Revised by HQ August 2025

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 by Headquarters, the chapter shall keep a copy of the bylaws and make them available to student members.

**Chapters in “GOOD STANDING”**

Chapters are in **GOOD STANDING** only if the following requirements are met. Submission of reports based on a Calendar Year. Each chapter must submit or have submitted their chapter bylaws to Headquarters. Reports are to be received by Headquarters no later than March 1st of each year.

**FINANCIAL REPORT:** Easy to complete online on Google forms. See our website.

**ACTIVITY REPORT:** Fillable report online on Google forms. See our website.

**CHAPTER DUES:** Due January 1st with a grace period until March 1st of each year. A $10 late fee will be assessed after March 1st.

**CHAPTER BYLAWS:** Bylaws must be submitted to Headquarters upon chartering chapter. If chapter bylaws are amended, an amended copy **MUST** be submitted to Headquarters.

INSTRUCTIONS TO COMPLETING THE CHAPTER BYLAWS

The following is a sample template for chapters to build or update their bylaws.

* The black text is in accordance with the national bylaws and may not be changed.
* 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.

In the event of a conflict between the chapter bylaws and the Alpha Phi Sigma Society (National) Bylaws, the National Bylaws shall prevail.

**ALPHA PHI SIGMA CHAPTER BYLAWS**

**ARTICLE I**

**NAME**

Section 1. The name of this organization shall be known as [insert chapter Greek name and college/university], a local chapter of Alpha Phi Sigma, the 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 the 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 Alpha Phi Sigma, the Criminal Justice Honor Society and the local and executive officers.

**ARTICLE III**

**CHAPTER MEMBERS**

Section 1. Membership. The chapter shall have the following members: Collegiate Members, Faculty Members, Honorary Members, and Alumni Members. Criteria for memberships are set forth below.

Section 2. Criteria for Membership.  Members of the chapter shall meet the following minimum membership criteria: [*Any chapter, at its discretion, may establish higher criteria.*]

1. Collegiate Members (Active Members). Collegiate members shall be students enrolled in a baccalaureate or graduate program at the college/university 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.
2. Baccalaureate students shall be enrolled at the time of application in the institution represented by the chapter, have declared a major in criminal justice or related field, have completed at least 37.5 percent of credits required for a baccalaureate degree (45 credit hours), rank no lower than the highest 35 percent of their class and have a cumulative grade point average of at least 3.2. If class rank is unavailable, students must have a minimum cumulative grade point average of 3.3.A minimum of four courses of the above coursework shall be in the criminal justice field with a minimum grade point average of 3.2. Students who completed an associate degree in criminal justice with a minimum cumulative grade point average of 3.3 and are currently enrolled in a baccalaureate program at an accredited institution, are eligible for membership.
   1. Students pursuing a criminal justice minor (with a major that is not in criminal justice or a closely related field) are also eligible to become Alpha Phi Sigma members if the same credits, class ranking and/or GPA, and criminal justice class requirements as noted above are met.
3. Graduate School (Master & Doctoral) students shall be enrolled at the time of application in the criminal justice field in the institution represented by the chapter, have completed no fewer than the number of credits that constitute a full-time (9 credits) graduate academic load and have a minimum grade point average of 3.4.
4. Students enrolled in law school must have completed their first academic semester with a grade point average of 2.5 or higher.
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.
6. Faculty Members. Faculty and administrative involvement are recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college/university primarily uses adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at the college/university 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.
7. 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 two-thirds 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.

Section 3. Additional Qualifications/Nondiscrimination.  Membership in the chapter is open to qualified candidates including people with disabilities, without regard to age, color, gender, national origin, race, religion, or 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 chapter.

[*Chapters should articulate privileges for faculty members, honorary members, and alumni members. What follows is a sample of what might be articulated*.] SAMPLE: Faculty members, honorary members, and alumni members shall have all the privileges of active members except the right to vote, hold office or serve on committees.

Section 5. Dues.  The national dues, fees and assessments for each category of membership shall be determined annually by the National Executive Advisory Board. Local chapter dues shall be set as part of the chapter’s standing rules by a simple majority vote of active members.

Section 6. Voting of Active Members.  Each active 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 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, 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 Executive 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 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, and by email to the email address listed on the membership application, 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 Executive Advisory Board. The Board may adopt such rules as it may be necessary to ensure due process to the member. The decision for suspension or termination shall be by two-thirds vote of the National 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. [*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 chapter member not fulfilling the requirements as outlined in the bylaws of this organization to the satisfaction of the voting membership or violating college/university policy or the Student Code of Conduct may be removed from chapter membership. A simple majority vote of the total voting membership shall be required for removal of any chapter member. Notice of Charges: The motion to remove a chapter member from the chapter 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 chapter 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 from the chapter is to take place. Right to Appeal: Appeals relating to the removal of a chapter member shall be done through the [Insert Appeals’ Authority on campus]. Appeals must be made within two weeks after the vote for removal from the chapter 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 Board. 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 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 chapter officers whose terms are due to expire. Special elections shall be held when a chapter 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*.]

* + - 1. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers to the National Headquarters and to the college/university 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 chapter advisor in completing the chapter’s Financial and Activity Reports to submit to the National Headquarters.
      2. 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 the chapter and submitting them for approval to the total voting membership.
      3. The 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 the 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 college/university Associated Students, and shall sign said request; shall receive and dispense all monies as approved.

Section 6. 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, chapter policy, 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, the chapter shall follow the following procedures. For the removal of an elected chapter officer for cause, it shall be necessary for the Chapter Executive Board to hold a formal meeting. A statement of the allegations shall be sent by email to the student’s college/university email on record informing him/her of the allegations. At least a thirty-day notice shall be given, and the officer shall have the opportunity to appear in person at the meeting, to present any defense to such allegations before action is taken. The Chapter Executive Board shall adopt such rules as may be necessary to ensure due process to the officer. Upon two-thirds affirmative vote, the Chapter Executive Board shall recommend the removal of the chapter officer from office.

Immediately following the removal/resignation, a new officer shall be elected to the office from the current chapter membership. The chapter advisor shall notify Headquarters of the situation and changes made, along with the name of the newly elected chapter officer.

The removed chapter officer will remain a member of the chapter and Alpha Phi Sigma.

**ARTICLE V**

**ADVISOR**

The chapter shall have a chapter advisor, who is a full-time faculty member or administrative staff. The chapter may have assistant advisors, who are college/university faculty, Alpha Phi Sigma alumni or full-time administrative staff. 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.

Advisors may be selected by the chapter student members or appointed by the department chair.

**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. A motion 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. Robert’s Rules shall be the supreme authority in parliamentary procedure at all meetings. The bylaws of the chapter shall be the next highest authority.

Section 4: Frequency of Meetings. The chapter shall meet monthly during the semester. The President or a two-thirds majority of the total voting membership may call emergency meetings. Written and/or verbal notice 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 the 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. The 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. The 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 the chapter shall be used to the benefit of any private individual, and no part of the activities of the chapter shall involve propaganda, 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 chapter dissolve, any funds shall be returned to Alpha Phi Sigma Headquarters to be placed in the scholarship fund.

**ARTICLE IX**

**STANDING RULES, CHAPTER 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: Chapter Bylaws. No chapter bylaw shall be adopted contrary to the provisions of the Alpha Phi Sigma Society Bylaws. Vote Required. The organization may adopt, amend, or rescind any chapter bylaw by a simple majority vote of local membership. Any proposed chapter 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. In the event of a conflict between the chapter bylaws and the Alpha Phi Sigma Society (National) Bylaws, the National Bylaws shall prevail.

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.

Following changes/amendments to the chapter bylaws, they must be submitted to Headquarters for approval.

**ARTICLE X**

**ENACTMENT**

ENACTMENT:

These bylaws are approved by the [chapter Greek name] chapter and chapter advisor, [advisor name] on [date] by a (insert 2/3 or majority) vote.