



BYLAWS

Preamble

We, the members of The Salem State Chapter of the National Criminal Justice Honor Society, will promote academic excellence in order to make the Criminal Justice System and its practitioners more effective and ethical. We do hereby submit ourselves to be governed by the following bylaws.

Article I

Section 1: *Name*

The name of this organization shall be Salem State Chapter of Alpha Phi Sigma, hereafter referred to as the Chapter.

Section 2: *Mission*

The purposes of The Chapter shall be to promote critical thinking, rigorous scholarship and life long learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 3: *Goals*

The goals of The Chapter shall be to honor and promote academic excellence; service; leadership and unity.

Section 4: *Oath of Membership*

In the presence of the Chapter members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain high moral character and commit myself to be governed by the By-Laws of the Alpha Phi Sigma Honor Society and to the local and national offices.

Article II

Section 1: *Non Profit Status*

Alpha Phi Sigma is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as the making distributions to organizations that qualify as exempt organizations under Section 501 (C)(3) of the International Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2:

No part of the net earnings of The Salem State Chapter of Alpha Phi Sigma National shall inured to the benefit of any private individual, and no substantial part of the activities of the Society shall be by the carrying on of propaganda or otherwise attempt to influence legislation, and the Society shall not participate in or intervene in (including the publishing or distribution or statements) any political campaign on behalf of any candidate for public office.

Section 3:

Upon dissolution of Alpha Phi Sigma, the National Board shall, after the paying or making provisions for the payment or all of the liabilities of the Society, dispose of all of the assets of the Society, exclusively for the purposes of the Society in such manner, or to charitable, educational, religious, or scientific purposes as shall at each time qualify as an exempt organization or organizations under Section 501 (C) (3) of the International Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the National Board shall determine, any such assets not so disposed of or if Alpha Phi Sigma National dissolves, funds will be given to the Academy of Criminal Justice Sciences for use as student scholarships.

Article III – Members

Section 1. *Classification of Members* .

Members shall meet the following criteria for membership. Any chapter, at its discretion, may establish higher criteria.

A. *Student Members.* Members shall be full-time or part-time students enrolled in baccalaureate or graduate programs of Salem State College at the time of initiation. Members shall be of high moral character. Membership applications shall be approved and signed by the chapter advisor.

A1. Undergraduate students shall be enrolled in the institution represented by the chapter, have declared a major or minor in criminal justice, have completed three full time semesters or equivalent, have a minimum grade point average of 3.0 on a 4.0 scale with a minimum grade point average of 3.2 in courses in criminal justice and who are in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field. Student members must remain in the top 35% of their class by maintaining a minimum grade point average of 3.0 and a 3.2 grade point average in criminal justice courses.

A2. Graduate students shall be enrolled in a graduate criminal justice master's program, have completed 18 graduate credit hours, have a minimum grade point average of 3.4 on a 4.0 scale and have a 3.4 grade point average in criminal justice courses

B. *Honorary Members.* Honorary membership recognizes outstanding professional achievement and service to the criminal justice field by persons not eligible for regular or faculty membership in the Society. Nominations shall be recommended by a committee comprised of the Chapter President and Vice-President, the Chapter Advisor, and the Department Chair. No more than two honorary memberships may be granted by a chapter in any academic year. Honorary Members must be approved by the Board and elected by a 2/3 vote of the chapter.

C. *Alumni/ae Members.* Active members in good standing at the time of graduation from their institutions shall become Alumni/ae members. Upon payment of fees, Alumni/ae members may be designated Active Alumni/ae members.

D. *Faculty Advisor.* Faculty advisor shall be recommended by the department chair, the current advisor, the Chapter President and Vice-President. The candidate must be in a tenured track position and have completed a minimum of one year full-time teaching duties at the College/University where they are inducted. He/she must then be approved by a 2/3 vote of the chapter.

E. *Faculty Members.* Salem State Chapter of Alpha Phi Sigma recognizes and encourages faculty involvement. Candidates for membership must be full-time faculty, tenure track, in a criminal justice field. They must have completed a minimum of one year full-time teaching duties at the College/University where they are inducted and be elected by 2/3 vote of the chapter.

F. *Transfer Members.* Any Alpha Phi Sigma member who transfers to Salem State College shall be accepted into the Salem State chapter and shall pay the chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of that local chapter. A new certificate of membership will not be issued by National Headquarters unless specifically requested by the chapter advisor and paid for by the member.

Section 2:

Membership in the Chapter is open to qualified candidates without regard to age, color, gender, national origin, race, religion, sexual orientation and/or disability.

Section 3:

Privileges of Membership. Only active members in good standing shall have the right to vote and to hold office. All types of membership shall have other privileges as determined by the National Board.

Section 4:

A member desiring to resign from the Society shall submit such resignation in writing to both the Chapter and to the National Headquarters. Any member having resigned from membership may be reinstated upon application to both the Chapter and the National Headquarters and by meeting such uniform terms and conditions as may be established by the National Board.

Section 5:

Membership in the Society may be suspended or terminated by the Chapter for just cause. Sufficient cause may include a student member not maintaining the requirements for initial membership, a grade point average of 3.0 on a 4.0 scale and a 3.2 grade point average in criminal justice courses. If the student fails to maintain the requirements, they will be placed on probation for a semester. If they cannot fulfill the requirements after a semester, their membership shall be permanently terminated. The Chapter Advisor will monitor the requirements and advise other members of the Board. A statement of the probation and possible suspension will be sent by registered mail, return receipt, to the last recorded address of the member. A member suspended or terminated for just cause shall not be entitled to return of dues.

Section 6:

The amount of any Chapter dues, fees or assessments for any type of membership in the Chapter shall be established by the Chapter Board.

Article IV- Chapter Board**Section 1:**

The Chapter Board shall be composed of the Chapter Officers, Criminal Justice Department Chair, the Chapter Advisor.

Section 2:

The Chapter Board shall have general supervision of the Chapter between meetings of the Chapter and is vested with full power to conduct all business of the Chapter between meetings of the Chapter. It shall be subject to the orders of the Chapter. The duties of the Board shall include: cause to be bonded all officers entrusted with property, real, or personal, belonging to the Chapter; cause the financial reports of the Society to be examined annually; submit a budget to the Salem State Criminal Justice Department for final approval and adoption; approve such amendments to the budget as may be necessary or appropriate. The Board shall also adopt rules and regulations for the conduct of the affairs of the Chapter upon approval of 2/3 vote of the active members.

Section 3:

Regular meetings of the Chapter Board shall be called by the President or at the request of any member of the Board.

Section 4:

Special meetings of the Chapter Board shall be called by the President **or** shall be called upon the written request of the majority of the voting members of the Chapter. Ten days notice shall be given except for meetings that may be called during a National Meeting. Business shall be limited to that which is stated in the call.

Section 5:

More than half of the voting members of the Board shall constitute a quorum.

Section 6:

Any question may be submitted in writing for determination instead of a meeting of the Board. A report of any action taken by mail ballot shall be verified and made a part of the minutes of the next meeting of the Board.

Section 7:

Members of the Chapter Board may participate in a meeting through conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

Section 8:

The Chapter Board shall be responsible for the Chapter members' recruitment and will be the Bylaws committee.

Section 9:

The Chapter Board shall develop criteria and monetary amounts and oversee awards presented by the Chapter.

Article V– Officers**Section 1:**

The officers of the Chapter shall be the President, Vice President, Secretary and Treasurer

Section 2: *Qualifications.*

During the term of Chapter office, officers shall be enrolled at least part-time at their institutions.

Section 3: *Nominations and Elections.*

A. Nominations shall be submitted to the board by March 31 of each calendar year at the designated meeting. Nominations shall be accepted only with letters of intention. If no letter of intention has been submitted, the Chapter Board will make recommendations.

B. Active members will be notified by mail that ballots can be obtained and cast in the Criminal Justice Department during a designated time period in the beginning of April.

C. Officers shall be elected by ballot. A majority vote then (more than half) shall elect. In the event that no slate/candidate receives a majority vote on the first ballot, the two slate/candidates receiving the highest number of votes shall be voted upon again by ballot with membership receiving notification.

Section 4:

Officers shall be elected for a term of one year, or until their successors are elected. The term of office shall begin May 1st of the year they are elected.

Section 5: *Recall of Officers.*

Any Chapter officer may be recalled for failure to perform the duties of the office or conduct unbecoming an officer by the Chapter Board.

Section 6: *Vacancies.*

Should any office become vacant for any reason, it shall be filled by appointment of the Chapter Board.

Article VI - Duties of Officers

Section 1:

The officers shall perform the duties described by these bylaws and by the parliamentary authority adopted by the society.

Section 2: *President.*

The president shall have general supervision of all officers of the Chapter, shall preside at all meetings of the Chapter.

Section 3: *Vice President.*

The vice-president shall assist the president in any manner.

Section 4: *Secretary.*

The Secretary shall keep record of the meetings of the Chapter.

Section 5: *Treasurer.*

The Treasurer shall prepare a budget.

Section 6:

All officers shall prepare transition reports to include work performed, procedures established and recommendations for the future Society endeavors.

Article VII - Chapter Meeting

The annual meeting of the Chapter shall be held two weeks prior to the end of the Spring Semester.

Article VIII- The Chapter

Section 1:

The Salem State Chapter shall comply with these bylaws, shall meet uniform criteria determined by National Board, shall file all required reports with the National Headquarters, and shall be current in all financial obligations to the Society.

Section 2:

Regular chapter meetings shall be determined each semester to be held at the most convenient time according to the academic schedule. Special meetings shall be called by the Chapter President. A majority of the active members shall constitute a quorum.

Section 3:

The Salem State Chapter will have at least three officers representing the functions of President, Vice President, and/or Secretary/Treasurer elected annually as set forth herein Article V, Section 3C.

Section 4:

The Salem State chapter shall have one chapter advisor, who is a full time Criminal Justice faculty member and member of Alpha Phi Sigma as set forth in Article III, Section 1D .

Section 5:

The Salem State Chapter has bylaws following the National Bylaws and will submit an updated copy of its Bylaws to the National Headquarters annually.

Section 6:

Dissolution. In the event the Salem State chapter is dissolved, the treasury shall be dissolved according to Article I Section 4 of these Bylaws or can be donated to Alpha Phi Sigma National Headquarters, with specifications of disbursement. If a chapter is dissolved, another chapter at the same institution may not be chartered until 3 years after the dissolution of the preceding chapter.

Article IX- Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Article X- Amendment of Bylaws

Proposed amendments to these Bylaws may be submitted by a chapter. Amendments shall be reviewed by the Chapter Board. Amendments, with the recommendation of the Chapter Board, shall be submitted to the chapter members by mail ballot to be acted upon at a regular or special meeting of each chapter. Adoption shall be by a two thirds vote of those chapter members returning ballots by a date clearly specified on the mail ballot. Only amendments to these Bylaws that are required for the continued membership in the Association of College Honor Societies shall be reviewed and approved by the National Board.