

**BY-LAWS OF THE DIVISION OF CONVICT CRIMINOLOGY
OF THE AMERICAN SOCIETY OF CRIMINOLOGY**

Article 1. Dues:

- A. Dues will be determined by the Executive Board. Any increases must be ratified by vote of the members at the Division's Annual Membership Meeting.
- B. Dues are generally due at the time annual dues to the ASC are paid.

Article 2. Committees and Appointed Positions:

- A. Standing Committees
There will be seven standing committees: Constitution and By-Laws, Membership Committee, Newsletter Committee, Nominations Committee, Social Media Committee, Research and Evaluation Committee

- B. Other Committees
The Executive Board will create such other committees, as it deems appropriate to carry out the purposes and objectives of the division. Members of such committees, unless otherwise stated in constitution, will be appointed by the Chair of the Division with the approval of the Executive Board.

- C. Committee Chairs
Committee Chairs, unless otherwise stated in constitution, will be appointed by the Division Chair with the approval of the Executive Board, and announced at the Division's Annual Membership Meeting or electronically to the membership. Committee Chairs will serve for one year and may be reappointed.

- D. Constitution and Bylaws Committee
 - 1. The Constitution and By-Laws Committee shall consist of two members in good standing from the Division, along with the Vice-Chair of the Division who will Chair the Constitution and By-Laws Committee.
 - 2. The Duties of the Constitution and By-Laws Committee include:
 - a. Review the Constitution and Bylaws and make appropriate recommendations to the Executive Board and/or the Division membership at large for their review.
 - b. At least once every five years, review the Constitution and By-Laws and bring forth to the Executive Board all suggested changes.

- E. Division Archivist
The Division Chair, with the approval of the Executive Board, will appoint a Division member to serve in the role of Division Archivist. The Division Archivist will serve for two years and may be reappointed.

- F. Parliamentarian
A member of the Board will be identified and serve as the Parliamentarian during Board Meetings and other Division meetings.

- G. ASC Meeting Organizer
The Division Chair, with the approval of the Executive Board, will appoint a Division member to serve in the role of ASC Meeting Organizer. The ASC Meeting Organizer

will serve for one year and may be reappointed. The Meeting Organizer coordinates with the Division Chair to develop sessions organized by the Division at the ASC Annual Meeting (ie., thematic panels, roundtables, lightening sessions, author meets critic sessions, etc.). Typically, such sessions organized by the Division are submitted through the standard ASC annual meeting submission process. The Session Organizer may coordinate with the ASC office regarding these sessions. The Session Organizer will also coordinate with the Division Chair and the ASC office regarding Division meetings and events held at the ASC Annual Meeting.

Article 3. Meetings:

A. Executive Board Meeting

1. Executive Board Meetings shall be open to all members and shall be called at the discretion of the Chair with at least one (1) week written notice provided to all members by the Chair. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidentiality matters.
2. There shall be at least one (1) Executive Board Meeting between Annual Meetings.
3. Upon petition by at least one third of the Executive Board members to the Chair, a special meeting of the Executive Board shall be scheduled within three (3) weeks' time.
4. The Executive Board may render decisions by electronic voting.
5. No later than three (3) days prior to scheduled Executive Board Meetings, any documents to be viewed at the forthcoming meeting, including the agenda, shall be distributed to all Board members by the Chair or Vice-Chair.

B. General Membership Meeting

- 1.. The general membership of the Division shall meet at least once a year, at the time and place of the ASC's Annual Meeting.
2. Such meeting shall be designated the Division's Annual Membership Meeting.

C. Rules of Order

1. Meetings will be conducted in a manner determined by the Chair. In the event of a conflict, Robert's Rules of Order will be determinative.

D. Quorum

1. A quorum will consist of one-fifth of the Division's members in good standing. All votes will be determined by a simple majority of those present, unless provided otherwise by this document.
2. In the event a quorum is not present at the general membership meeting(s), a majority of those present will be sufficient for action. Such action may be challenged by a member in good standing not in attendance at the ASC Annual Meeting. In case of a challenge, a ratification vote will be offered to the general membership in the next Division Newsletter and/or electronically by the Chair. A ratification vote may be conducted by mail ballot or electronically as long as measures are taken to ensure that no member may submit more than one ballot.

Article 4. Disbursements

- A. The Chair oversees the disbursement of Society funds in accordance with the Board approved annual budget.

Article 5. Award Creation and Criteria Alterations

- A. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by at least a three-fourth (3/4) vote of the Executive Board. Award criteria carry the procedural weight of By-Laws.
- B. The Award Committees are responsible for developing a list of nominees for annual Division awards created by the Division. The Award Committees shall serve a term of two (2) years. Each Committee Chair shall be appointed by the Chair with the approval of the Board. The Chair shall serve a term of two (2) years.
 1. Each Committee should develop a list of nominees. Each Committee should request documentation from the nominees; at the very least, obtain a vita and a brief statement as to why the individuals should be considered for the award.
 2. The Chair of each of the Award Committees should provide the Board with a report that lists those nominated (in order of merit), a single nominee for the award, and an explanation of the general procedures used to reach that decision. The report should include a statement identifying the main reasons for the recommendations for granting the award. Generally, a copy of the vitae of the Committee's single nominee should also be included in the materials sent to the Board.
 - 3.. Only individuals, not institutions, shall be considered as candidates for any award.
 4. Each Awards Committee Chair is to ensure that individuals are not being considered for awards they have already received.
 - 5.. The Board will give due consideration to each Committee's nominations for each award, although the Board is not bound by the slate or the nominee of any Committee. If the Board rejects the nominee, the Award Committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.
 6. Current members of the Executive Board shall be ineligible to receive any awards of the Division, including selection as a Fellow, during their term in office.
 7. Members of a said award committee are not eligible to receive that said award.
 8. The Board encourages all members to submit nominees to the various Awards Committees.
 9. The Chair formally notifies award recipients.
 10. The Award Committees and their charge are to be developed as they are created.

Article 6. Nominations and Elections

A. Nominations

1. The Nominations Committee shall be appointed by the Chair with the approval of the Executive Board. The Nominations Committee shall consist of at least two (2) members of the Division in good standing. The Nominations Committee Chair shall serve a term of two (2) years.
2. The Nominations Committee will receive names in nomination for each office to be filled the following year. From these names, the Nominations Committee will select two names to be included on the ballot for each office. It shall be the responsibility of the Nominations Committee to prepare a memorandum outlining the procedures the Committee followed in obtaining nominations and recommending a slate of candidates to the Executive Board. This memorandum, the list of those nominated, and the preferred candidates shall be presented at the Board Meeting for approval by the Executive Board. The Board is to review,

- adjust when necessary, and approve a slate of candidates.
3. Voting members of the Division in good standing for the current calendar year shall be notified, and invited to submit additional nominations one (1) month prior to closing nominations.
 4. Any Division member receiving nominations from three (3) percent of the voting Division members in good standing shall be entered on the ballot for the designated office. The ballot shall include a place for write-in candidates
 5. No seated member of the Nominations Committee can be nominated for an elected office.
 6. Those nominated for office must agree to the nomination (the Chair of the Nominations Committee should contact nominees in advance of the Annual Meeting to determine their willingness to run), must be active members of the Division in good standing at the time of the nomination, and must have been active members in good standing of the Division for at least one (1) year prior to nomination.
 7. The final slate, along with brief biographical information and a statement from each candidate, is distributed to the membership either by mail or electronically.
 8. Division members in good standing will have at least thirty (30) days to submit their ballots.
 9. Ballots will be counted/votes verified, by at least two (2) members of the Nominations Committee.
 10. The candidates receiving the largest number of votes cast for each respected office is designated as the winner.
 11. Tied elections shall be resolved by a run-off election.
 12. The results of the vote will be reported to the Division Chair and Executive Board of the Division in a timely fashion by the Nominations Committee.
 13. The results of the election will be announced in a timely fashion in the Division newsletter and on the Division webpage, and otherwise announced to the membership as the Chair deems appropriate.