

Criminal Justice Club
Constitution

Article I Name and Purpose

- A. The name of this student organization shall be Criminal Justice Club and the purpose of this organization shall be to promote the interaction among students interested in the criminal justice field and to promote positive interaction with criminal justice professionals.
- B. This organization will support the mission of the Office of Student Life and Macon State College and will subscribe to the policies and procedures of the University System of Georgia and Macon State College.

Article II Membership

- A. Active membership is confined to regularly enrolled Macon State College students who have a minimum academic load of three (3) hours during each semester of participation.
- B. Membership will not be denied because of race, national origin, color, sex, age, religion, or disability.

Article III Officers

- A. Officers of this organization will be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Sergeant-At-Arms
- B. The duties of each officer shall be:
 - a. Duties of the President shall be:
 - i. Be the official representative of the chapter.
 - ii. Preside at all meetings of the chapter and of the Board (if any).
 - iii. Call meetings to order on time.
 - iv. Determine if a quorum is present.
 - v. Announce, in proper order, the business to come before the meeting.
 - vi. Recognize members entitled to the floor
 - vii. State and put to vote all questions that legitimately come before the assembly.
 - viii. Announce the result of each vote and the effect of the action.
 - ix. Expedite business in every way possible without denying the members their rights.
 - x. Enforce rules of debate, order, and decorum.
 - xi. Decide all points of order (subject to appeal).
 - xii. Respond to relevant questions of members.
 - xiii. Refrain from voting except when vote is by ballot, or when the vote would change the result.
 - xiv. At the proper time, declare the meeting adjourned (by general consent or by majority vote of the assembly.)
 - xv. Carry out administrative and executive duties outlined in the bylaws of the chapter or as directed by the membership of the chapter.
 - xvi. Ex-officio a member of all committees except the nominating

committee.

b. Duties of the Vice-President shall be:

- i. Assist the President in the performance of his / her duties and perform such duties as directed by the President.
- ii. In the absence of the President, the Vice-President serves in his / her stead.
- iii. In case of resignation of the President, the Vice-President automatically becomes President for the unexpired term of office.

c. Duties of the Secretary shall be:

- i. Keep accurate minutes of all business meetings of the association and the board. Record what was done by the chapter, not what was said by the members.
- ii. Maintain an accurate membership list.
- iii. Handle correspondence, and send out notices.
- iv. Prepare the agenda for meetings unless the President prefers to prepare it.
- v. Keep the records of the chapter, including committee reports.
- vi. Take to each meeting: the minutes book, bylaws, rules, a list of members and a list of committees and the membership of each, agenda, records, ballots and any supplies that may be needed.
- vii. Call the meeting to order if the President and the Vice-President(s) are absent, and preside until a temporary chairman is elected (this should be done immediately after calling the meeting to order).
- viii. Send the President a copy of the minutes as soon as possible after each meeting.
- ix. Make minutes available for examination by the members upon request (at a reasonable hour).
- x. Notify officers, committee members, and delegates of their election or appointment.
- xi. Transfer, upon expiration of his/her term of office, all material pertaining to the office to the newly elected Secretary.

d. Duties of the Treasurer shall be:

- i. Collect, deposit, and disburse the funds of the organization.
- ii. A member, or chairman, of the budget committee (if any) and should be involved in the preparation of the annual budget of the chapter.
- iii. Prepare a Treasurer's report for each meeting.

e. Duties of the Sergeant-At-Arms shall be:

- i. Carry out the orders of the presiding officer in keeping order, disseminating ballot(s), and take care of any other business the presiding officer deems necessary.
- ii. Work under the presiding officer and perform such duties as directed by him/her.

C. All students holding an elected or appointed position of leadership and acting as an officer of this organization must maintain a 2.0 cumulative grade point average (GPA) and must be enrolled at Macon State College during the length of service.

Article IV

Meetings

A. This organization shall meet regularly during the Fall and Spring Semesters. Meetings during the Summer Semester will be held as needed.

B. All meetings, including the dates, times, and locations will be confirmed with the Office of Student Life prior to publication and/or announcement of these meetings.

Article V Faculty/Staff Advisor

A. Thomas Stevens and Shawn Douglas shall serve as the faculty/staff advisors for this organization. They accept the responsibilities of the advisor and will approve all events and activities of this organization.

Article VI Revenue

A. All monies collected from membership dues and from all fundraisers must be deposited into the organization's MSC dues account. These deposits will be made through the MSC Business Office as soon as possible after the monies have been collected.

B. No petty cash or slush funds will be kept by any member or advisor of this organization.

C. All fundraisers will be approved by the Office of Student Life at least two weeks prior to the actual event and will follow all of the guidelines as outlined in the RSO recognition process.

Article VII Ratification

A. This constitution is subject to the approval by the proposed student membership, the Macon State College Student Government Association, the Office of Student Life, and the Dean of Students.

Article VIII By-laws

A. This constitution may be supplemented with By-laws which pertain to the above articles.

B. An electronic and paper copy of any and all By-laws will be filed with the Office of Student Life.

Article IX Amendments/Supplements

A. A written notice will be presented to the membership of this organization at a regular meeting to amend or supplement any part of this constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meeting and must receive two-thirds majority vote of all members in good standing.