

**CONSTITUTION
OF THE
CRIMINAL JUSTICE AND CRIMINOLOGY
GRADUATE STUDENT ASSOCIATION
OF
WASHINGTON STATE UNIVERSITY**

September, 2011

ARTICLE I. NAME OF THE ORGANIZATION

The name of the organization shall be the Criminal Justice and Criminology Graduate Student Association of Washington State University, hereafter referred to as the CJC-GSA.

ARTICLE II. PURPOSE, AIMS, AND FUNCTIONS OF THE ORGANIZATION

The purpose of the CJC-GSA is to work for further improvement of the quality of graduate education and graduate student life in the Department of Criminal Justice and Criminology at Washington State University. The CJC-GSA shall represent the interests of the graduate student body to the appropriate persons and organizations in the department, university, and community.

ARTICLE III. MEMBERSHIP REQUIREMENTS

All Advanced Degree Candidates currently enrolled in the Washington State University Graduate School and pursuing a Criminal Justice and Criminology graduate degree, regardless of campus constitute the CJC-GSA student electorate (hereafter also referred to as the “student body”). All members of the student body are represented by and eligible for election to the CJC-GSA.

ARTICLE IV. OFFICERS

There shall be representatives appointed and popularly elected from the CJC-GSA electorate. Appointments of the President and Vice President shall take place before the end of the Spring Semester. Elections of the remaining positions shall take place within the first four weeks of every Fall Semester. These positions shall be distributed as follows:

1) CJC-GSA President (1) responsibilities are:

- a) Must be currently pursuing a Ph.D. within the Department of Criminal Justice and Criminology.

- b) Must have previously served on the CJC-GSA.
- c) Shall be appointed by the CJC-GSA advisor before the end of the Spring Semester to serve the following school year (See Article IX).
- d) Shall appoint a Vice President from within the Department before the end of the Spring Semester.
- e) Acts as a liaison between the graduate students, the graduate advisor, and the department chair concerning department and university policies and practices affecting graduate students.
- f) Organize and run an informational meeting during the first four weeks of the Fall Semester to instruct the Department student body on the role and responsibilities of each position open for election. Nominations for each of the electable positions will also take place during this meeting. An election shall then occur in the week following this informational meeting (See Article V).
- g) Attend all Graduate Student Committee (GSC) meetings, or the equivalent thereof, in the President's respective program. Represent the interests of the CJC-GSA and its membership to the faculty at these meetings. Report the proceedings of the meetings and any decisions or policies proceeding there from to the GSA and its membership. Inform the CJC-GSA Vice President if unable to attend a GSC meeting.
- h) Barring circumstances that may arise, the CJC-GSA will meet at least once a month during the regular academic year. This article shall be enforced with the provision that three (3) unexcused absences by a given officer during an academic semester will result in the removal of that officer from the CJC-GSA.
 - i) Fall meetings include, but are not limited to,
 - (1) Orienting new officers to their positions and roles within the CJC-GSA, and
 - (2) Outlining the goals of the CJC-GSA for the upcoming academic year
 - ii) Spring meetings include, but are not limited to
 - (1) Resolving issues surrounding the Faculty Appreciation Awards and
 - (2) Assessment of the extent to which goals have been achieved.
- i) Orchestrates graduate student social functions.
 - i) Social functions of various sorts for the graduate students are encouraged and the President is encouraged to be creative and varied in the activities planned.

- ii) The President shall assist the administrative staff with the planning of the annual department holiday party, the awards ceremony at the end of the year, and any other department gathering (i.e. barbeque). These events are mostly funded by the department, not by the CJC-GSA. All other members of the CJC-GSA shall assist the President with the planning and carrying out of such events.
- j) Conducts an election for the selection of a faculty member to receive the graduate student Faculty Appreciation Award each April. Appreciation plaques or other awards shall be purchased for the faculty members receiving awards.
- k) Assists the Department Chair or other faculty in ensuring that a gift is purchased for Administrative Professionals Week/Day.
- l) Signs the necessary signature card at the Registered Student Organization (RSO) desk at the CUB.
- m) Participates in the necessary RSO training on the computer each year, generally taking place in the fall or summer.

2) *CJC-GSA Vice President (1) responsibilities are:*

- a) Assists the president in all matters as need requires.
- b) In the event that the President cannot attend a meeting, the Vice President will preside.
- c) The Vice President will oversee any special elections.
- d) Is in charge of continuously updating the CJC-GSA Informal Handbook that is online.
- e) Participates in the necessary RSO training on the computer each year, generally taking place in the fall or summer.

3) *CJC-GSA Secretary (1) responsibilities are:*

- a) Schedules all CJC-GSA meetings and other functions (with assistance/advice from the CJC-GSA President, when applicable).
- b) Attends all CJC-GSA meetings and takes notes for the record. Records excused and unexcused absences.
- c) In the event of a vote among the CJC-GSA officers (see Article VIII), records and maintains reports of how each officer voted. Makes this report available upon request, should particular CJC-GSA officers attempt to run for re-election (to their

- current or to a different position) and a member of the student body asks to see their voting record.
- d) Updates CJC-GSA website based on feedback from CJC-GSA officers.
 - i) May request assistance from the President and Vice President on this matter
 - e) Participates in the necessary RSO training on the computer each year, generally taking place in the fall or summer.
 - f) Assists the president in all matters as need requires.

4) ***CJC-GSA Treasurer (1) responsibilities are:***

- a) Keeps track of the CJC-GSA monies and monitors spending.
- b) Attends all CJC-GSA meetings to report the status of CJC-GSA monies and describe any recent expenditures or proposed expenditures.
- c) Attends any financial trainings and or additional meetings regarding budgetary concerns.
- d) Keep thorough bookkeeping records and complete any financial paperwork relating to check issuances, or other financial matters.
- e) Signs the necessary signature card at the Registered Student Organization (RSO) desk at the CUB.
 - i) May assist the President and Advisor in filling out and completing reimbursement forms.
- f) Participates in the necessary RSO training on the computer each year, generally taking place in the fall or summer.
- g) Assists the president in all matters as need requires.

5) ***CJC-GSA GPSA Representative (1) responsibilities are:***

- a) Will attend all Graduate and Professional Student Association (GPSA) meetings as required by the GPSA
- b) Will represent the Department of Criminal Justice and Criminology respectfully all at GPSA meetings
- c) Will report back to the CJC-GSA on any current happenings within the GPSA
- d) Will bring to the attention of the GPSA any questions or concerns the CJC-GSA might have regarding the GPSA and their endeavors around campus

6) ***CJC-GSA First Year Representative (1) responsibilities are:***

- a) In the event a CJC-GSA officer is unable to fulfill his or her obligations, the first year representative will assist the elected body in fulfilling obligations left unheeded by the officer's departure until the officer is replaced.
- b) Aid CJC-GSA Representatives with organizing brown bag luncheons and other events.
- c) Assists the president in all matters as need requires.

7) ***CJC-GSA At Large Representative (1) responsibilities are:***

- a) Provide constituencies with information regarding departmental affairs, and CJC-GSA events.
- b) Establish a channel of communication between constituency and representative so that constituency members may discuss issues and concerns with officer.
- c) Based on feedback from constituency and also faculty members, representatives shall organize several professional development brown bag luncheons per semester. If appropriate, organize larger events for student body members.
 - i) All members of the CJC-GSA should help with this endeavor
- d) Act as a liaison between constituency members and CJC-GSA officers.
- e) Aid the President in orchestrating graduate student social functions and in all other matters as need requires.

ARTICLE V. CJC-GSA OFFICER ELECTIONS

Within the first four weeks of each Fall Semester, the CJC-GSA President, or her/his designate, shall call an election for the current year.

- 1) ***Eligibility for CJC-GSA Office.*** Any currently enrolled student in the Department of Criminal Justice and Criminology may run for election. No person may serve in more than one elected position concurrently. The CJC-GSA president must have previously served as a CJC-GSA officer, and will be appointed by the CJC-GSA advisor before the end of the Spring Semester to begin service the following Fall Semester. The CJC-GSA advisor can give equal consideration to all CJC-GSA members that served the previous year, have not graduated, and are still active in the Criminal Justice and Criminology Department. The Vice President will be appointed to office by the newly appointed President, also before the end of the Spring Semester.
- 2) ***Terms of office for CJC-GSA Officers.*** There shall be a term in office of one academic year for all CJC-GSA officers, elected or appointed.
 - a) Persons appointed as alternates during the interim shall be subject to the same termination date as those officers elected in the Fall elections.
 - b) The President shall not serve more than one-term consecutively. For all other positions there shall be no limit upon the number of terms an individual may serve. All individuals, including the President are eligible for all other positions the following year, unless outlined in Article V.1.
- 3) ***Election Officiation and Conduct.*** The Fall Semester election shall be conducted within the first four weeks of the semester.
 - a) **Officiation:** The election shall be conducted by the CJC-GSA President or her/his designate, provided that the person conducting the election is not actively campaigning for office.
 - b) **Conduct:** Information about the CJC-GSA, the elective positions, and the election shall be distributed in advance of a nomination deadline. An informational meeting will be held at the beginning of the Fall Semester to educate new students on the operations of CJC-GSA, the role and responsibilities of each electable position, and solicit their participation. During this meeting candidates for office will be nominated, and graduate students in the Department will be allowed to “self-nominate” themselves for positions in office. Candidates that are not self-nominated must accept their nominations prior to being placed on the ballot. Candidates may only run for one position during the election.
 - c) **Election:** The election, conducted by ballot, shall take place no more than one week after the nominations have been collected. The election shall occur over a period of time that allows for a fair and unbiased voting process. The format of

the ballots (paper; online) shall be determined by the individual officiating the election.

- 4) ***Determination of Election Winners.*** The individual officiating the election shall tally the results of the ballots collected at the close of the voting period. The vote counting is open to all graduate students within the department and must be witnessed by at least one person who is not currently up for election or reelection. For each position, a simple majority of the votes counted constitutes the victor. A tie shall be dealt with a special election under the supervision of the same officiant or her/his designate.
- 5) ***Vacancies.*** If a vacancy for elected positions should occur in any elected position, a replacement will be appointed by a majority vote of the officers. During the interim the First-Year Representative shall assume the role. The one exception: if the vacancy is in the presidency, then the Vice President shall assume the position of President and shall appoint a Vice President from the student body.

ARTICLE VI. MEETINGS

- 1) ***Frequency.*** The CJC-GSA will hold meetings at least once a month during the regular academic year, unless there is reason why at least one meeting is not feasible. Acceptable reasons for reducing the number of meetings in a month are: Scheduled academic vacations (winter and spring breaks) and weeks in which a substantial portion of the CJC-GSA officers will be away for official academic conferences.
- 2) ***Scheduling.*** The Secretary will work with the President and other CJC-GSA officers to determine the most convenient days and times for meetings. The Secretary will have primary responsibility for finding and reserving rooms on campus in which to hold the meetings and for announcing the dates and times of upcoming scheduled meetings.
- 3) ***Special Meetings.*** If a special meeting of the CJC- GSA is felt necessary by a CJC-GSA officer, that officer shall inform the CJC-GSA President of the need for a meeting. If the President agrees with the proposed need for a meeting, then the President shall call a special meeting of the CJC-GSA to discuss the issue at hand.
- 4) ***Prior Notification of Scheduled Meetings.*** To ensure that all officers have adequate advance notification of upcoming meetings, the Secretary and/or President will provide the officers a prior notice of at least one week. All meetings will be scheduled at least one week in advance and the officers will be notified of the scheduled meeting immediately.
- 5) ***Definition of an "Excused Absence."*** An "excused absence" is here defined as a time conflict between a scheduled CJC-GSA meeting and an event that is directly academic- or work-related, is a bona fide emergency, or is a serious illness. To be excused, a planned absence must be reported to the Secretary and/or the President at least 48 hours prior to the scheduled meeting, unless exigent circumstances prevent

such a notice. In the latter instance, the absent officer will notify the secretary and/or president as soon as it is possible to do so. Officers who intend to be absent are required to explain the nature of the event that will preclude them from attending the meeting, to the extent allowed by university privacy policies.

- 6) ***Number of Allowable Unexcused Absences.*** An “unexcused absence” is defined as an absence that does not fall under the provisions described above in Section 5 of this article. Any absence that does not have merit and/or is not reported to the secretary or president in a timely manner will be considered unexcused. Any officer who accrues three (3) unexcused absences over the course of one (1) academic semester will be considered “truant” and will have removal procedures brought against her or him.
- 7) ***Procedure for removing Truant Officers.*** Truant officers will be removed from the CJC-GSA. When a third unexcused absence from a CJC-GSA meeting is noted, the officer will be considered to be officially out of the CJC-GSA. There will be no vote among the officers and the truant officer will not be given a forum to present objections to his or her removal. See section 6 for information on truancy.
- 8) ***Procedure for meeting cancellation.*** Circumstances may arise that require a scheduled CJC-GSA meeting to be canceled. Two situations can result in the official canceling of a meeting. First, the President can decide, after an examination of the circumstances, when a cancellation is in order. The President is strongly encouraged, though not required, to consult with the Vice President and the group advisor to seek a consensus among these persons on the cancellation prior to implementing it. Second, if the President cannot be contacted after reasonable attempts to do so, then the Vice President and the group advisor can consult one another and can cancel the meeting if they both agree that such an action is necessary. Meetings are to be canceled sparingly and only if an assessment of the situation demonstrates a good need for such action. Meetings will be canceled as far in advance as possible so that officers may be given reasonable notice of the cancellation. In the event of a cancellation, the President will work with the secretary to reschedule the meeting within reason.

ARTICLE VII. QUORUM

Unless otherwise specified, a simple majority of CJC-GSA officers or the department student body is required to pass a vote. In our case (four out of six representatives need to be present for a quorum).

- 1) ***Ties.*** In the event of a tie among the student body, the CJC-GSA officers will conduct a vote on the issue at hand to break the tie. If the CJC-GSA officers’ vote also results in a tie, the CJC-GSA Advisor will make the final tie-breaking decision.

ARTICLE VIII. THE CJC-GSA CONSTITUTION

This document shall be the Charter of the CJC-GSA and shall serve as the governing document of the CJC-GSA.

- 1) ***Adoption of the CJC-GSA Constitution.*** This Constitution shall be adopted upon approval by a simple majority of the CJC-GSA and the Department's Graduate Student body.
- 2) ***Amendments to the Constitution.*** Amendments to this Constitution may be submitted to the CJC-GSA membership after majority approval by the members of the CJC-GSA elected members OR after a petition has been submitted to the CJC-GSA President signed by at least three members of the Department's Graduate Student body.
 - a) ***Voting Procedures for Constitutional Amendments.*** The amendment shall be submitted to a vote by the membership for ratification in the next ballot election to be held simultaneously with the CJC-GSA election.
 - b) ***Voting Margin for Approval of Constitutional Amendments.*** A simple majority of the votes cast by the membership in favor of a proposed constitutional amendment in the subsequent election shall constitute approval of a proposed constitutional amendment.
- 3) ***Amending the Constitution under Time Constraints.*** Under extraordinary circumstances elected members may approve a movement to amend the constitution by a majority vote. Subsequently, a draft of proposed amendment(s) must be submitted to the student body for two weeks of notice and comment. Officers are expected to take constituent commentary under consideration during deliberation. Amendments are approved by a final majority vote of the elected members. To sustain an amendment ratified under extraordinary circumstances, the amendment must be submitted to a vote by the membership for ratification in the next ballot election.

ARTICLE IX. ADVISOR TO THE CJC-GSA

As per the registered student organization (RSO) guidelines, the CJC-GSA will appoint an advisor with the assistance of the Chair of the Criminal Justice and Criminology Department.

- 1) ***Qualifications of the Advisor.*** The advisor must be an employee of the Department of Criminal Justice and Criminology. The advisor may be a faculty member, or a staff member.
- 2) ***Responsibilities of the Advisor.*** The advisor shall perform the function of RSO advisor as specified by the Office of Campus Involvement, including, but not limited

to, attending workshops and communicating regularly with the CJC-GSA President regarding the status of the CJC-GSA as an RSO. The advisor shall ensure that the CJC-GSA President is notified.

- a) Signs the necessary signature card at the Registered Student Organization (RSO) desk at the CUB.
- b) Participates in the necessary RSO training on the computer each year, generally taking place in the fall or summer.
- c) Appoint a new CJC-GSA President before the end of the Spring Semester. The advisor can choose the President from the four main current officer positions (President, Vice President, Secretary, and Treasurer), but can also consider all individuals who have served as CJC-GSA members. However, the President DOES need to be currently enrolled in the Ph.D. program and have served on the CJC-GSA previously. The newly appointed President will begin service during the following Fall Semester.