

WESTERN ASSOCIATION OF CRIMINAL JUSTICE

CONSTITUTION

Article I. Name

The name of this association shall be known as the Western Association of Criminal Justice.
(amended October 2008)

Article II. Goals and Objectives

The goals of this association shall be:

- A. To promote the communication and dissemination of information of interest among members, other associations of education, and agencies of the criminal justice system.
- B. To develop an overall philosophy and standards of quality education in the administration of justice.
- C. To encourage both limited and long-term planning and research in the criminal justice system.
- D. To establish a vehicle capable of providing technical assistance and evaluate services to agencies of the criminal justice system.
- E. To establish a center for the accumulation and dissemination of student placement information.

Article III. Memberships

- A. Regular membership shall be open to:
 1. Those employed in an accredited institution of higher education in the states of Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming, the provinces of Alberta and British Columbia, and the Pacific Territories and Possessions, as recognized by a regional accrediting association.
 2. Those personnel responsible for full-time training activities within a criminal justice agency.
 3. Those with a full-time appointment in the field of criminal justice education, directly related field, or criminal justice agency.
- B. Associate members shall include such persons as the Board of Directors shall find to be eligible. Associate members proposed by the Board of Directors must be confirmed by a majority vote of the regular members voting at a regular meeting of the Association.
- C. Student membership shall be open to those individuals pursuing academic endeavors in an accredited institution of higher learning in the area of criminal justice education.
- D. Only regular members in good standing shall be eligible to hold office and vote.
(amended June 1979)

Article IV. Officers

The officers of the Association shall consist of the following:

President

Vice President
Second Vice President
Secretary/Treasurer

No officer of the association, with exception of the Secretary/Treasurer, may serve consecutive terms in the same office. The President, Vice President and Second Vice President shall serve in each respective office for a period of one year from the date of assuming office except this period may be extended as necessary (1) to fulfill the unexpired term of another officer under the progression arrangements of this Constitution or (2) to maintain continuity of the organization until succeeded at the annual meeting by officers who are qualified and duly elected when the scheduling of the annual meeting results in the term of office extending beyond a year. (amended April 1987)

The Vice President shall automatically succeed the President upon completion of the President's full term in office or in the event the President resigns, is recalled, or dies prior to the expiration of a full term of office. (amended April 1987)

The Second Vice President shall automatically succeed the Vice President upon completion of the Vice President's full term in office or in the event the Vice President resigns, is recalled, or dies prior to the expiration of a full term of office. A special election for the office of Vice President shall be conducted should the Second Vice President be unable to complete the elected term. (added April 1987)

The Secretary/Treasurer shall serve for a period not to exceed two (2) years from the date of assuming office and may be eligible for re-election not to exceed two (2) terms in succession in the same office. (amended Oct. 1981)

Article V. Meetings

There shall be an annual meeting, the time and place to be determined by the Board of Directors and approved by the regular membership. Special meetings may be called at any time, as directed by a majority of the Board of Directors and officers, or may be called by petition by twenty-five (25%) of the regular membership in good standing.

Article VI. Amendments to the Constitution

This Constitution may be amended at an annual business meeting of the Association. Constitutional amendments should be labeled "Amendments to the Constitution" and notification given by mail to the general membership at least ninety (90) days prior to the annual meeting. Proposed amendments may be received from the Constitution and By-Laws Committee or by petition from twenty-five (25%) of the regular membership in good standing. The vote of two-thirds (2/3) of the regular membership present and voting at the annual meeting is required for the passage of a constitutional amendment.

Article VII.

Section 1. Board of Directors

The Board of Directors shall be composed of:

- (1) The immediate past president,
- (2) The elected officers, and
- (3) The elected regional trustees to the Academy of Criminal Justice Sciences.

The Board of Directors shall provide general policy direction for the Association. All past presidents may serve as ex-officio members of the Board of Directors. (amended April 1987)

Section 2. Constitution and By-Laws Committee

Upon assuming office, the President shall appoint a Constitution and By-Laws Committee. The Chairperson of this committee shall also serve as the parliamentarian for the Association. Members of this committee shall familiarize themselves with the Constitution and By-Laws. Suggestions, proposals, or orders pertaining to the Constitution and By-Laws shall be presented to this committee for approval before being presented to the membership for action.

Section 3. Membership Committee

Upon assuming office, the President shall appoint a Membership Committee, composed of at least one (1) member from each member state, to assist in gaining membership in this organization. The Secretary/Treasurer shall serve as the Chairperson of this Committee to facilitate the implementation of Article I of the By-Laws. This Committee shall insure that all provisions of Article I are adhered to in the processing of membership applications.

Section 4. Nomination and Election Committee

The President, upon assuming office, shall appoint a Nomination and Election Committee of not less than three (3) members of which only one (1) may be a member of the current Board of Directors. The duties and responsibilities of this committee shall be those as set forth in appropriate sections of Article VI of the By-Laws of this Association.

Section 5. Other Committees

The President shall have the power to appoint such other committees as deemed necessary, in accordance with paragraph D, Section 1, Article III of these By-Laws.

Article VIII. Membership Dues

In accordance with Section 2, article V of the By-Laws and Article VIII of the Constitution of this Association, membership dues shall be established by the Board of Directors. (amended Nov. 1985)

Article IX. Amendments

Section 1. By-Laws may be amended or altered after the Constitution and By-Laws Committee has submitted the proposed amendment, in writing, to the regular membership for a ballot. The proposed amendment shall be titled "By-Laws Amendment" and shall require two-

thirds (2/3) affirmative vote of the general membership responding to a mailed ballot, for the amendment to become effective.

Section 2. Proposed amendments may be received either from the Constitution and By-Laws Committee or by petition from twenty-five (25%) of the regular membership in good standing.

Section 3. A proposed amendment received by petition shall be submitted by the Constitution and By-Laws Committee to the regular membership for vote either by mail ballot or at the next annual meeting.

BY-LAWS

Article I. Membership

Section 1. Applicants for membership must meet the requirements set forth in Article III of the Constitution.

Section 2. Applications shall be completed and sent to the Secretary/Treasurer. The Membership Committee shall determine if the applicant is qualified.

Section 3. If the applicant is accepted, the Chairperson of the Membership Committee shall notify the applicant, stating the date of acceptance, with additional instructions.

Section 4. If the applicant is rejected by the Membership Committee, notice of the rejection, signed by the Chairperson of the Membership Committee, shall be sent to the applicant.

Section 5. The applicant may appeal on receipt of the rejection to the Association as a whole. A hearing shall be conducted at the next annual meeting of the Association.

Section 6. A majority vote of the Associations' regular membership in attendance and voting at the annual meeting shall either sustain or overrule the Membership Committee and such votes shall be final.

Section 7. Any member who shall be in arrears for dues, as set forth in Article VIII of the Constitution, shall be dropped from the association.

Section 8. No person shall retain membership whose occupation or activities are inconsistent with the goals and objectives of the Association.

Article II. Duties of Officers

Section 1. The Duties of the President shall be:
A. To preside at all Board of Directors' meetings,
B. To preside at all meetings of the Association,
C. To enforce the Constitution and By-Laws,

- D. To appoint on the day of his assumption of office those committees required by the Constitution and By-Laws, and such other committees as directed, to attend to the orderly operation of the Association.
- E. To, prior to the adjournment of each annual meeting, require the Secretary/Treasurer to submit a statement of all monies received, deposited, and disbursed since the last annual meeting and the financial standing of the Association.
- F. To appoint from the membership individuals to assist in the conduct of the office of the President, so as to insure that the responsibilities of the office are met and the goals and objectives of the Association are furthered.

Section 2. The Duties of the Vice President shall be:

- A. To assist the president in the duties outlined in Section 1 above,
- B. To officiate for the president in the event of the absence of the President,
- C. To assume the responsibility of planning the annual meeting,
- D. To represent the Association at various functions, as directed by the President and/or the Board of Directors,
- E. To be responsible for all publicity concerning the Association, and
- F. To assume the duties of President at the annual meeting at the end of a full, one year term, or at any date when the President is unable to fulfill the full term of office.
(amended April 1987)

Section 3. The Duties of the Second Vice President shall be:

- A. Assist the President and Vice President in the duties outlined in Article III, Sections 1 and 2,
- B. In the absence, expulsion, or resignation of both the President and Vice President, assume the duties of the President,
- C. In the absence, expulsion, or resignation of both the Vice President, assume the duties of the Vice President,
- D. Perform duties assigned by the President,
- E. Succeed to the position of Vice President when the Vice President assumes the Presidency. (added April 1987)

Section 4. The Duties of the Secretary/Treasurer shall be:

- A. To keep accurate minutes of the proceedings of the Board of Directors, the annual meeting and special and called meetings,
- B. To keep records of the names, addresses and such data pertaining to the membership as may be of interest or use and is directed by the Board of Directors or membership,
- C. To keep an accurate record of all monies received, deposited, and disbursed in the name of the association,
- D. To sign all orders drawn on the funds of the Association, when approved by the President or lawfully voted,
- E. To perform such other duties as directed by the President, the Board of Directors, and membership. (Article II Section 3 prior to April 1987)

Article III. Election, Recall, and Appointment of Officers

Section 1. Second Vice President and Secretary/Treasurer shall be elected by mail ballot of the regular membership, and shall hold office until their successors are elected and qualified consistent with article IV of the Constitution. (amended April 1987)

Section 2. The nomination and Election Committee shall select a slate of not less than two (2) nominees for the office of Second Vice President and, when appropriate, Secretary/Treasurer. Nominees for an office shall not be from the same state as the officer whose term is expiring except when attempting to succeed himself. The Nomination and Election Committee shall inform the general membership of their work and solicit nominations by mail from the regular members in good standing. The election of officers shall be completed no less than 30 days prior to the annual meeting, and elected officers shall not be notified of their election no less than 21 days prior to the annual meeting. (amended Nov. 1985 and April 1987)

Section 3. During the time on the agenda titled “Announcement of Elected Officers”, the Chairperson of the Nomination Committee shall present the results of the election. Qualified newly-elected officers shall assume their offices at that time.

Section 4. In order to be a nominee, a candidate for office shall be a regular member in good standing.

Section 5. Only regular members in good standing may nominate a candidate.

Section 6. Officers of the Association may be recalled for any violation of the Constitution, By-Laws, or rulings of the Board of Directors.

Section 7. Motion for recall may be made at any Board of Directors’ meeting or at annual meeting of the Association.

Section 8.

- A. In the event the President resigns, is recalled, or dies, prior to the expiration of the term of office, the Vice President shall become President. A President who assumes the portion of the one year term of another, will complete the term of the predecessor before commencing the regular full year term of the normal office period. (amended April 1987)
- B. In the event the Vice President position is vacated prior to the expiration of the term of office, the Second Vice President shall assume the office of Vice President for both the remainder of the predecessor’s term and the normal full year term of the office of the Vice President. (amended April 1987)
- C. In the above cases, the new President and/or the new Vice President shall serve the remaining term of office of the predecessor(s) to be followed by their regular term of office.
- D. In the event the Second Vice President position is vacated prior to the expiration of the term of office, the position will be filled by special election conducted by the Nomination and Election Committee within thirty days following the vacancy. The special election shall be conducted in accordance with the processes established in By-Laws, Article IV, Section 2, except the newly elected Second Vice President shall assume office within forty-five days of occurrence of the vacancy. Whether elected through the normal

election process or by special election, a member elected to Second Vice President will proceed in the normal progression process to Vice President and President offices. (added April 1987)

Section 9. The Regional Trustee to the Academy of Criminal Justice Sciences (ACJS) shall be elected from the Western and Pacific Association of Criminal Justice Educators (WPACJE) but must be a member of the ACJS. The Trustee shall be nominated in accordance with the procedures for the other officers. At least two (2) nominees' names shall be forwarded to the ACJS Election Committee for election during the annual ACJS election. (amended Oct. 1979)

Article IV. Meetings

Section 1. All elected officers and members of the Board of Directors shall be required to attend called meetings.

Section 2. In meetings of the Association and the Board of Directors, the following order of business shall prevail, unless set aside by parliamentary procedure:

- A. Call to order
- B. Roll-call of the Board of Directors
- C. Reading of minutes of previous meeting
- D. Report of the President
- E. Report of the Vice President
- F. Communications
- G. Treasurer's report
- H. Committee reports
- I. Unfinished business
- J. New business – agenda announcement of newly elected officers
- K. Resolutions
- L. Next meeting
- M. Adjournment

Section 3. Robert's Rule of Order (Revised) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of this Association.

Article V. Funds of the Association

Section 1. A general fund is hereby created. All revenues derived from membership dues shall be placed in said fund.

Section 2. The Board of Directors shall have the power to establish the membership dues. (amended Nov. 1985)

Section 3. The Board of Directors shall have the authority, with approval of the regular membership, to enter into agreement with public and private agencies for the purposes of

accepting grants to aid the Association in meeting the goals and objectives, as stated in Article II of the Constitution.

Section 4. Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the Association.

Article VI. Committees

Section 1. Auditing Committee

The presiding officer, with concurrence of the Board of Directors, shall appoint an Auditing Committee of not less than three (3) regular members, who shall inspect the fiscal records of the Association prior to the annual meeting and report their findings to the general membership. If any irregularities are noted, the Committee shall immediately inform the President and the Board of Directors.

Section 2. Constitution and By-Laws Committee

Upon assuming office, the President shall appoint a Constitution and By-Laws Committee. The Chairperson of this Committee shall also serve as the parliamentarian for the Association. Members of this Committee shall familiarize themselves with the Constitution and By-Laws and shall submit such reports as directed by the presiding officer of the Association. The Constitution and By-Laws Committee shall have the duty to draw and propose amendments to the Constitution and By-Laws. Suggestions, proposals, or orders pertaining to the Constitution and By-Laws shall be presented to this Committee for approval before being presented to membership for action.

Section 3. Membership Committee

Upon assuming office, the President shall appoint a Membership Committee, composed of at least one (1) member from each member state, to assist in gaining membership in this organization. The Secretary/Treasurer shall serve as Chairperson of this Committee to facilitate the implementation of Article I of the By-Laws. This Committee shall insure that all provisions of Article I are adhered to in the processing of membership applications.

Section 4. Nomination and Election Committees

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Section 5. Other Committees

The President shall have the power to appoint such other committees as deemed necessary, in accordance with paragraph D, Section 1, Article II of these By-Laws.

Article VII. Membership Dues

In accordance with Section 2, Article V of the By-Laws, and Article VIII of the Constitution of this Association, membership dues shall be established by the Board of Directors.

Article VIII. Amendments

Section 1. These By-Laws may be amended or altered after the Constitution and By-Laws Committee has submitted the proposed amendment, in writing, to the regular membership for a ballot. The proposed amendment shall be titled "By-Laws Amendment" and shall require two-thirds (2/3) affirmative vote of the general membership present and voting, or two-thirds (2/3) affirmative vote of the general membership responding to a mailed ballot, for the amendment to become effective.

Section 2. Proposed amendments may be received either from the Constitution and By-Laws Committee or by petition from twenty-five percent (25%) of the regular membership in good standing.

Section 3. A proposed amendment received by petition shall be submitted by the Constitution and By-Laws Committee to the regular membership for vote either by mail ballot or at the next annual meeting.