**ALPHA PHI SIGMA (Chapter Name) BYLAWS**

The Criminal Justice Honor Society

Chapter Name:

University/College Name:

**[**Wording in **BLACK** is language that shall not be altered. It is relevant local chapter information extracted from the Alpha Phi Sigma Bylaws.]

[Wording in **RED** may be altered by local chapters, if it does not conflict with provisions in the Alpha Phi Sigma Bylaws.]

# ARTICLE I

## OFFICES

Section 1. The name of this chapter is [Insert Chapter Greek Name and University/College], a local chapter of Alpha Phi Sigma, the Criminal Justice Honor Society.

# ARTICLE II

## MISSION

Section 1. 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 [Insert Greek Name] chapter is to…. [*Local chapters may further elaborate on the above mission and goals, and tailor this section to their local chapter*.]

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma 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 Bylaws of the Alpha Phi Sigma, the Criminal Justice Honor Society and the local and Executive officers.

# ARTICLE III

## MEMBERS

Section 1. Membership. The [Insert Greek Name of Chapter] shall have the following members: Collegiate Members and Faculty Members, Honorary Members, and Alumni Members. Criteria for memberships are set forth below.

Section 2. Criteria for Membership. Members of [Insert Greek Name of Chapter] chapter shall meet the following minimum membership criteria as set forth in the Alpha Phi Sigma Bylaws. [Any chapter, at its discretion, may establish higher criteria*.*]

1. Collegiate Members. Collegiate members shall be students enrolled in a baccalaureate or graduate programs [Insert Name of University/College] of a regionally accredited institutions with an established Alpha Phi Sigma chapter at the time of initiation. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by Headquarters. The candidate is an "accepted" member when the application has been approved by Headquarters.
	1. Baccalaureate students shall be enrolled at the time of application at [Insert Name of University/College], have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale, with a minimum GPA of 3.2 in courses in criminal justice related fields and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field. [Any chapter, at its discretion, may establish higher criteria: GPA, Rank, Number of courses]
	2. Masters students shall be enrolled at the time of application in a Masters program in the Criminal Justice field at [Insert Name of University/College], have completed four courses, and have a minimum GPA of 3.4 on a 4.0 scale. Up to three undergraduate courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.4 GPA or higher, and the cumulative undergraduate degree program GPA is a 3.2 or higher. In addition, all Masters level coursework must equate to a 3.4 GPA or higher at the institution in which the student is enrolled. [Any chapter, at its discretion, may establish higher criteria: GPA, Rank, Number of courses]
	3. Doctoral Students shall be enrolled at the time of application in a Ph.D. program in the Criminal Justice/ related field at [Insert Name of University/College], have completed four courses, have a minimum GPA of 3.6 on a 4.0 scale. Up to three Masters courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.6 GPA or higher, and the cumulative Master’s degree program GPA is a 3.4 or higher. In addition, any Ph.D. level coursework must equate to a 3.6 GPA or higher at the institution in which the student is enrolled. [Any chapter, at its discretion, may establish higher criteria: GPA, Rank, Number of courses]
	4. Students enrolled in law school, must have completed their first academic semester with a grade point average of 2.5 or higher on a 4.0 scale.
	5. Transfer Members. Any Alpha Phi Sigma member who transfers to another college or university shall be accepted into the local chapter at [Insert Name of University/College] and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of the [Insert Greek Name of Chapter] chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.
2. Faculty Members Faculty and administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses Adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at [Insert Name of University/College] where they are inducted and elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.
3. Honorary Members. Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the [Insert Greek Name of Chapter] chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. Honorary Members must be elected by a 2/3 vote of the chapter. The [Insert Greek Name of Chapter] chapter may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to, and accepted by Headquarters.
4. Professional Members. Includes College/University graduates not previously initiated into Alpha Phi Sigma.
	1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate student or minimum cumulative 3.4 GPA on a 4.0 scale as graduate student. Academic transcript and personal resume must accompany the application. Membership application packet must be submitted to Headquarters and approved by the Executive Director.
	2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.
5. Alumni Members. [Insert Greek Name of Chapter] chapter Collegiate members in good standing at the time of graduation from [Insert Name of University/College] are alumni members.
6. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members that have applied for membership in the Alumni Association. There are two categories of Alumni, active and golden.
	1. Active **–** Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
	2. Golden**–** Alumni shall apply for membership and contribute a one-time fee to Headquarters.
7. Faculty members teaching in the field of Criminal Justice and are a chapter

advisor for a minimum of five years, may apply for Golden Alumni Membership.

1. Professional members have the option of being part of the Alumni association, alumni circle, active, or golden.

Section 3. Additional Qualifications. Membership in the Society is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Section 4. Privileges of Membership. Active, Alumni Members, and Golden Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the [Insert Greek Name of Chapter] chapter provided other uniform criteria are met, and shall have such other privileges as the Executive Advisory Board shall determine. Honorary members and Professional members shall have all the privileges of active members except the right to vote, hold office or serve on committees, unless allowed at the chapter level. [*Chapters may articulate privileges for Faculty members (other than Chapter Advisor), Honorary members, Professional members, and Alumni members. What follows is a sample of what might be articulated*.] SAMPLE: Faculty members (Other than the Chapter Advisor), Honorary members, Professional members, and Alumni members shall have all the privileges of active members except the right to vote, hold office or serve on committees, unless allowed at the chapter level.

Section 5. Dues. The dues, fees and assessments for each category of membership shall be determined annually by the Executive Advisory Board. The Executive Advisory Board may use any reasonable method for determining the amount of the dues. Nothing in this section shall prohibit the Executive Advisory Board from setting varying dues amounts based upon different categories of membership.

Local chapter dues shall be set as part of [Insert Greek Name of Chapter]’s standing rules by a simple

majority vote of active members. Chapter dues may be collected as a one-time fee or each semester as stipulated by the standing rules. Chapter dues are to benefit the running of the chapter and shall be used strictly under the supervision of the chapter advisor along with the chapter officers. Treasurer must keep records of transactions.

Section 6. Voting of Active Members. Each Active Member of the [Insert Greek Name of Chapter] chapter is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the Bylaws of the chapter.

Section 7. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the Executive registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the Executive Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with explanation to the Executive Director. A member resigning shall not be entitled to return of dues.

Section 8. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Executive Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of these Bylaws or any lawful rule or practice adopted by the Society or other conduct deemed by the Executive Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days’ notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the Executive Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by two thirds vote of the Executive Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

Members may be removed as local chapter members according to the process outlined above. [*Chapters should have a process that focuses on due process and fairness. The process outlined below may be used. Check with your student government for guidance in this section.*] Grounds for Removal: Any member not fulfilling the requirement as outlined in the bylaws of this organization to the satisfaction of the voting membership or violating [Insert University/College name] policy or the Student Code of Conduct may be removed from membership. A simple majority vote of the total voting membership shall be required for removal of any member. Notice of Charges: The motion to remove a member from this organization must be presented in a meeting to the total voting membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place. Right to Appeal: Appeals relating to the removal of members shall be done through the [Insert Appeals’ Authority on Campus]. Appeals must be made within two weeks after the vote for removal has been taken. Form of Vote: All voting under this section shall be done by secret ballot.

# ARTICLE IV

## OFFICERS

Section 1. Qualifications.  [*Chapters must delineate qualifications for officer positions within their chapter. What follows is a sample; chapters may make qualifications more stringent. However, minimum qualifications for membership in Alpha Phi Sigma cannot be amended.*] SAMPLE: All officers must be part-time or full-time students at [insert University/College Name] and must maintain a minimum cumulative GPA as stated in these bylaws.

Section 2. Elected Officers.  [*Chapters must have at least three elected officers representing the functions of President, Vice President, Secretary, and Treasurer elected annually at a time deemed appropriate by the Chapter. The elected officers shall be the members of the Chapter’s Executive Committee. What follows is a sample.*] SAMPLE: The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary/Treasurer.

Section 3. Term of Office. An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected. [*Determine when an appointment may be necessary (i.e. to fill a position of a departing member during his/her term). Voting must be done in accordance with the bylaws.*

Section 4. Elections. [*Chapters must articulate an election process for officers during regular cycles. There should also be an articulated special election process in the event an office is vacated prior to term expiration. What follows is a sample of what chapters may articulate.*] SAMPLE: Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired. Nomination of candidates: A candidate for office must be nominated by a voting member during the first meeting in [month in which the nomination will be made] in the case of general elections or during the meeting immediately prior to special elections. Time of Elections: General elections shall be held during the first meeting in [month the elections will be held] and special elections shall be held as necessary. Form of Vote: All elections shall be by secret ballot.

Section 5. Duties. [*Chapters shall articulate duties of each of its officers. What follows is a sample of what chapters may articulate*. *Chapters may add positions on the Chapter Executive Board such as, Social Media, Historian, Webmaster, Liaison with College/University.]*

* + - 1. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers of Alpha Phi Sigma to Headquarters and to the [Insert Name of University/College] Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the [Insert Greek Name of Chapter] Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to Headquarters
			2. 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 chapter and submitting them to the Advisor for review and subsequent approval by the total voting membership.
			3. Secretary/Treasurer: shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma chapter correspondence; shall be the financial officer of the [Insert name of chapter] chapter, shall report on accounting of revenues and expenses upon request at any organizational meeting, shall prepare, at the end of each school year, all financial records for audit, shall assist the Advisor and the President in preparation of the requests for funding from the [Insert Name of University/College] Associated Students, and shall sign said request; shall receive and dispense all monies as approved.

\*\* The Alpha Phi Sigma Handbook has additional guidelines as to the Officer’s duties and responsibilities.

Section 6. Removal of Chapter Officers. [*The following should be used in the absence of a formal chapter policy for the removal of chapter officers*. See below] Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of elected chapter officers, for just cause, shall follow the following procedures. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least a thirty-day notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the Executive Advisory Board. The Executive Advisory Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

[*If a chapter has a process for the removal of chapter officers, it should emphasize fairness and due process. The following is a sample of what might be included in this section. If no process exists, and the chapter does not intend to articulate such a process, the process noted above should be used.*] SAMPLE: Grounds for Removal: Any officer not fulfilling his/her duties as outlined in these bylaws to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office. A simple majority vote of the total voting membership shall be required for removal of any officer. Notice of Charges: The motion to remove an officer from his/her position must be presented in writing to the total membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The officer subject of removal shall have the right to present his/her case to the membership at the meeting in which the removal is to take place. Right to Appeal: Appeals relating to the removal of officers shall be done through the Office of Associated Students Judiciary. Appeals must be made within two weeks after the vote for removal has taken place. Form of vote: All voting under this section shall be done by secret ballot.

# ARTICLE V

## ADVISOR

[Insert Greek Name of Chapter] chapter shall have a chapter advisor, who is a full-time faculty member. [Insert Greek Name of Chapter] may have assistant advisors, who are full time or part time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen or appointed for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

[Some Colleges/University departments appoint a chapter advisor. In such cases the chapter advisor shall work with members in the same manner as if she/he would have been elected.]

[*Chapters may add additional qualifications/requirements for advisors, including the selection process and duties of an advisor. What follows is a sample of what chapters may add in these areas*.]

**SAMPLE:**

Section 1: Selection by Students: [Insert Greek Name of Chapter]shall annually designate or affirm an advisor at the time of the regular chapter elections. Said advisor for Alpha Phi Sigma shall be selected from [Insert Greek Name of Chapter] faculty at [Insert name of College/University]

Section 1: Selection/Appointment by department: [Insert Greek Name of Chapter]shall annually designate or affirm an advisor at the time of the regular chapter elections. Said advisor for Alpha Phi Sigma shall be selected from [Insert Greek Name of Chapter] faculty at [Insert name of College/University]

Section 2: Duties: The advisor is the leader of the chapter and coordinates with the officers and chapter to determine the activities and functions of the members. The Advisor shall approve and sign all applications for membership and honor regalia orders. Advisor must communicate with Headquarters and make payments of chapter dues, sign and submit end-of-year Financial and Activity reports. Advisor shall make sure that chapter and members comply with University/College policies, shall approve induction ceremonies, tapping ceremonies, events, and speakers. Advisor needs to guide the students in their chapter activities.

\*\* The Alpha Phi Sigma Handbook has additional guidelines as to the Chapter advisor’s duties and responsibilities.

# ARTICLE VI

## MEETINGS

[*Chapters should have information about meetings in this section, including the definition of a quorum, voting percentages, parliamentary authority, and frequency of meetings. What follows is a sample of what chapters may articulate in these areas.]*

**SAMPLE:**

Section 1: Quorum. To conduct business, a simple majority of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present for all elections.

Section 2: Voting Percentages. Motions dealing with amendments and the removal of officers will require a simple majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 3: Parliamentary Authority. The bylaws of [Insert Greek Name of Chapter] shall be the supreme authority in parliamentary procedure at all meetings. Robert’s Rules of Order shall be the procedure used to conduct meetings except where it conflicts with these bylaws.

Section 4: Frequency of Meetings. [Insert Greek Name of Chapter] shall meet monthly during the semester. The Advisor, President or a 2/3 majority of the total voting membership may call emergency meetings. Written and/or verbal notice of [Insert Greek Name of Chapter] meetings shall be given to all members at least 7 days prior to such meetings. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

# ARTICLE VII

## COMMITEES

[*Chapters should have information about committees in this section, including the appointment of special committees and types of committees. What follows is a sample of what chapters may articulate in these areas.]*

**SAMPLE:**

Section 1: The Chapter Advisor and the Chapter President shall have the authority to appoint any special committees that will meet the needs of [Insert Greek Name of Chapter].

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

# ARTICLE VIII

## FINANCIALS

[*Sections under this heading should include fund raising, the fiscal year of the chapter (Financial & Activity Reports for Headquarters), what happens to funds in the event of chapter dissolution, and the accounting of ledgers. What follows is a sample of what chapters may articulate in these areas*.]

Section 1. Non-Profit Status [Insert Greek Name of Chapter] Chapter is a nonprofit subordinate of Alpha Phi Sigma and is assigned an EIN by the IRS. The Chapter will receive its assigned EIN from Headquarters.

[Insert Greek Name of Chapter] Chapter 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. A 990N form is filed by Headquarters on behalf of each chapter. The 990N is documentation that a chapter has not received more than $50,000. The chapter’s Financial Report si used to file the 990N form with the IRS.

Section 2. Use of Funds No part of the net earnings of [Insert Greek Name of Chapter] Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the Chapter 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.

**SAMPLE:**

Section 1: The finances of [Insert Greek Name of Chapter] chapter will come from fund raising projects, individual contributions, dues, chapter awards, the Associated Students of [Insert Name of University/College], and/or from [Insert Name of University/College].

Section 2: The [Insert Greek Name of Chapter] chapter shall follow the calendar year for filing both the Activity and Financial reports with Headquarters.

Section 3: The [Insert Greek Name of Chapter] chapter shall pay the chapter dues on or before the due date of January 1 of each year. Chapter dues paid after March 1 of the year will incur a late fee. Chapters that have paid the chapter dues by the due date will have the College/University name and the Chapter name printed on the back of the annual commemorative t-shirt.

Section 4: If the [Insert Greek Name of Chapter] chapter dissolves, any funds may be given to the scholarship funds of the chapter of [Insert Name] at [Insert Name of University/College] or to Alpha Phi Sigma Scholarship funds.

Section 5: An annual accounting of the ledgers will be conducted by the outgoing Treasurer and shall be available to the membership for ninety (90) days following the close of the fiscal year.

# ARTICLE IX

## STANDING RULES, BYLAWS, AMENDMENTS

[*Chapters should articulate the provisions for the bylaws, standing rules and the process for amendment of the bylaws. What follows is a sample of what chapters might articulate in this article*.]

**SAMPLE:**

Section 1: Standing Rules. This organization may approve standing rules for the specific operation of the [Insert Greek Name of Chapter].

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma Bylaws. The chapter may adopt, amend, or rescind any bylaw by a simple majority vote of local membership. Any proposed bylaw must be publicized in writing to the members at least one week prior to the meeting at which it is to be voted one. Amended Bylaws shall be submitted to Headquarters immediately after ratification.

Section 3: Amendments. A proposal to amend the bylaws must be presented to the total membership in the form of a motion at least seven (7) days before it is to be voted upon. A proposed amendment must be adopted by majority of the total voting membership of the chapter and must be approved by the Associated Students of [Insert University/College name] and Alpha Phi Sigma Headquarters to become effective.

# ARTICLE X

## CHAPTER EXECUTIVE COMITTEE

[*Chapters should articulate the responsibilities, membership, frequency of meetings, and definition of a quorum, at a minimum, for its Chapter Executive Committee. What follows is a sample of language that may be used in this article*.]

**SAMPLE:**

Section 1: Responsibility. Management of the organization shall be vested in a Chapter Executive Committee responsible to the entire membership to uphold these bylaws.

Section 2: Membership. Membership shall consist of President, Vice-President, Secretary/Treasurer, one member at-large, and the Advisor.

Section 3: Meetings. The Executive Committee shall meet at least once per month to organize and plan future activities and agenda items for meetings.

Section 4. Quorum. A quorum of this committee shall consist of at least 3 members.

**ENACTMENT:**

Approved by [ ] on [Insert date of enactment]

By a vote of [Insert vote count]