



Preamble

We, the Psi Omega chapter of The American Criminal Justice Association – Lambda Alpha Epsilon, accept the Grand Chapter’s Bylaws and make certain additions and changes, hereafter listed, to be made applicable for our subordinate chapter. All applicable University of New Haven and USGA policies and documents shall supersede this document.

Article I – Name

Section 1 – This organization shall be known as the Psi Omega Chapter of The American Criminal Justice Association – Lambda Alpha Epsilon.

Article II – Objectives

Section 1 – Objectives of the chapter shall be to:

- A. Improve criminal justice through educational activities.
- B. Foster professionalism in law enforcement personnel and agencies.
- C. Promote professional, academic, and public awareness of criminal justice issues.
- D. Encourage the establishment and expansion of higher education and professional training in criminal justice.
- E. Provide a unified voice for professionals in, and students of, criminal justice.
- F. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.
- G. Continue to uphold the excellence of education in the field of criminal justice.

Article III – Membership

Section 1 – Qualifications for Membership

- A. Membership in the Psi Omega chapter shall be composed of persons who are currently enrolled as full time undergraduate students at the University of New Haven, approved by the Officers of the Psi Omega chapter. All applicants must be in good standing with all University of New Haven policies including but not limited to conduct and/or academic probation.
- B. Any person convicted of a felony may be considered five (5) years after expiration of sentence and must receive approval of the chapter, Regional President, and two-thirds (2/3) vote of the Executive Board.
- C. No applicant shall be denied membership in the Psi Omega chapter of The American Criminal Justice Association – Lambda Alpha Epsilon for reasons of race, creed, color, sex, religion, national origin, physical disability, or sexual orientation.

Section 2 – Application for Membership

- A. Applications shall be completed, signed, and presented to the Executive Assistant of the Psi Omega chapter by the third full week of the Fall or Spring academic semester, unless otherwise told by the Executive board. Application and dues must be submitted together.
- B. Upon receipt of application and approval of the executive board, completed applications and the necessary fees shall be forwarded to the Executive Secretary of the Grand Chapter for processing.
 - a. The forty dollar (\$40) initiation fee that accompanies the application for membership covers the first year's annual dues. Each new member will receive a membership certificate, card, ACJA/LAE pin, and decal from the Grand Chapter. Each new member will also be added to the National roster. **Every year following, members will pay thirty-six dollars (\$36) in national dues.**
 - b. The forty dollar (\$40) **or thirty-six dollar (\$36)** initiation fee that accompanies the application for membership shall be paid by the person applying for membership. The applicant may choose to pay this fee by **preferably check, or cash, money order, or by special fundraiser.** All fees must be accounted for prior to submitting the application to the Executive Secretary of the Grand Chapter.
 - c. There will be fourteen dollar (\$14) chapter dues payable to the Psi Omega chapter, first upon membership into The American Criminal Justice Association – Lambda Alpha Epsilon, and annually thereafter upon membership renewal.
 - d. Returning member fee will be expressed at the first chapter meeting by the Executive Board.
- C. In order to obtain/retain voting rights, members must complete **in full an the** application process determined at the beginning of the semester by the Executive Board.

Section 3 – Member Status

- A. To be considered an active member, each student shall meet the following requirements:
 - a. All dues must be paid in full to the Treasurer. Dues and completed membership applications are due by the third meeting of the Fall or Spring semester, unless told otherwise by the Executive Board.
 - b. Member shall not miss more than three (3) Chapter meetings a semester, unless excused 12 hours prior to the meeting by submitting an absence request, to the **Sergeant at Arms' via the personal email ACJA email.** If the 12-hour requirement is not met, it is up to the discretion of the

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Executive Board whether the absentee request will be approved. In case of an emergency, a member may submit an absence request at their earliest convenience. If an absentee request is not approved, the Sergeant at Arms will provide an explanation.

- c. If the absence is going to be reoccurring due to a university class. The member must submit their schedule to the **Sergeant at Arms' via the ACJA email. Sergeant at Arms' personal email along with an absentee request.** Members whose academic schedules conflict with the Psi Omega Chapter meetings may be excused from the semester's chapter meetings.
 - i. Members on this excused list can vote on chapter business so long as they are in attendance and retract their excused absence for the current meeting the business is being conducted.
 - ii. A majority vote from the executive board must pass with the approval of the chapter advisor to use a digital vote.
 1. Active members and members on the excused list may cast a digital vote through an approved reliable web service or in an extreme circumstance, through email to the chapter advisor or chapter account.
- d. Be an active participant in at least one (1) Chapter committee.
 - i. Members cannot miss more than three (3) committee meetings per semester. With three absences, the member will be issued a warning and, with any further absences, will be subject to an Executive Hearing and is automatically placed on probation and considered inactive.
- e. Attending mandatory events held by the chapter.
 - i. Events may be deemed mandatory by the Executive Board with the approval of the chapter advisor.
 - ii. You may be excused from a mandatory event with a valid excuse submitted to the **Sergeant at Arms' via the ACJA email Executive Assistant** 12 hours in advance.
 - iii. The Sergeant-at-Arms with the approval of the President shall have the discretion as to what is considered an excused absence for club functions.
- f. **Attend Provide** at least 3 **hours of** community service **events** per semester through the chapter.

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- a. Be a University of New Haven recognized full time Junior or Senior upon beginning term of office.
 - b. Be an active member as defined in Article III Section 3 Subsection A of The American Criminal Justice Association – Lambda Alpha Epsilon Psi Omega chapter currently and for the previous three (3) semesters.
- E. The following qualifications must be maintained during the term of office for the Treasurer, Executive Assistant, and Sergeant-at-Arms.
- a. Be a University of New Haven recognized full time Sophomore, Junior or Senior.
 - b. Be a member in good standing as defined in Article III Section 3 subsection A of Psi Omega currently and for the previous two (2) semesters.
 - i. This section may be waived if the appointee is currently studying abroad, or excused from meetings but is active in their membership dues and was active for the previous two (2) semesters.

Section 2 – Election of Officers

- A. Nominations of the Psi Omega Chapter Officers shall take place at a time determined by the Executive Board during the spring semester. The newly elected Officers will work alongside the present Officers until the last meeting of the Spring semester. The newly elected Officers will assume their elected positions at the last meeting of the Spring semester. This is done so that the newly elected Officers can be prepared and informed about their elected positions and to make the transition **a much easier task**.
- B. A majority vote of all votes cast must be secured by one nominee to secure election to office. In the case of a tie or divided vote, the names of the members receiving the two highest numbers of votes shall be voted on again until one has secured a majority.
- C. After approval of the President and Treasurer, the President shall then appoint the positions of Vice President, Executive Assistant, and Sergeant-at-Arms.
 - a. The appointed positions of Vice President, Executive Assistant, and Sergeant-at-Arms shall be up for approval by the active membership by individual electronic ballots, with one issued per office.
 - b. The terms of office for Vice President, Executive Assistant, and Sergeant-at-Arms shall be concurrent with that of the President and Treasurer.
- D. The results of the elections shall be placed in the minutes and sent out to the Chapter via E-mail as soon as possible.

Section 3 – Duties of Officers

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- A. The Officers of the Psi Omega Chapter shall follow the duties of Officers in the Association's Chapter Guide and Robert's Rules of Order and carry them out to the best of their ability as an elected Officer.
- B. Events may be deemed mandatory by the executive board with the approval of the chapter advisor.
- C. The responsibilities of the Officers of Psi Omega shall include:
 - a. President:
 - i. The President shall be responsible for the conduct of the general membership.
 - ii. The President shall preside over all general club meetings and all executive board meetings.
 - iii. The President can vote when the vote is by **electronic** ballot, or when his/her vote will affect the result.
 - iv. The President shall be the official representation of the club at all events and meetings.
 - v. The President shall oversee all written correspondence of the Chapter.
 - vi. The President shall form any special committees and appoint chairpersons of thus stated committees.
 - vii. The President shall be approved to call any special and emergency meetings when necessary provided 24 hours' notice is given to Chapter members.
 - viii. The President shall be responsible for the management and the general direction of the club.
 - ix. The President shall complete a minimum of one (1) regularly scheduled office hours per week, if room is available at the time the President is available to do his or her office hours.
 - b. Vice President:
 - i. The Vice President shall oversee and assist all standing committees in operation, supervision, and in ensuring that the committees abide and fulfill all requirements of them within the Chapter.
 - ii. In the absence of the President, the Vice President shall preside over the general Chapter meeting.
 - iii. The Vice President shall be the designated USGA Points Person and responsible for the Points guidelines and submissions to the USGA Points Committee.

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- iv. **The Vice President shall be afforded the same rights as a general member including voting rights on Chapter business. The Vice President can vote when the vote is by electronic ballot, or when his/her vote will affect the result.**
 - v. The Vice President shall be in charge of the completion of any and all facility requests and event registration forms directly related to the governmental affairs of the American Criminal Justice Association.
 - vi. The Vice President shall assume responsibility for any duties delegated to him/her by the President.
 - vii. The Vice President shall complete a minimum of one (1) regularly scheduled office hours per week, if room is available at the time the Vice President is available to do his or her office hours.
- c. Executive Assistant:
- i. The Executive Assistant shall be responsible for recording all proceedings at Chapter meetings including counting hand votes.
 - ii. In the absence of the President and Vice President, the Executive Assistant shall cancel the upcoming general meeting.
 - iii. The Executive Assistant shall report all correspondences to the Chapter no matter how insignificant.
 - iv. The Executive Assistant shall be responsible for all applications for membership of both the national and local Chapter.
 - v. **The Executive Assistant shall be afforded the same rights as a general member including voting rights on Chapter business. The Executive Assistant can vote when the vote is by electronic ballot, or when his/her vote will affect the result.**
 - vi. The Executive Assistant shall contact all guest speakers not related to any committee events who are to come to the general meeting.
 - vii. The Executive Assistant shall assume responsibility for any duties delegated to him/her by the pPresident.
 - viii. The Executive Assistant shall complete a minimum of one (1) regularly scheduled office hour per week, if room is available at the time the Executive Assistant is available to do his or her office hours.
- d. Treasurer:
- i. The Treasurer shall abide by the USGA Treasurer's manual.

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- ii. The Treasurer shall care for, have custody over, and be responsible for the funds and securities of the American Criminal Justice Association. He/she shall sign, make, and endorse all vouchers, drafts, warrants, and orders for the payment of money in the name of the American Criminal Justice Association under the discretion of the Executive E-Board and general membership.
 - iii. The Treasurer will maintain an accurate and comprehensive record of all transactions.
 - iv. The Treasurer shall make the books and accounts of the Psi Omega Chapter available during his/her scheduled weekly office hours to any club member upon request.
 - v. The Treasurer shall submit the e-postcard to the IRS each year by May 15th to prove Psi Omega's not-for-profit status.
 - vi. The Treasurer shall be afforded the same rights as a general member including voting rights on Chapter business. The Treasurer can vote when the vote is by electronic ballot, or when his/her vote will affect the result.
 - vii. The Treasurer shall assume responsibility for any duties delegated to him/her by the President.
 - viii. The Treasurer shall complete a minimum of one (1) regularly scheduled office hour per week, if room is available at the time the Treasurer is available to do his or her office hours.
- e. Sergeant-at-Arms:
- i. The Sergeant-at-Arms shall be well versed in and have detailed understanding of the Constitution and By-Laws.
 - ii. The Sergeant-at-Arms shall act as the mediator at all ACJA meetings when issues arise concerning the Constitution, the By-Laws, or the general operation of the ACJA.
 - iii. The Sergeant-at-Arms shall ensure the meeting room is in order before and after all Chapter meetings.
 - iv. The Sergeant-at-Arms shall also be charged with the responsibility of keeping proper decorum at all Chapter meetings and ensuring Roberts Rules of Order are followed; unless he or she finds that not observing these Rules of Order will benefit the assembly or facilitate the conducting of business brought before the assembly, as stated in Article VII Section 2.

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- v. The Sergeant-at-Arms shall have the responsibility of maintaining the attendance record for all Psi Omega meetings and maintaining quorum.
 - vi. The Sergeant-at-Arms shall have the responsibility of maintaining the attendance of all Psi Omega Chapter meeting.
 - vii. The Sergeant-at-Arms will be responsible for notifying chapter members placed on the probation list.
 - viii. The Sergeant-at-Arms with the approval of the President shall have the discretion as to what is considered an excused absence for club functions.
 - ix. The Sergeant – at – Arms shall remove anyone from a Chapter meeting if he or she deems necessary.
 - x. The Sergeant-at-Arms shall be afforded the same rights as a general member including voting rights on Chapter business. The Sergeant-at-Arms can vote when the vote is by electronic ballot, or when his/her vote will affect the result.
 - xi. The Sergeant-at-Arms shall be responsible for any duties delegated to him/her by the President.
 - xii. The Sergeant-at-Arms shall complete a minimum of one (1) regularly scheduled office hour per week, if room is available at the time the Sergeant-at-Arms is available to do his or her office hours.
 - xiii. The Sergeant-at-Arms shall watch over the judicial board when debating the status of a member, along with stepping in for a decision if a member is up for Judicial review.
- f. Chapter Advisor:
- i. The Advisor shall be a full-time faculty member of the Henry C. Lee College of Criminal Justice and Forensic Sciences of the University of New Haven.
 - ii. The Advisor shall be in good standing with the National Executive Board.
 - iii. The Advisor shall oversee the Executive Board and the Chapter as a whole.
 - iv. The Advisor shall be in attendance at Chapter meetings, unless he or she has prior obligations that are greater than the Chapter.
 - v. The Advisor shall be responsible for the Chapter to maintain in an orderly manner, and can bring up to the Executive Board any problems he or she may see.

- vi. The Advisor with the Sergeant-at-Arms shall count the votes for all secret ballots.
- vii. The Advisor has the right to voice his or her opinion on any matter brought up in discussion.
- viii. The Advisor can call an emergency Executive Board meeting if he or she deems it to be necessary.
- ix. The Advisor can remove a member from Psi Omega if an issue arises in extreme circumstances.
- g. The Executive Board will be permitted to spend up to two hundred and fifty (\$250.00) dollars with a majority eExecutive bBoard vote for special expenditures, or spend up to five hundred (\$500.00) dollars with majority eExecutive bBoard vote and approval of the Chapter advisor for emergencies. Usage of such funds shall come from the personal or USGA account and reasoning shall be presented by the President at the next scheduled meeting.
- h. The Executive Board will be allowed up to Twenty-five (\$25.00) dollars per semester to spend on postage and mailing supplies when sending out membership and dues to the National Chapter.
- i. The Executive Board is responsible for coordinating and/or assisting student recruitment events for the chapter, for the Henry C. Lee College, and for the University of New Haven.

Section 4 – Extreme Circumstances

- A. With the advisor’s consent the Executive Board can take action to remove a member from the chapter if an extreme circumstance arises.
- B. The Executive Board must have a unanimous vote in reaching a decision for the said extreme circumstance.
 - i. If the extreme circumstance has to do with an Executive Board member, that said member does not have a vote in the decision.
 - ii. The Advisor can remove a member from Psi Omega if an issue arises in extreme circumstances.

Article V – Committees

Section 1 – Committees and their Responsibilities

A. Community Service:

- a. The committee shall be responsible for organizing all Psi Omega community service events.
 - i. **All community service events must be approved by the Chapter.**
- b. Must provide enough community service events to the chapter so that the members can fulfill their community service hour requirements.
- c. The committee shall research issues acts of intolerance around the criminal justice field and report to the chapter the significance of these legal social and political acts.

B. Fundraising

- a. The fundraising committee's purpose is to organize events to generate monetary funds for the Psi Omega chapter.
- b. **All fundraisers must be approved by the Chapter.**

C. Professional Services

- a. The Professional Services committee shall be responsible for bringing a wide variety of guest speakers to Chapter meetings and campus to further the club's education on networking opportunities including but not limited to future careers, internship opportunities, and/or resume building.
- b. This committee shall also serve as the liaison between ACJA alumni and current Psi Omega members.
- c. The committee shall present any information related to criminal justice careers and or necessary information for the hiring process including local, state and federal careers.

D. Publicity

- a. The Publicity committee will operate as a sub-committee of ACJA responsible for maintaining the ACJA – Psi Omega website and various social media pages.
- b. This committee will keep updated event information on the ACJA website as well as update the social media pages with information, event advertisements and photos of club activities.
- c. This committee will serve to recruit new members to the organization and increase participation and involvement; members will attend all open houses to represent ACJA-Psi Omega.

E. Special Events

- a. The special events committee shall be responsible for all other events and trips that the club is interested in sponsoring and attending including but not limited to Police Week, Homecoming Float, and Tolerance Week.

- b. If necessary, they will assist the social committee as well in helping with club socials and trips.

Article VI – Removal and Succession

Section 1 – Officer Resigning from Position

- A. If any Executive Board member decides to resign from their position, a letter of resignation must be submitted to the eExecutive bBoard and be read at the next scheduled meeting.
 - a. If the President resigns, the Vice President will assume the position of President.
 - b. If the Vice President, Executive Assistant, or Sergeant-at-Arms resign, replacements will be appointed by the pPresident at his/her discretion and subject to two-thirds (2/3) approval of the active membership via electronic ballot.
 - c. The position of tTreasurer will be subject to nomination and voting by the Chapter membership. Two-thirds (2/3) vote of the active membership is required via electronic ballot.

Section 2 – Removing an Officer from Position

- A. A written statement presented to the Advisor of the Psi Omega Chapter is necessary to begin the removal proceedings.
- B. The said statement is to be presented during a regular meeting under new business if the Advisor deems appropriate.
- C. The Officer shall have an opportunity to state his/her case. The Officer shall have an opportunity to table the proceedings for a period of no more than one (1) week in order to plan a defense or prepare a statement.
- D. After the Officer has an opportunity to make a statement; the discussion shall be open to the floor.
- E. Following the discussion, there shall be a secret ballot to decide the future status of the Officer in question. A two-thirds (2/3) vote of present active members shall be necessary for removal of said officer/ member.
- F. The chapter advisor and Sergeant-at-Arms shall count the ballots; unless the Sergeant-at-Arms is the officer in question, in which case, the duty will be administered by the highest officer present.

Article VII– Composition of Psi Omega Chapter

Section 1 – Committees

- A. The committees shall be formed as the Executive Board sees fit.
- B. The Executive Board shall be responsible for selecting committee chairpersons and co-chairs no later than the second (2nd) meeting of the year based on application.
- C. All committee chairs shall take attendance each committee meeting that is held. After the committee meeting, committee chairs must send their attendance to the Sergeant-at-Arms.

Section 2 – Undergraduate Student Government Association Representative

- A. The USGA representative shall consist of one (1) member and one (1) back up representative. The USGA representative or alternate shall be responsible for attending all meetings, including emergency meetings, and reporting all proceedings of the USGA meetings at the weekly meeting to Psi Omega. In the event that the USGA rep/back up rep cannot attend the meeting, the Executive Board must be informed and it is the sole responsibility of the representative to file proper paperwork for the USGA in regards to Early Departure, Late Arrival, or Absence.

Section 3 – The President of the Psi Omega chapter may appoint all committees as prescribed in the Bylaws and may appoint such other committees and standing committees as he/she deems necessary for the orderly operation of the chapter.

Section 4 – The Sergeant-at-Arms of the Psi Omega chapter will appoint a Judicial Board consisting of at least three (3) members, with a discussion with the rest of the Executive Board. The Judicial Board Committee will all remain anonymous to the rest of the members in the chapter. The members of the Judicial Board will decide what will happen to a member if they have missed more than four (4) chapter meeting or have not maintained their active status.

Article VIII – Meetings

Section 1 – All meetings of Psi Omega shall be open to members of the American Criminal Justice Association, as well as potential new members.

Section 2 – Regular meetings shall be scheduled in advance and held at regular intervals. Regular meetings shall be run by Robert’s Rules of Order and the Sergeant-at-Arms shall enforce these rules, except in situations in which he or she finds that not observing these Rules of Order will benefit the assembly or facilitate the conducting of business brought before the assembly.

Section 3 – Order of Business

- A. Meeting is called to order
- B. Reading/a Approval of the previous meeting minutes
- C. Guest Speaker
- D. Finance Report
- E. Reports of Officers and Advisor
- F. Reports of Committees
- G. Unfinished Business
- H. New Business
- I. Good of the Order
- J. Adjournment

Section 3 – Quorum

- A. Quorum is 1/2 of the active unexcused membership at a regular or special meeting or the maximum room capacity of the meeting location according to University of New Haven Event Management System. The lesser of the two will be quorum. If quorum is not met, no business will be conducted.

Article IX – Finances

Section 1 – Reimbursement

- A. No member shall receive reimbursement for charges incurred during the course of American Criminal Justice Association – Lambda Alpha Epsilon related duties, without the prior authorization of the eExecutive bBoard and the membership.
- B. Proper documentation shall be presented to the Treasurer (i.e. Receipts, PO's, etc.) in order to be reimbursed.
- C. In the event that a member receives monetary benefits from Psi Omega and these benefits are never used, the member is responsible for reimbursing Psi Omega.

Article X – Parliamentary Authority

Section 1 – Rules contained in the current edition of Robert's Rules of Order shall govern the Psi Omega chapter in all cases to which they are applicable and in which they are not inconsistent with Grand Chapter Bylaws and any special rules of order that the chapter may adopt.

Article XI – Amendments

- A. Any member of the Chapter may propose amendments to this Constitution, in writing to the Sergeant-at-Arms before it is brought up to the Chapter.

- B. Amendments to this Constitution may not conflict with the Student Handbook of the University of New Haven.
- C. Amendments to this Constitution must receive a 2/3 vote of active members by electronic ballot.