

## Attention Chapters and Advisors

All chapters **MUST** have **CHAPTER BYLAWS**.

The Chapter Bylaws are submitted to Alpha Phi Sigma Headquarters for review. Upon review and approval, the Chapter Bylaws will be kept with the chapter and a copy shall be submitted to Headquarters.

For a chapter to be IN GOOD STANDING with National Headquarters, the chapter must submit Bylaws by email. Once Headquarters has the bylaws on file, the chapter does not have to resubmit bylaws unless the chapter bylaws are amended.

Chapters must be IN GOOD STANDING to conduct all Alpha Phi Sigma business. The Chapter Bylaws is one part of the requirements to be considered IN GOOD STANDING.

The other requirements are submission of a completed Financial and Activity reports (on Google forms) annually and pay the \$50 annual chapter dues.

### NOTES ABOUT THE CHAPTER BYLAWS

Following is a sample and template for chapters to build or update their bylaws.

- The black text is in accordance with the national bylaws and chapters should try to keep the text as complete as possible.
- **The red text helps chapters insert the information for their chapter and explains some of the changes/additions/deletions that chapters may make.**
- The gray text show samples of language that may be used.

This is template only and chapters may choose to variate from the template if the chapter bylaws do not conflict with the national bylaws.

# ALPHA PHI SIGMA [chapter name] BYLAWS

## ARTICLE I NAME

Section 1. The name of this organization shall be known as [chapter name and University/College], a local chapter of Alpha Phi Sigma, which is the National Criminal Justice Honor Society.

## ARTICLE II MISSION/GOALS/PURPOSE

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 [Chapter 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 National Criminal Justice Honor Society and the local and national officers.

## ARTICLE III CHAPTER MEMBERS

Section 1. Membership. The [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 [Name of Chapter] chapter shall meet the following minimum membership criteria: [Any chapter, at its discretion, may establish higher criteria.]

- A. Collegiate Members (Active Members). Collegiate members shall be students enrolled in undergraduate or graduate programs at [name of University/College]. 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 the National Headquarters.

1. Baccalaureate students shall be enrolled in [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 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. Students who completed an Associate degree in Criminal Justice and are currently enrolled in a bachelor's program, with a minimum cumulative GPA of 3.2 on a 4.0 scale are eligible for membership. [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 master's program in the Criminal Justice field in the institution represented by the chapter, 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.
  3. Doctoral Students shall be enrolled at the time of application in a Doctoral program in the Criminal Justice/ related field in the institution represented by the chapter; 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 Masters degree program GPA is a 3.4 or higher. In addition, any Doctoral level coursework must equate to a 3.6 GPA or higher at the institution in which the student is enrolled.
  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 that local chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of that local chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.
- B. 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 the college where they are inducted and be 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.

- C. Honorary Members (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 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. They 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.
- D. 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 a baccalaureate or graduate degree 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 of minimum cumulative 3.2 GPA on a 4.0 scale as an undergraduate student, a minimum cumulative 3.4 GPA on a 4.0 scale as a Masters student, a 3.6 GPA on a 4.0 scale as a Doctoral student, or a 2.5 GPA on a 4.0 scale as a law school 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.
- E. Alumni Members. [Chapter Name] members in good standing at the time of graduation from [Name of University/College] are alumni members.
- F. 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.
3. Active – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
  4. Golden– Alumni shall apply for membership and contribute a one-time fee to Headquarters.
    - a. 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.
    - b. Professional members have the option of being part of the Alumni association, alumni circle, active, or golden.

Section 3. Additional Qualifications/Nondiscrimination. Membership in [Name of Chapter] is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, sexual orientation.

Section 4. Privileges of Membership. Active Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the [Name of Chapter].

*Chapters should articulate privileges for Faculty members, Honorary members, Professional members, and Alumni members. What follows is a sample of what might be articulated.* SAMPLE: Faculty members, 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 national dues, fees and assessments for each category of membership shall be determined annually by the National Advisory Board. Local chapter dues shall be set as part of [Name of Chapter] standing rules by a simple majority vote of active members.

Section 6. Voting of Active Members. Each Active Member of [Name of 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 this 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 national 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 National 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, either local or national.

Section 8. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Alpha Phi Sigma National Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of the National Bylaws or any lawful rule or practice adopted by the Society or other conduct deemed by the National 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 National 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 a two-thirds vote of the National 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. *[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 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 for each officer.** *[Chapters must delineate qualifications for officer positions within their chapter].*

**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 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.

**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 March 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 April 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.]*

- A. 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 the National Headquarters and to the [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 [Name of Chapter] Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters.
- B. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position if the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership.
- C. Secretary/Treasurer: shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma correspondence; shall be the financial officer of Alpha Phi Sigma; 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 [Name of University/College] Associated Students, and shall sign said request; shall receive and dispense all monies as approved.

Section 6. Removal of Officers. *The following should be used in the absence of a formal chapter policy for the removal of chapter officers.* 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 thirty days 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 National Advisory Board. The National 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.*

## **ARTICLE V ADVISOR**

[Name of Chapter] chapter shall have a chapter advisor, who is a full-time faculty member. [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 for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

*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 made add in these areas.*

Example: Duties: The advisor shall assist the Treasurer and the President in preparation of requests for funding from the University/College. The advisor shall consult with the officers about the Chapter activities in compliance with university policies.

## **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.*

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. The bylaws of [Insert Greek Name of Chapter] shall be the next highest authority.

Section 4: Frequency of Meetings. [Insert Greek Name of Chapter] shall meet monthly during the semester. The 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 COMMITTEES**

*Chapters may have information about committees in this section, including the appointment of special committees and types of committees.*

SAMPLE:

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

## **ARTICLE VIII FINANCIALS**

*Sections under this heading should include fund raising, the fiscal year of the organization, and the accounting of ledgers.*

Section 1. Non-Profit Status [Name of Chapter] Chapter is a nonprofit society with an IRS assigned EIN. The Chapter will receive its assigned EIN from the IRS through Alpha Phi Sigma Headquarters. 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.

Section 2. Use of Funds No part of the net earnings of [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.

Section 3: Should the [Name of Chapter] chapter dissolves, any funds shall be returned to Alpha Phi Sigma Headquarters to be placed in the scholarship fund.

## **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 this organization.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws. Vote Required. The organization 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.

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 a majority of the total voting membership of the chapter.

## **ARTICLE X ENACTMENT**

**ENACTMENT:**

These bylaws are approved by the [chapter name] chapter and chapter advisor [advisor name] on [date] by a vote of [Insert vote count]