**ALPHA PHI SIGMA**

**Alumni Circle Bylaws**

**This is the format to be followed by each Alumni Circle**

**ARTICLE I**

**NAME**

Section 1. The name of the Circle shall be (City/Region/State) Alumni Circle, a local Alumni Circle of Alpha Phi Sigma, the Criminal Justice Honor Society.

**ARTICLE II**

**MISSION/GOALS/PURPOSE OF ALPHA PHI SIGMA**

Section 1. Mission. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and lifelong 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 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic

excellence; service; leadership and unity.

Section 3. Purpose. The Purpose of Alpha Phi Sigma is to foster a culture of academic excellence, promote community involvement and maintain member involvement in Alpha Phi Sigma activities.

**ARTICLE III**

**MISSION/GOALS/PURPOSE OF THE** (City/Region/State) **ALUMNI CIRCLE**

Section 1. Mission. An Alpha Phi Sigma Alumni Circle fosters a culture of academic excellence while maintaining member involvement through unity, leadership, and community service. The Alumni Circle helps promote Alpha Phi Sigma through encouragement of its members and collegiate chapters by mentoring, speaking engagements, service projects, fundraisers, and other Criminal Justice or related field activities.

Section 2. Goals. The Goals of the (City/Region/State) Alumni Circle shall be to honor and promote academic excellence; service; leadership and unity. Each Alumni Circle may develop additional goals.

**ARTICLE IV**

**AFFILIATION**

Section 1. The (City/Region/State) Alumni Circle shall be affiliated with the national organization of Alpha Phi Sigma, the Criminal Justice Honor Society. The (City/Region/State) Alumni Circle will represent the interests and goals of Alpha Phi Sigma.

**ARTICLE V**

**MEMBERSHIP**

Section 1. Membership. The(City/Region/State) Alumni Circle shall have the following categories of membership: Alpha Phi Sigma Alumni Collegiate Members, Alpha Phi Sigma Faculty Members, Honorary Members, and Professional Members.

1. Alumni Collegiate Members. Alpha Phi Sigma Members who have graduated are eligible to join the (City/Region/State) Alumni Circle.
2. Faculty Members. An individual who has been, or is a Faculty Member is eligible to join the (City/Region/State) Alumni Circle.
3. Honorary Members. An individual who is an APS Honorary member. In addition, the (City/Region/State) Alumni Circle members may propose Honorary Members. Honorary Membership application shall be submitted to Alpha Phi Sigma’s Headquarters. Application must be signed by the (City/Region/State) Alumni Circle President/Officers. Honorary membership application must be accompanied by a fee and subject to approval.
4. Professional Members. An individual who is an Alpha Phi Sigma Professional member is eligible to join the (City/Region/State) Alumni Circle.
5. Dual Membership. Alumni Circle member and returning student.

Section 2. Alumni Circle Membership Applications. An individual, regardless of the category met for Alumni Circle membership, must complete an Alumni Circle Application and fees to the Alumni Circle. All Alumni Circle member applications shall be approved and signed by the Alumni Circle President.

Section 3. Alumni Circle membership Certificates. Alumni Circle certificate may be requested via an Alumni Circle application to Headquarters. Application must be accompanied by a fee of $20.00.

Section 4. Additional Qualifications/Nondiscrimination. Membership in an Alumni Circle is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation. Eligibility for membership or appointed or elected Alumni Circle officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 5. Privileges of Alumni Circle Membership. Alumni Circle members shall have the right to vote and hold office in the Alumni Circle.

Section 6. Alpha Phi Sigma Headquarters Fees. Alumni Circle shall submit annual fees to Alpha Phi Sigma Headquarters annually between January 1st to the 31st of each year. Alpha Phi Sigma Headquarters will determine and notify each Alumni Circle of the current amount of annual fees for the organization.

Section 7. Circle Fees. Alumni Circle local fees shall be determined by the Alumni Circle.

**ARTICLE VI**

**OFFICERS**

Section 1. Officers. The officers of this organization will be: (a) President, (b)Vice President,

(c) Secretary (d) Treasurer. A minimum of 3 officers is required.

Section 2. Term of Office. The term of office the Alumni Circle officers shall serve will be determined by the Alumni Circle.

Section 3. Office Vacancies. Special elections shall be held when an office is vacated before a term has expired.

**ARTICLE VII**

**DUTIES OF OFFICERS**

Section 1. The President shall be the chief executive officer of the (City/Region/State) Alumni Circle and shall preside over meetings; shall submit the names of all the officers and membership of the (City/Region/State) Alumni Circle to Headquarters. Shall assist the Treasurer in preparation of requests for funding, and shall sign said requests; shall assist the Alumni Circle Treasurer in completing the annual Circle Financial reports and submit them to Headquarters; shall develop and implement a plan for the successful management and growth of the Alumni Circle; shall delegate duties to members and oversee the discharge of these duties; shall administer Alpha Phi Sigma oaths; shall solicit items for and distribute each meeting’s agenda; and shall assist the Secretary in producing articles to be featured in the Alpha Phi Sigma official publication, The Docket.

Section 2. The Vice President shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Bylaws of the (City/Region/State) Alumni Circle and submitting them for approval to the total voting membership; shall create the annual Circle Activity Report and submit such to Headquarters on a timely basis; shall negotiate and resolve disputes among members; shall keep attendance records; shall be responsible for confirming the meeting locations; shall assist the president with plans for the growth of the Alumni Circle.

Section 3. The Secretary shall keep records of all meetings, record meeting minutes and be responsible for all official (City/Region/State) Alumni Circle correspondence; shall submit completed minutes of prior meetings to the President and members at each regular Circle meeting; shall notify all Circle members of meetings and events; shall prepare any documents as needed as directed by the President or Vice President; shall keep a secure and organized record file containing minutes from all meetings, correspondence, and alumni, including invitations, notifications, notes of gratitude, business orders, requests and news releases; shall assist with the development, revision, production and disbursement of recruitment materials, pamphlets, banners and announcements; shall provide a list of active members, their offices and their biographical information. The Secretary shall produce articles to be featured in the Alpha Phi Sigma official newsletter, The Docket.

Section 4. The Treasurer shall be the financial officer of the (City/Region/State) Alumni Circle; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, at the end of each fiscal year, all financial records for audit; shall assist the President in preparation of the requests for funding, and shall sign said request; shall receive and dispense all monies as approved; shall report finances to the Alumni Circle members at each regular meeting; to collect all dues and fees; shall diligently manage the Alumni Circle bank account; shall maintain accurate financial records in a secure, organized file; shall file the annual Circle Financial Report with Headquarters on a timely basis.

**ARTICLE VIII**

**NOMINATIONS AND ELECTIONS**

Section 1. Nomination of candidates: A candidate for office may be nominated by a member or self-nominate.

Section 2. Time of Elections: Elections shall be determined by the (City/Region/State) Alumni Circle.

Section 3. Form of Vote: Officers will be elected by a simple majority vote. A simple majority vote means that one candidate must get more votes than anyone else. All elections shall be by secret ballot.

**ARTICLE IX**

**MEETINGS**

The Alumni Circle shall be considered part of the Alpha Phi Sigma National Assembly. Alumni Circles have all rights and privileges to attendance and participation at the national conference except for voting and entering competitions. An Alumni Circle member who is enrolled in a degree program in the Criminal Justice field, may enter competitions and vote as member of the active Alpha Phi Sigma collegiate chapter where enrolled.

Section 1: Frequency of Meetings. The Alumni Circle shall set their meetings in accordance with their schedule.

**ARTICLE X**

**COMMITTEES**

Section 1: The (City/Region/State) Alumni Circle President shall have the authority to appoint any special committees that will meet the needs of Alumni Circle.

Section 2: Committees may include, but are not limited to membership committee, program committee, publicity committee, fund raising committee, social committee, etc.

**ARTICLE XI**

**DUES, FEES**

Section 1. Non Profit Status: Alumni Circle is a nonprofit society with an IRS assigned EIN. The Circle will receive its assigned EIN from the IRS through Alpha Phi Sigma Headquarters. The Alumni Circle is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 2. Use of Funds. No part of the net earnings of Alumni Circle shall be used to the benefit of any private individual, and no substantial part of the activities of the Circle shall involve propaganda or otherwise attempt to influence legislation, and the Circle shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution or statements).

Section 3: The finances of the Alumni Circle will come from fund raising projects, individual contributions, and/or dues/fees.

Section 4: The fiscal year for Alumni Circle shall begin January 1 and end December 31.

Section 5: If the Alumni Circle dissolves, any funds remaining in the Alumni Circle possession shall be sent to Headquarters and applied to the Alpha Phi Sigma Scholarship fund.

**ARTICLE XII**

**STANDING RULES, BYLAWS, AMENDMENTS**

Section 1: Standing Rules. This organization may approve standing rules for the specific

operation of this organization.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma Bylaws. The Alumni Circle may adopt additional articles/sections to the Alumni Circle bylaws by a two-thirds vote of (City/Region/State) Alumni Circle membership. Any proposed additions to the Alumni Circle bylaws must be publicized in writing to the members at least one week (7 days) prior to the meeting at which the bylaws/amendments will be voted on.

Section 3: A proposed amendment must be adopted by a two-thirds of the Alumni Circle total voting membership of the (City/Region/State) Alumni Circle and must be approved by Alpha Phi Sigma Headquarters to become effective.

ENACTMENT: Approved by the Alpha Phi Sigma (City/Region/State) Alumni Circle on \_\_\_\_\_\_\_, 2017 by unanimous vote.