

CONSTITUTION FOR THE DIVISION OF CONVICT CRIMINOLOGY OF THE AMERICAN SOCIETY OF CRIMINOLOGY

I. NAME OF THE ORGANIZATION

The name of the organization is The Division on Convict Criminology. The Division is a constituent unit of the American Society of Criminology [hereinafter ASC] and will function in accordance with the Constitution, bylaws and policies of the ASC.

II. PURPOSE AND OBJECTIVES

- A.* To foster research and the development of theory in the field of convict criminology.
- B.* To provide mentorship to individuals who are incarcerated or recently released from a correctional facility in pursuing educational opportunities at the undergraduate and graduate level and in seeking employment in academia.
- C.* To serve in an activist role to change policies, practices, and laws which we believe will negatively affect convicts, ex-convicts, and individuals associated with this group.
- D.* To provide a forum for members of the ASC to discuss ideas and to exchange information.
- E.* To organize sessions on Convict Criminology at the annual ASC meetings.
- F.* To encourage appropriate and effective teaching techniques and practices and to stimulate the development of curricula related to courses on convict criminology.
- G.* To encourage and support community outreach and activism on issues of importance to convict criminology.

III. MEMBERSHIP

- A.* Membership in this Division will be open to all ASC members in good standing who share the core beliefs of the organization, who self-identify as a convict criminologist or who believe that the convict voice is underrepresented, and who participate in corrections-based scholarship, mentorship, and activism.
- B.* A member in good standing is one who is current in their dues.
- C.* The membership of the Division shall be divided into the following categories: (1) full members and (2) student member

- D.** Full membership shall include any member in good standing of ASC, who is paying regular membership dues to the Division, and who does not fall within, or if falling within, does not choose to be included within, the Student Member category.
- E.** Full members of the Division in good standing shall have voting privileges on all matters presented to the Division membership for a vote, may hold office and serve on standing, award, and ad hoc committees
- F.** Student membership shall be open to any undergraduate or graduate student enrolled in an institution of higher education whose enrolment is certified by a regular faculty or administrative official of the institution, and who is a student member of ASC.
- G.** Student members of the Division in good standing shall have voting privileges on all matters presented to the Division membership for a vote, may serve on standing, award, and ad-hoc committees.
- H.** Annual dues for all categories of the Division membership shall be set by the Executive Board of the Division, subject to approval of the Executive Board of ASC. Dues shall be generally payable annually in concert with the dues of ASC.

IV. GOVERNANCE

A. Officers

1. Chair

- A.** The Chair will provide executive direction for the Division and will preside over Division meetings.
- B.** The Chair or her/his designee will serve as liaison with the ASC Annual Meeting Program Chair to ensure the inclusion of panels relating to issues on convict criminology in the program.
- C.** The Chair or her/his designee shall bring issues regarding convict criminology, and recommendations for their resolution, as decided by the Division, to the attention of the ASC Executive Board and/or appropriate ASC committees for their consideration.
- D.** The Chair will appoint all committees and committee chairs, with the approval of the Executive Board.
- E.** The Chair or her/his designee shall schedule, reserve a space, and facilitate the division's annual business meeting, which will be held at the American Society of Criminology annual conference. The chair prepares the agenda, assists with the coordination of tasks that the other officers and Executive Counselors engage in.

2. Vice-Chair

- A. The Vice-Chair will preside over Division meetings in the absence of the Chair and shall be empowered to conduct all necessary business of the Division if the office of Chair is vacant or if the Chair is unable to serve.
- B. The Vice-Chair or her/his designee will be responsible for assistance to, and oversight of, the Newsletter Committee.

3. *Secretary/Treasurer*

- A. The Secretary/Treasurer will keep the records and minutes of the Division.
- B. The Secretary/Treasurer will record minutes of each meeting of the Division and will forward a copy to each member of the Executive Committee and the Newsletter Committee Chair for publication in the next issue of the Division newsletter.
- C. The Secretary/Treasurer will maintain a separate account in the ASC treasury for the Division. The Secretary/Treasurer will inform the Division membership of the Division's balance, debts, credits, etc., at the Division's Annual Membership Meeting. The Secretary/Treasurer will notify the Executive Board of any financial issues that arise between Annual Membership Meetings.

4. *Executive Counselors*

- A. There will be five (5) At-Large Executive Counselors. At least two Executive Counselors shall be selected from among members who self-identify as having lived-justice system experience (lived-justice system experience is defined as anyone that has experienced being incarcerated, a formal conviction, or otherwise processed through the criminal justice system in a way that subjected them to collateral consequences).
- B. Executive Counselors will assist the Chair with executive decisions for the Division, and each will chair at least one committee of the Division.

5. *Executive Board*

- A. There will be an Executive Board comprised of the Division's current officers (Chair, Vice-Chair, Sec/Treasurer), immediate past Chair and five (5) at-large Executive Counselors. This Board, with a majority vote, will form policies for the Division, provide advice to the chair, decide the budget for the Division, and approve committees and committee chairs.
- B. The Division Chair will serve as the convener of the Executive Board.

6. *Executive Committee*

- A. The Executive Committee will consist of the Division Chair, Vice-chair, and Past-Chair. The Secretary/Treasurer shall fulfill the role of the “past-chair” for year one.
- B. The Duties of the Executive Committee include:
 - 1. Establishing policies for the Division with a majority vote, but only if the issue(s) cannot wait until the next full Board Meeting. A majority vote shall be a vote of two (2) members of the Executive Committee as the Executive Committee membership currently stands.
 - 2. Reporting all activities and decisions to the Executive Board at or before the Board's next regularly scheduled meeting.

7. *Qualifications*

Elected officer must be active members in good standing of the Division.

8. *Term of Office*

- A. The term of office for all officers and Executive Counselors will be two years. The term of office of each incoming officer will begin with the close of the Division’s Annual Membership Meeting following their election.
- B. Elected officers may serve a maximum of two consecutive terms in the same office. Upon completion of the second consecutive term of office, a person must wait for a period of at least one full term before running again for the same office.
- C. Elections of Officers and Executive Counselors shall be organized in the following manner: Year One year elections will be held for all officer positions and all five (5) at-large Executive Counselors. Future elections for these positions will take place every two years.

9. *Vacancies*

Vacancies that occur during the term of office for the Vice-Chair, Secretary/Treasurer or Executive Counselors of the Division, shall be filled until the next election by appointment of the Chair, with the majority approval of the Executive Board. The member appointed to fill a vacancy will serve until the next scheduled election for that position.

B. *Division Policy*

- 1. The Executive Board may establish policies for the Division with at least a majority vote of the Board. That would require a vote of five (5) members as the Executive Board membership currently stands.
- 2. The Executive Committee may establish policies for the Division with at least a majority vote, but it only decides on issues that cannot wait until the next full Board Meeting. That would require a vote of two (2) members as the Executive Committee

membership currently stands. The Executive Committee will report all relevant activities and Division policy decisions to the Executive Board at or before the Board's next regularly scheduled meeting.

VI. POLICY STATEMENTS

- A.** Policy statements can be made by the Division as a whole. Such statements require at least a majority vote of the members in good standing who vote in the said election. Such a statement would carry the by-line, Approved by the Division of Convict Criminology of the American Society of Criminology. The Division membership may not make statements on behalf of the Executive Board nor the Executive Committee.
- B.** Policy statements can be made by the Executive Board of the Division if the proposed policy statement receives at least a three-fourths (3/4) vote of the Executive Board. That would require a vote of six (6) members as the Executive Board membership currently stands. Such a statement would carry the by-line, Approved by the Executive Board of the Division of Convict Criminology of the American Society of Criminology. The Executive Board may not make policy statements on behalf of the Division nor the Executive Committee.
- C.** Policy statements can be made by the Executive Committee of the Division if the proposed policy statement receives at least a majority vote of the Executive Committee. That would require a vote of two (2) members as the Executive Committee membership currently stands. Such a statement would carry the by-line, Approved by the Executive Committee of the Division of Convict Criminology of the American Society of Criminology. The Executive Committee may not make policy statements on behalf of the Division nor the Executive Board.

VII. AMENDING THE BYLAWS

At least a three-fourth (3/4) vote of the Executive Board in two (2) consecutive Board meetings can amend the By-Laws. Approved changes in the By-Laws shall take effect immediately following approval.

VIII. AMENDING THE CONSTITUTION

- A.** Amendments may be proposed by any member of the Division (in writing and submitted to the Division Chair), by the Executive Board, or by the Constitution and By-Laws Committee, but all such proposed amendments may only go forward as a qualified amendment under one of the following three (3) conditions:

 - 1.** The proposed amendment receives the written support of one-fifth (1/5) of the Division members in good standing;
 - 2.** The proposed amendment comes from the Constitution and By-Laws Committee.
 - 3.** The proposed amendment is introduced at the Division's Annual Meeting and receives at least a two-thirds (2/3) affirmative vote of those members in good

standing who are present at the Division's Annual Business Meeting.

- B.** A proposed amendment meeting any one of the requirements outlined in Paragraph A must be certified as a qualified amendment by at least a three-fourths (3/4) vote of the Executive Board.
- C.** A qualified amendment will be placed on a ballot and approved when it receives at least a three-fourths (3/4) affirmative vote of the Division members in good standing who vote in the said election
- D.** The voting protocol shall include the following provisions:
 - 1. The qualified amendment shall be voted on utilizing the mail and/or electronic ballots.
 - 2. Members in good standing have up to 30 days to cast their ballots.
 - 3. Ballots will be counted/votes verified, by at least two (2) Executive Board Members (generally but not limited to the Division Chair(s) and/or Vice-Chair).
 - 4. The results of the vote will be reported to the Division Chair(s) and Executive Board of the Division prior to the next Annual Division meeting.
 - 5. An approved amendment shall take effect at the conclusion of the first annual meeting following the vote on the amendment.
- E.** Amendments are subject to the approval of the ASC Executive Board.

IX. INACTIVE OFFICERS

- A.** In order for the Division to achieve its goals and objectives, each Division Officer is expected to consistently discharge duties and responsibilities of the office to which s/he is elected. Failure of elected officers to fulfill their duties shall result in removal from office.
- B.** Duties of Officers
 - 1. *Meetings*
 - a. Attendance at meetings of the Division Executive Board is required
 - b. Attendance at annual meetings of the Division is required
 - c. Attendance at chaired committee meetings is required
 - 2. *Reports*
 - a. Midyear and annual reports of chaired committees are required
 - b. Written midyear and annual reports to Executive Board are required
 - c. Oral and written annual reports to the Division are required
 - 3. *Voting*
 - a. Voting on actions taken by the Executive Board is required
 - b. Voting on actions taken during the annual meeting is required
 - c. Voting on actions taken by chaired committees is required
- C.** Removal from Office
 - 1. *Covered actions*

- a. Failure to attend two executive board, committee, and annual meetings
 - b. Failure to submit and present a report
 - c. Failure to vote at two meetings
- 2. Sanctions**
- a. First violation of a covered action
 - i. Division chair will send a written notification, on behalf of the Executive Board, to the inactive officer
 - ii. The written notification shall specify the violation(s)
 - iii. The written notification shall specify the consequences of a subsequent violation
 - b. Second violation of a covered action
 - i. At the first Executive Board meeting following the second violation the Division chair shall report the specifics of both violations
 - ii. The Executive Board will vote on a motion finding that covered violations have occurred
 - iii. The Executive Board will vote on a motion declaring an inactive DCC officer
 - iv. The Executive Board will vote on a motion removing the inactive officer from the Executive Board
 - v. The Executive Board will vote on a motion removing the inactive officer from office
 - vi. A simple majority vote of Executive Board members present will be sufficient for action
 - vii. The membership shall receive written notification of the appointment of an interim officer

D. Interim Appointment

- 1.** Vacancies that occur before the term of office ends shall be filled by a replacement
- 2.** The replacement shall be appointed by the Division chair with the approval of the Executive Board
- 3.** The interim officer shall serve until the next election
- 4.** The interim officer shall not be prohibited from running for the vacant office