

**Bylaws of the
Association of Doctoral Programs in Criminology and Criminal Justice**

Preamble

This Association of Doctoral Programs in Criminology and Criminal Justice is composed of active or developing doctoral programs offering Ph.D. degrees in substantive areas related to crime and justice.

I. The Name of the Organization

The name of the organization shall be the Association of Doctoral Programs in Criminology & Criminal Justice.

II. Purpose and Objectives

A. Specific Purpose

The Association of Doctoral Programs in Criminology and Criminal Justice is an organization committed to the promotion of doctoral education with a primary focus on criminology and criminal justice.

B. The specific objectives of this organization shall be:

1. To collect and disseminate information for the advancement of doctoral education in criminology and criminal justice.
2. To promote research in criminology and criminal justice and advance it as a field of scientific inquiry.
3. To increase the visibility and recognition of doctoral study in criminology and criminal justice.
4. To provide a forum for doctoral programs in criminology and criminal justice to exchange ideas about the state and improvement of programs

III. Membership

A. Eligibility For Membership

1. Voting members

- a. Ph.D. programs offering doctoral degrees in criminology, criminal justice, or the discipline may be voting members.
- b. To maintain active membership, programs must (1) pay annual dues and (2) complete the organization's annual survey of doctoral programs.

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2. Non-voting members

- a. Affiliate Members: Ph.D. programs in other disciplines with a concentration in criminology and/or criminal justice may be affiliate members.
 - i. To maintain active membership, Affiliate members must (1) pay reduced dues, set at 75% of voting member annual dues, and (2) participate in the organization's annual survey of doctoral programs.
 - ii. Data from affiliate members are analyzed separately
 - iii. With the exception of voting, affiliate members are entitled to all the benefits of membership.
- b. Provisional Members: Ph.D. programs offering doctoral degrees in criminal justice, criminology, or other substantive areas related to criminology and criminal justice but not yet admitting students.
 - i. Provisional members become voting members upon notifying the Executive Board that students have been admitted to the program and paying dues.
 - ii. Provisional members are not required to pay dues or participate in the organization's annual survey.

B. Voting Authority

The Executive Board shall retain the authority to establish and define other non-voting categories of membership.

C. Forfeiture

- 1. Any member of the organization who fails to maintain active membership as set forth in *Section III.1* of these bylaws shall automatically forfeit their association membership.
- 2. Members removed for failure to maintain an active membership are not entitled to vote.

D. Readmission

- 1. Members removed for failure to maintain an active membership are eligible to reapply for membership.
- 2. Programs applying to be readmitted to the organization must pay dues at the time of application.

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IV. Meetings of Members

A. Annual Meetings

1. An annual business meeting of the members shall take place during the annual meeting of the American Society of Criminology each year, the specific date, time and location of which will be designated by the President. At the annual meeting the members shall elect executive board members, receive reports on the activities of the association, and determine the direction of the association for the coming year. Other in-person or virtual business meetings may be scheduled as needed.
2. An annual membership meeting of the members shall take place during the annual meeting of the Academy of Criminal Justice Sciences each year, the specific date, time and location of which will be designated by the president. The purpose of the membership meeting is to provide a forum for discussion and the exchange of ideas regarding programmatic, policy, or other issues as proposed by the membership.
3. If the American Society of Criminology or Academy of Criminal Justice Sciences meeting is cancelled or changed to an alternative, not-in-person format, the annual meeting of the organization may occur in an online or virtual format.

B. Special Meetings

Special meetings may be called by the president or a simple majority of the executive committee. A petition signed by ten percent (10%) of voting members may also call a special meeting.

C. Quorum

A quorum for a meeting of the members shall consist of at half plus one (1) of the total number of program members.

D. Voting

All issues to be voted on, except as noted in *Section XII, Amendments* to the Bylaws, shall be decided by a simple majority of voting members present at the meeting in which the vote takes place. Each member program is allowed one vote.

Voting may occur at the annual business meeting at the American Society of Criminology Meeting, during online meetings of the membership, or via online survey platforms.

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- V. Executive Board
- A. The affairs of the Association shall be managed by its Executive Board.
 - B. The elected officers should be faculty representatives of active voting member programs and will consist of:
 - 1. President
 - 2. Vice-President
 - 3. Secretary/Treasurer
 - 4. Past President
 - C. The Executive Board shall:
 - 1. Form the policies and practices of the organization
 - 2. Oversee the annual meetings of the organization
 - 3. Oversee the budget and financial operations of the organization
 - 4. Establish and oversee ad hoc committees as needed
 - D. Each member of the Executive Board shall be a member of an organization whose program is in active voting member programs in good standing and shall hold office for a two-year term.
 - E. Each member of the Executive Board shall attend board and membership meetings. More than one absence could result in removal from the board.
 - F. The Executive Board shall meet annually prior to the fall business meeting at a time and place to be determined by the President. Additional meetings may be held as determined by the Board.
 - G. A quorum of the Executive Board is required for any vote during Executive Board meetings. A quorum consists of a majority of the total number of members.
 - H. Any member of the Executive Board may be removed during his or her term by a membership referendum initiated by a majority of the board or by a petition of at least twenty percent (20%) of the voting membership. Fifty-one percent (51%) of the voting membership shall be required to vote affirmatively for removal to occur.
 - I. A special election may be held to fill vacancies on the Executive Board as necessary.
 - J. Members of the Executive Board do not receive financial compensation for their services but may receive travel support to business meetings if the budget allows.

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K. Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rule of Order.

VI. Officers

A. President

1. Presides at all meetings of the membership and of the Executive Board.
2. Provides a report to the membership of the organization at the fall business meeting.
3. Oversees and approves the annual survey report.
4. Serves as an Ex-officio member of any organization committees.
5. At the conclusion of the term, the President shall assume the office of the Past President for two years.

B. Vice-President

1. Is vested with the powers and shall perform the duties of the President during the absence of the latter.
2. At the conclusion of the term, the Vice-President shall assume the office of the President.
3. Assists the President with organizational operations as needed.

C. Secretary/Treasurer

1. Attends all meetings of the Executive Board and of the membership and acts as clerk.
2. Records all votes and minutes of all proceedings.
3. Ensures members of the organization are informed of upcoming meetings.
4. Receives and reviews monthly financial updates from the Finance Manager.
5. Receives and reviews a financial update from the Finance Manager prior to the annual meetings of the membership.
6. Collaborates with the finance manager to collect annual dues.

D. Past President

1. Serves in an advisory role as a member of the Board.

E. Qualification of Officers

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1. All officers should be individual members of good standing in either the American Society of Criminology or the Academy of Criminal Justice Sciences.
2. All officers should be graduate faculty appointed to a voting member program.

F. Terms

1. A nominee elected to the office of Vice President shall serve a term in that office of two years, before assuming a two-year term as president, and a final two years as Past President.
2. A nominee elected to the office of Secretary shall serve a term in that office of two years.
3. Newly elected officers assume responsibility of the office at the close of the annual meeting following their election.

G. Election of Officers

1. The election shall be held at the annual business meeting of the Association.
2. A call for nominations will be made prior to the annual business meeting. Nominations may be submitted up until a call for a vote at the annual business meeting.
3. Voting shall be limited to active member programs in good standing.

VII. Finance Manager

- A. The Finance Manager is an appointed, non-voting position and responsible for coordinating the financial activities of the organization overseeing the financial records, and providing a financial report to the Executive Board monthly and as requested. Specific duties will be stated in a memorandum of understanding.

VIII. Student Positions

- A. The Board has the authority to hire two paid student positions. These students must be enrolled in a member institution PhD program in good standing and completed their first year of study. These positions are filled via a call for applications and review by the Board and are compensated via a fellowship.
 1. Communications Manager
 - a. Assists the association in maintaining the website and managing the listserv, email, and Twitter accounts.
 - b. Reports directly to the Executive Board.

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2. Annual Survey Manager
 - a. Manages the electronic distribution of the annual membership survey, solicits and manages responses, analyzes survey data, and writes the annual report.
 - b. Reports directly to the Executive Board.

IX. Amendments to the Bylaws

A. Notice

1. Due notice of proposed amendments to the bylaws having been given, any section of these bylaws may be amended by at least a two-thirds (2/3) vote of those members who cast a ballot.

B. Procedure

1. Proposed amendments must be presented to the Executive Board, which shall vote to consider the amendment.
2. The proposed amendment must bear the signatures of a majority of the members of the Executive Board, or alternatively, the proposed amendment must bear the signatures of at least three members of the organization.
3. The President shall notify the membership of the pending vote and shall arrange for the ballot.
4. Any amendments to the bylaws shall become effective when approved by at least a two-thirds (2/3) vote of the membership.
5. At least every five years, the Executive Board will conduct a review of the bylaws.

Approved: 10.16.2020

Effective 10.16.2020

Date of Last Review/Update: 11.12.2022