee meetings and the annual meeting; prepare checks for signature and counter signature by the appropriate officers; keep a record of all paid bills; submit all of the financial records of the organization to the Executive Committee and the Audit Committee each year; and oversee the financial records of the Secretariat.
- D. To prepare tax documents or appropriate submissions to the governments of all jurisdictions in which the association is a legal entity and where such submissions are required, or to assist the person or persons designated by the President to complete these tasks.
- E. To perform such other duties as directed by the President and/or Board of Directors.
- F. The regular term of office of the Treasurer shall be two (2) years. The Treasurer may serve consecutive terms of office.

Section 6.

Duties of the Regional Trustee

- A. The Regional Trustee shall serve as liaison between this association and the ACJS. The duties of the Regional Trustee shall include,

but not be limited to, providing effective communication between ACJS and this association, encouraging membership and participation in ACJS by members of this association, and assisting ACJS and this organization in all matters of mutual interest.

- B. To perform any and all such duties as are required for this office by the ACJS.
- C. To perform any and all such duties as directed by the President and/or the Board of Directors which are consistent with the performance of the duties of this office as defined by the ACJS.

#### ARTICLE IV.

#### ELECTIONS, RECALL, AND APPOINTMENT OF OFFICERS

- A. Constitution, and Directors-at-Large, as defined in Article XI of the By-Laws, shall be elected by the regular and life membership in good standing. Elections procedures may be determined by the Board of Directors. All regular and life members 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 hereinafter stated.
- B. At the time of the adoption of these By-Laws, the serving President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer shall fulfill the terms to which they have been elected.
- C. The 2<sup>nd</sup> Vice President, at the end of one year, or at the next annual meeting, shall automatically ascend to the Office of President.
- D. The 1<sup>st</sup> Vice President, at the end of one year, or at the next annual meeting, shall automatically ascend to the Office of the President.
- E. The President, at the end of one year, or at the next annual meeting, shall automatically become immediate Past President.

#### Section 2.

The Nomination and Election Committee shall select a slate of candidates for the office of 2<sup>nd</sup> Vice President each year. The Nomination and Election Committee shall select a slate of candidates for the offices of Directors-at-Large each year these

offices are to become vacant. The Nomination and Election Committee shall select a slate of candidates for the office of Secretary in odd numbered years. The Nomination and Election Committee shall select a slate of candidates for the office of Treasurer in even numbered years. The Nomination and Election Committee shall solicit nominations by mail from regular members 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 mailed to all eligible voters along with a ballot. Completed ballots will be mailed to the Committee for counting.

Section 3. During the time on the annual meeting agenda entitled, "Report of the Nomination and Election Committee," the Chairperson of the Nomination Committee shall present the results of the election. Qualified newly elected offices shall assume their offices at that time.

Section 4. In order to be a nominee, a candidate for office shall be a regular or life member in good standing.

Section 5. Only regular or life members in good standing may nominate a candidate.

Section 6. Officers of the association and Directors-at-Large may be recalled for any violation of the Constitution or By-Laws, violations of policies or rulings of the Board of Directors, or for inattention to the duties and responsibilities of 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 officers and the Board of Directors of the association. Should the President or any officer or director desire to file a motion for recall against any officer or director 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). It shall be the duty of the President, upon receipt of any such motion in writing, to cause a copy of the written document to be mailed or distributed via email to the accused person and all members of the Executive Committee. The accused person shall have fifteen (15) days from the date of mailing or emailing of the motion within which to either (a) resign such office effective immediately, (b) 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 day following the mailing or emailing of the written document to the accused, or (c) respond to the charges in writing and request the matter be decided by vote of the officers and directors at a meeting of such persons, either regular or special, but which meeting has been called with a notice in writing stating clearly that at least one of the items on the agenda of such meeting shall be a discussion and vote concerning the charges. At such meeting, a majority vote of those present and voting shall decide the matter.

Should the vote be to remove the officer, the officer shall be deemed removed from office immediately and the office shall be declared vacant. The vacancy shall be filled as hereinafter provided in the By-Laws.

Should any member desire to present a motion to remove an officer or director, such motion shall be presented at the annual meeting by providing a written statement of the charges with the President (or the next ranking officer if the charges have been filed against the President) at least thirty (30) days prior to the date of such meeting. It shall be the duty of the President (or the next ranking officer if the charges have been filed against the President) to forward a copy of the charges to the accused and all other officers and directors within a reasonable time of the receipt of such charges. The accused party may either resign or prepare to defend against the charges at the annual meeting where time shall be set aside on the agenda for this purpose. Should the accused fail to respond and/or appear at the annual meeting, the accused may be removed from office by a majority vote of those members present and voting. A vote of the membership shall include only those regular and life members in good standing. If the vote is for the removal of the accused, the office shall be declared to be vacant and the vacancy shall be filled as hereinafter provided in the By-Laws.

Section 7. Motion for recall may be made at any Board of Directors meeting or at the annual meeting of the association.

Section 8. In the event the President resigns, is recalled, or dies prior to the expiration of the term of office, the 1<sup>st</sup> Vice President shall become President. The 2<sup>nd</sup> Vice President shall then become 1<sup>st</sup> Vice President. The new President shall then appoint a 2<sup>nd</sup> Vice President, subject to the advice and consent of the Board

of Directors. The appointed 2<sup>nd</sup> Vice President shall hold office until the next scheduled election, at which time the vacancy shall be filled by election in the manner most consistent with the election of other officers of the association.

- A. In the event that the 1<sup>st</sup> Vice President resigns, is recalled, or dies prior to the expiration of the term of office, the 2<sup>nd</sup> Vice President shall become the 1<sup>st</sup> Vice President. The President shall then appoint a 2<sup>nd</sup> Vice President, subject to the advice and consent of the Board of Directors. The appointed 2<sup>nd</sup> Vice President shall hold office until the next scheduled election, at which time the vacancy shall be filled by election in the manner most consistent with the election of other officers of the association.
- B. In the event that the 2<sup>nd</sup> Vice President resigns, is recalled, or dies prior to the expiration of the term of office, the President shall appoint a 2<sup>nd</sup> Vice President, subject to the advice and consent of the Board of Directors. The appointed 2<sup>nd</sup> Vice President shall hold office until the next scheduled election, at which time the vacancy shall be filled by election in the manner most consistent with the election of other officers of the association.
- C. In the event that the Secretary or Treasurer resigns, is recalled, or dies prior to the expiration of the term in office, the President shall appoint a new Secretary or Treasurer subject to the advice and consent of the Board of Directors. The appointed Secretary or Treasurer shall fulfill the term of office of the predecessor.

ARTICLE V. MEETINGS

Section 1. All elected officers and members of the Board of Directors shall be required to attend called meetings.

Section 2. The agenda for the meeting of the Board of Directors and for general business meetings of the membership shall be set by the President.

Section 3. Robert's Rules of Order (Revised) shall govern the association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the association.

ARTICLE VI. FUNDS OF THE ASSOCIATION

Section 1. A general fund is hereby created. All revenues derived from membership dues shall be placed in said fund.

- Section 2. The Board of Directors shall have the power to recommend the membership dues to the association for approval as set forth in Article VIII of the By-Laws.
- Section 3. The Board of Directors shall have the authority, with approval of the regular membership, to enter into agreement with public and private agencies for the purpose of accepting grants to aid the association in meeting the goals and objectives as stated in Article II of the Constitution.
- Section 4. The Board of Directors shall have the authority to establish accounts for specific purposes and to solicit donations for those accounts.
- Section 5. Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the association.

ARTICLE VII. COMMITTEES

At the end of each committee chairperson's tenure, all rubrics, guidelines, documents, passwords, programs, or any other relevant items be provided to the organizations' secretary for appropriate archival and dissemination to newly appointed chairperson.

- Section 1. AUDITING COMMITTEE. The presiding officer with concurrence of the Board of Directors 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 general membership. If any irregularities are noted, the committee shall immediately inform the President and the Board of Directors.
- Section 2. CONSTITUTION AND BY-LAWS COMMITTEE. In a timely manner, 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. Members of this committee shall familiarize themselves with the Constitution and By-Laws and shall submit such reports as directed by the presiding officers of the association. The Constitution and By-Laws committee shall have the duty to draw and propose amendments to the Constitution and By-Laws. 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 3. **MEMBERSHIP COMMITTEE.** In a timely manner, the President shall appoint a Membership Committee to assist in gaining membership in this organization. The Chairperson of the Membership Committee shall work in conjunction with the Director of the Secretariat to insure that all provisions of Article I of the By-Laws are adhered to in the processing of membership applications. State and provisional representatives should be included in the Membership Committee.
- Section 4. **NOMINATION AND ELECTION COMMITTEE.** In a timely manner, 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 IV of the bylaws of this association.
- Section 5. **AWARDS COMMITTEE.** In a timely manner, the President shall appoint an Awards Committee Chair. The Committee Chair shall appoint additional members to serve on the committee. The committee shall manage member awards, develop criteria for nominations and awards, and present the awards during the annual conference (those who nominate individuals must be members). Nominees for awards must be members of the organization for at least one year to be eligible. The Committee will manage the nomination process to include announcements, notify winners prior to conference registration deadline, and present awards to winners at the conference (Chair or committee member must present award at conference).
- Section 6. **NEWSLETTER COMMITTEE.** In a timely manner, the President will appoint a Newsletter Committee. The committee shall develop a newsletter to be distributed to current members. The content should focus on current member achievements, conference announcements, projects, advice, and similar topics as approved by the Chair of the committee.
- Section 7. **STUDENT SCHOLARSHIP COMMITTEE.** In a timely manner, the President shall appoint a Student Scholarship Committee Chair. The Chair shall appoint additional members to serve on the committee. The committee shall organize and develop guidelines for student nomination, manage the nomination process, to include calls for submissions and receipt of nominations, and review of the nominations (faculty sponsors must be members of NEACJS). The committee shall develop clear criteria and select winner(s), notify the winner(s) prior to conference registration deadline, and present the award(s) at the annual conference. A representative from the committee and the award winner must be present at the conference to receive the award.

Section 8. STUDENT PAPERS COMMITTEE. In a timely manner, the President shall appoint a Student Papers Chair. The Committee Chair shall select additional members to serve on the committee. The committee shall organize and develop guidelines for student submissions to include identifying a faculty sponsor who is a current member. The committee shall manage the submission process, including calls for submission and blind review, and receipt of submissions. The committee shall develop clear criteria (to include a rubric to assess submissions and distribute submissions to reviewers) and select winner(s), notify the winner(s) prior to conference registration deadline, and present the award(s) at the annual conference. A representative from the committee and the award winner must be present at the conference to receive the award.

Section 9. WEBMASTER AND SOCIAL MEDIA COMMITTEE. In a timely manner, the President shall appoint a Webmaster and Social Media Committee. The committee shall maintain and update the organizational website and other social media accounts.

Section 10. CONFERENCE PLANNING COMMITTEE. In a timely manner, the President shall appoint a Conference Planning Committee. The first Vice President shall serve as the Chair of the Committee. The committee will be charged with the logistical coordination of the annual conference and other planning considerations as required. The committee shall consist of the President, the first Vice President, second Vice President, Secretary, Treasurer, Directors-at-Large, and the Immediate Past President.

Section 11. OTHER COMMITTEES. The President shall have the power to appoint such other committees as deemed necessary in accordance with Paragraph D, Section 1, Article III of the By-Laws.

#### ARTICLE VIII. MEMBERSHIP DUES

In accordance with Section 2, Article VI of the By-Laws and Article IX of the Constitution of this association, membership dues shall be established by the Board of Directors and confirmed by a majority vote of the regular and life members attending and voting at the general business meeting held during the annual meeting.

#### ARTICLE IX. SECRETARIAT

Section 1. A Secretariat shall be established by the association at an accredited institution of higher education selected by majority vote of the Board of Directors. At the time these By-Laws enter into force, the Secretariat will be placed at the institution currently serving the association in that capacity.



- Section 2. The President shall appoint, with the approval of a majority of the Board, one individual to serve as Director of the Secretariat. The Director shall be responsible for the performance of the duties of the Secretariat as described in Section 5, Article IX of the By-Laws. The Director of the Secretariat shall have the authority to form a committee of associates to perform the duties of the Secretariat. The Director of the Secretariat may hold no elected office within the association except under the circumstances defined in Section 4, Article IX of the By-Laws.
- Section 3. The Board of Directors, by majority vote at any annual or mid-year meeting, may designate a new institution as the location of the Secretariat. The President shall appoint a new Director of the Secretariat at that time. The out-going Director of the Secretariat shall be charged with ensuring an orderly transition of records, duties, and assets.
- Section 4. The President shall have the authority to determine whether the Secretariat is operating in the best interests of the association. If the President determines that the Secretariat is not operating in the best interests of the association, the President may, with the consent of the majority of the Executive Committee, accept the duties of the Secretariat. The President may perform these duties until the next annual or mid-year meeting of the Board of Directors, at which time a new host for the Secretariat shall be chosen in accordance with Sections 1, 2, and 3, Article IX of the By-Laws.
- Section 5. The duties of the Secretariat shall be:
- A. To have primary responsibility for all communications between the Board of Directors, the membership, and the general public.
  - B. To work in conjunction with the 2<sup>nd</sup> Vice President or other officers on matters of publicity for the association.
  - C. To keep a record of the names, addresses and such data pertaining to the membership as may be of interest or as directed by the Board of Directors.
  - D. To maintain an accurate record of members' dues payments.
  - E. To maintain the files and archives of the association.
  - F. To publish the Constitution and By-Laws of this organization in a publicly accessible manner.

- G. To forward dues notices and reminders to all members each year.
- H. To handle correspondence as directed by the President and/or Secretary and/or Treasurer and to respond to all other correspondence addressed to the Secretariat.
- I. To obtain printing of all association letterheads, membership applications, certificates and other documents as needed for the regular operation of the association or for other purposes as directed by the Board of Directors when digital mediums are not suitable
- J. To mail or email the appropriate notices for the Nomination and Election Committee and the Constitution and Bylaws Committee after receipt of the reports from such committees.
- K. To arrange for printing and/or dissemination of the association newsletter after receipt of materials from the chairperson of this committee, if said committed is unable to arrange for distribution through the secretary and/or webmaster.
- L. To prepare and submit an annual report of the activities of the Secretariat at each annual meeting.
- M. To perform any and all other duties as directed by the President and the Board of Directors.
- . For all duties that involve mail or otherwise involve disseminating information, the Director of the Secretariat may choose to use paper, electronic distribution, or any other appropriate information dissemination technology unless otherwise directed by the Board of Directors or the association committee granted oversight for the task.

ARTICLE X. CONFERENCE DIRECTOR

- Section 1. As soon as is feasible after the Board of Directors has established a location and time for the annual meeting as specified in Article V of the Constitution, the President shall appoint a Conference Director.
- Section 2. The Conference Director shall have the authority to appoint a committee to assist in the performance of duties described in Section 4, Article X of the By-Laws.

Section 3. The President shall have the authority to determine whether the Conference Director is operating in the best interests of the association. If the President determines that the Conference Director is not operating in the best interests of the association, the President may appoint a new Conference Director.

Section 4. The duties of the Conference Director shall be:

A. To coordinate, in conjunction with the 1<sup>st</sup> Vice President and other members of the Board of Directors as necessary, all local arrangements necessary for the conference. This shall include, but not be limited to, housing arrangements, adequate meeting rooms for sessions, securing of provisions for receptions and conference meals, and provision of incidental supplies necessary for conference presentations.

B. To coordinate, in conjunction with the Secretariat and other members of the Board of Directors as necessary, communications to the membership regarding registration and transportation for the annual meeting.

C. To obtain appropriate plaques and other presentations to be made at annual meetings.

D. To perform any and all other tasks assigned by the 1<sup>st</sup> Vice President or Board of Directors which are necessary for the success of the annual meeting.

#### ARTICLE XI. DIRECTORS-AT-LARGE

Section 1. There shall be two (2) Directors-at-Large, elected by the regular and life membership, who shall serve as voting members of the Board of Directors. Directors-at-Large shall serve two year terms except in the circumstances outlined in Section 2 of this Article of the By-Laws.

Section 2. At the first election following the entry into force of these By-Laws, the Nomination and Election Committee shall produce a slate of candidates for the office of Director-at-Large. The nominee who receives the largest number of votes in the election shall serve a two-year term. The nominee who receives the second largest number of votes shall serve a one-year term. In subsequent years, the Nomination and Election Committee shall prepare a slate of nominees for the Director-at-Large whose term is expiring. Nominees must be regular or life members of the association in good standing.

- Section 3. In the event that a Director-at-Large resigns, is recalled, or dies during the first year of the two-year term, the Nomination and Election Committee shall, at the time of the next election, prepare a slate of nominees for the vacant office. The nominee who receives the largest number of votes in the election shall fulfill the term of the vacated office. In the event that a Director-at-Large resigns, is recalled, or dies during the final year of the term of office, the vacant office will not be filled until the next scheduled election.
- Section 4. Directors-at-Large shall be able to serve consecutive terms if reelected in accordance with Section 2 of this Article. Procedures for the recall of Directors-at-Large are specified in Section 6, Article IV of the By-Laws.
- Section 5. The Directors-at-Large shall have the same rights, duties, and responsibilities of other members of the Executive Committee unless those rights, duties, and responsibilities conflict with the provisions set forth in this Article of the By-Laws.

## ARTICLE XII.

### AMENDMENTS

Amendments to the By-Laws may be proposed by the Constitution and By-Laws Committee of the Association, by the Board of Directors, or by petition from twenty-five percent (25%) of the membership. Members should be notified of the proposed amendments, and the proposed amendments posted to the association web site or distributed by mail, at least thirty (30) days prior to voting. Procedures for voting on amendments shall be established by the Board of Directors. Two-thirds (2/3) of the valid ballots must be in favor of the amendment for it to be adopted.