

CHAPTER BYLAWS
ALPHA PHI SIGMA

IOTA CHAPTER,
SAN JOSÉ STATE UNIVERSITY

ARTICLE I
NAME

Section 1. The name of this organization shall be known as Iota Chapter San Jose State University, a local chapter of Alpha Phi Sigma, which is the National Criminal Justice Honor Society.

ARTICLE II
MISSION/GOALS/PURPOSE

Section 1. Mission. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence; service; leadership and unity.

Section 3. Purpose. The Purpose of Iota chapter is to foster a culture of academic excellence in the justice studies department at San Jose State University, promote community involvement and maintain alumni involvement in Chapter activities.

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain high moral character and commit myself to be governed by the Bylaws of Alpha Phi Sigma, the National Criminal Justice Honor Society and the local and national officers.

ARTICLE III
AFFILIATION

Section 1. The Iota Chapter shall be affiliated with the national organization of Alpha Phi Sigma, the National Criminal Justice Honors Society. The Iota Chapter will represent the interests and goals of Alpha Phi Sigma on the campus of San Jose State University. The Iota Chapter will be a local chapter of Alpha Phi Sigma, a national organization.

ARTICLE IV
MEMBERSHIP

Section 1. Membership. The Iota Chapter shall have the following members: Collegiate Members and Faculty Members (otherwise known as “Active Members”); Honorary Members (otherwise known as “Members”); and Alumni Members (otherwise known as Alumni Members or Alumni Association Members). Criteria for memberships are set forth below. Membership in the organization shall be open to all those

matriculated, currently-enrolled San José State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2. Voting membership is restricted to matriculated, currently enrolled students at San José State University.

Section 3. Criteria for Membership. At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San Jose State University. Members of Iota Chapter shall meet the following minimum membership criteria:

A. Collegiate Members (Active Members). Active Members shall participate in a minimum of fifty percent (50%) of Alpha Phi Sigma meetings and events, combined. Collegiate members shall be students enrolled in undergraduate or graduate programs at San Jose State University. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by the National Headquarters.

1. Undergraduate students shall be enrolled in San Jose State University, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.
2. Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class.
3. Transfer Members. Any Alpha Phi Sigma member who transfers to San Jose State University shall be accepted into Iota Chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of Iota Chapter. National Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.
4. Probationary Members. San Jose State students who meet one, but not both National Alpha Phi Sigma requirements (GPA and course requirements) may be allowed to participate in local chapter meetings and activities at the discretion of the Executive Council and as long as progress towards meeting the National requirements can be provided. Probationary members shall pay local Iota Chapter dues but may not become members of the National organization until requirements are met.

B. Faculty Members. Faculty and administration involvement is recognized and encouraged. Candidates for faculty membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses

adjunct faculty, in which case, adjunct faculty may be eligible for membership. They must have completed a minimum of one year full-time teaching/administrative duties at San Jose State University and be elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.

C. Honorary Members. Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for Iota Chapter. Honorary Members may not be students. The Iota Chapter Advisor shall approve nominations. Iota Chapter may grant no more than three honorary memberships in any academic year. Honorary Members must be elected by a 2/3 vote of the chapter. Chapters with more than 100 active members may grant three honorary memberships in an academic semester. Iota Chapter members may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.

D. Professional Members. Others meeting the following criteria may be elected to professional membership by Iota Chapter and contribute a one-time fee to National Headquarters.

- i. earned one or more degrees in criminal justice or related field with a minimum cumulative 3.2 GPA on a 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA on 4.0 scale or rank in the top 25% of their class as graduate students and not been previously initiated into the Society, or
- ii. working in the field of criminal justice as a criminal justice practitioner for a minimum of two (2) years and earned one or more degrees in a non-related field with a minimum cumulative 3.2 GPA on 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA or rank in the upper 25% of their class as graduate students.

E. Alumni Members. Iota Chapter members in good standing at the time of graduation from San Jose State University are alumni members.

F. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members who have applied for membership in the Alumni Association. There are three categories in the National Alumni Association: Annual, Lifetime, and Professional Members.

1. Annual – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
2. Lifetime – Alumni shall apply for membership and contribute a one-time fee.

Section 4. Additional Qualifications/Nondiscrimination. Membership in Iota Chapter is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation. Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability (Title 5, California Code of Regulations, Section 41500).

Section 5. Privileges of Membership. Active Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Iota Chapter. Faculty members, Honorary members, Professional members, and Alumni members shall have all the privileges of active members except the right to vote, hold office or serve on committees, unless allowed at the chapter level. No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Section 6. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 7. Dues. The national dues, fees and assessments for each category of membership shall be determined annually by the National Advisory Board. Local chapter dues shall be set as part of Iota Chapter's standing rules by a simple majority vote of active members.

Section 8. Voting of Active Members. Voting membership is restricted to matriculated, currently enrolled students at San Jose State University. Each Active Member of Iota Chapter is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the bylaws of this chapter.

Section 9. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the national registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the National Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with explanation to the Executive Director. A member resigning shall not be entitled to return of dues, either local or national.

Section 10. Suspension or Termination of Membership. Membership in the Society may be suspended or terminated by the Alpha Phi Sigma National Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of the National Bylaws or any lawful rule or practice adopted by the

Society or other conduct deemed by the National Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the National Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the National Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

Members may be removed as local chapter members according to the process outlined below.

Grounds for Removal: Any member not fulfilling the requirement as outlined in the bylaws of this organization to the satisfaction of the voting membership or violating San Jose State University policy or the Student Code of Conduct may be removed from membership. A simple majority vote of the total voting membership shall be required for removal of any member.

Notice of Charges: The motion to remove a member from this organization must be presented in meeting to the total voting membership at least 2 weeks before the meeting at which the removal will be voted.

Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.

Right to Appeal: Appeals relating to the removal of members shall be done through the Office of Student Affairs. Appeals must be made within two weeks after the vote for removal has been taken. Form of Vote: All voting under this section shall be done by secret ballot.

ARTICLE V OFFICERS

Section 1. Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary (d) Treasurer, (e) Historian. All officers must be part-time or full-time students at San Jose State University, and must maintain a minimum cumulative GPA as stated in these bylaws.

Section 2. Term of Office. An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected.

Section 3. Office Vacancies. Special elections shall be held when an office is vacated before a term has expired.

Section 4. All officers of this organization must be matriculated, currently enrolled students at San José State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, and must be in good standing with San José State University during their term of office.

Section 5. The President, Treasurer, and faculty/staff advisor of this organization are required to complete an Alcohol Education Training offered by Student Involvement.

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers of Alpha Phi Sigma to the National Headquarters and to the San Jose State University Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the Iota Chapter Treasurer and Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters; shall develop and implement a plan for the successful management and growth of the organization; shall preside over the Chapter Executive Council; shall delegate duties to members and oversee the discharge of these duties; shall bring disciplinary action against malfeasant and ` members and implement disciplinary decisions against members; shall administer Alpha Phi Sigma oaths; shall solicit items for and distribute each meeting's agenda.

Section 2. The Vice President shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership at the last meeting in April; shall conduct investigations and disciplinary hearings when warranted; shall interpret all matters of constitutionality; shall negotiate and resolve disputes among members; shall keep attendance records and advise members of ill attendance that may affect their Chapter membership; shall be responsible for confirming the meeting locations; shall assist the president with plans for the growth of the Chapter; shall be a member of the Executive Council.

Section 3. The Secretary shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma correspondence; shall submit completed minutes of prior meetings to the President, Alumni Advisor and members at each regular chapter meeting; shall notify all chapter members and alumni advisor of meetings and events; shall prepare any documents as needed as directed by the President or Vice President; shall keep a secure and organized record file containing minutes from all meetings, correspondence, and member and alumni contact information; shall conduct all correspondence with faculty, alumni, members, businesses and university, including invitations, notifications, notes of gratitude, business orders, requests and news releases; shall assist with the development, revision, production and disbursement of recruitment

materials, pamphlets, banners and faculty announcements; shall provide a list of active members, their offices and their biographical information; shall be a member of the Executive Council.

Section 4. The Treasurer shall be the financial officer of Alpha Phi Sigma Iota Chapter; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, at the end of each school year, all financial records for audit; shall assist the Advisor and the President in preparation of the requests for funding from the San Jose State University Associated Students, and shall sign said request; shall receive and dispense all monies as approved; shall report finances to the Chapter members and Alumni Advisor at each regular meeting; to collect all dues, fees, fines and assessments; shall report members who fail to pay dues to the President and the Vice President; shall diligently manage the Chapter bank account; shall maintain accurate financial records in a secure, organized file; shall be a member of the Executive Council

Section 5. The Public Relations Officer shall maintain all memorabilia and photographs; shall serve as the photographer at all events; shall create fliers for events including, but not limited to, fundraising, social, and scholarly; shall appropriately and accordingly display photographs on the San Jose State University website and for use at the Student Organization Faire and the Justice Studies Showcase; shall keep all regalia and promotional items including, but not limited to, signs, shirts, and bottled water for necessary events; shall keep important documents, such as the constitution and letter of recognition, on file and readily available; shall inform the publishers of *The Docket* regarding Chapter events and news from each semester; shall write a brief summary of the Chapter's activities for the Justice Studies Newsletter and the San Jose State University website; shall be a member of the Executive Council

ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1. Nomination of candidates: A candidate for office must be nominated by a voting member in the case of general elections or during the meeting immediately prior to special elections.

Section 2. Time of Elections: General elections shall be held during the last meeting in May and special elections shall be held as necessary.

Section 3. Form of Vote: Officers will be elected by a plurality vote. A plurality vote means that one candidate must get more votes than anyone else. All elections shall be by secret ballot.

Section 4. Removal of Officers. Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of elected chapter officers, for just cause, shall follow the following procedures. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement

of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days' notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the National Advisory Board. The National Advisory Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

Grounds for Removal: Any officer not fulfilling his/her duties as outlined in these bylaws to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office. A simple majority vote of the total voting membership shall be required for removal of any officer.

Notice of Charges: The motion to remove an officer from his/her position must be presented in writing to the total membership at least 2 weeks before the meeting at which the removal will be voted.

Right to Fair Hearing: The officer subject of removal shall have the right to present his/her case to the membership at the meeting in which the removal is to take place.

Right to Appeal: Appeals relating to the removal of officers shall be done through the Office of Associated Students Judiciary. Appeals must be made within two weeks after the vote for removal has taken place.

Form of vote: All voting under this section shall be done by secret ballot.

Section 5. Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired. Officers will be elected by a plurality vote.

ARTICLE VIII ADVISOR

Section 1. Iota Chapter shall have a chapter advisor, who is a full time faculty member. Iota Chapter may have assistant advisors, who are full time or part time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society. This organization must have a University advisor. This person must hold at least a Bachelor's degree and be employed as a faculty or staff member by San José State University. A Graduate Assistant/Intern may assume the advisor role if approved by the Student Involvement staff.

Section 2: Selection. Iota Chapter shall annually designate or affirm an advisor at the time of the regular chapter elections. The advisor shall be a non-voting member of the

organization. Said advisor for Alpha Phi Sigma shall be selected from Iota Chapter faculty at Iota Chapter

Section 3: Duties. The duties of the advisor shall be to assist the organization in fulfilling their mission and purpose; be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them; be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability; be aware of the organization's activities; be aware of the organization's financial standing and all financial transactions using the organization's funds; attend organization meetings.

ARTICLE IX MEETINGS

Section 1: Quorum. To conduct business, a simple majority of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present for all elections.

Section 2: Voting Percentages. Motions dealing with amendments and the removal of officers will require a simple majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 3: Parliamentary Authority. The bylaws of Iota Chapter shall be the supreme authority in parliamentary procedure at all meetings. Robert's Rules of Order shall be the procedure used to conduct meetings except where it conflicts with these bylaws.

Section 4: Frequency of Meetings. Iota Chapter shall meet a minimum of once every two weeks during the semester. The President or a 2/3 majority of the total voting membership may call emergency meetings. Written and/or verbal notice of Iota Chapter meetings shall be given to all members at least 7 days prior to such meetings. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

ARTICLE X COMMITTEES

Section 1: The President or the Chapter Advisor shall have the authority to appoint any special committees that will meet the needs of Iota Chapter.

Section 2: Committees may include, but are not limited to membership committee, program committee, publicity committee, fund raising committee, social committee, etc.

ARTICLE XI DUES, FEES

Section 1. Non Profit Status: Iota Chapter is a nonprofit society with an IRS assigned EIN. The Chapter will receive its assigned EIN from the IRS through Alpha Phi Sigma Headquarters." Iota Chapter is organized exclusively for educational, charitable, and

scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 2. Use of Funds. No part of the net earnings of Iota Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution or statements).

Section 3: The finances of Iota Chapter will come from fund raising projects, individual contributions, dues, chapter awards, the Associated Students of San Jose State University, and/or from San Jose State University.

Section 4: The fiscal year for Iota Chapter shall begin July 1 and end June 30.

Section 5: If the Iota Chapter dissolves, any funds will be given to the scholarship funds of the Department of Justice Studies Department at San Jose State University or to Alpha Phi Sigma National Headquarters. If this chapter dissolves, another chapter at this institution may not be chartered until 3 years after the dissolution of the preceding chapter.

Section 6: An annual accounting of the ledgers will be conducted by the outgoing Treasurer and shall be available to the membership for ninety (90) days following the close of the fiscal year.

ARTICLE XII STANDING RULES, BYLAWS, AMENDMENTS

Section 1: Standing Rules. This organization may approve standing rules for the specific operation of this organization.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws. Vote Required. The organization may adopt, amend, or rescind any bylaw by a simple majority vote of local membership. Any proposed bylaw must be publicized in writing to the members at least one week prior to the meeting at which it is to be voted one.

Section 3: Amendments. A proposal to amend the bylaws must be presented to the total membership in the form of a motion at least seven (7) days before it is to be voted upon. A proposed amendment must be adopted by a majority of the total voting membership of the chapter and must be approved by the Associated Students of San Jose State University to become effective.

ARTICLE XIII EXECUTIVE COMMITTEE

Section 1: Responsibility. Management of the organization shall be vested in an Executive Committee, responsible to the entire membership to uphold these bylaws.

Section 2: Membership. Membership shall consist of President, Vice-President, Secretary, Treasurer, Historian and the Advisor as a non-voting member.

Section 3: Meetings. The Executive Committee shall meet at least once per month to organize and plan future activities and agenda items for meetings.

Section 4. Quorum. A quorum of this committee shall consist of at least 3 members.

ENACTMENT:

Approved by the Alpha Phi Sigma Iota Chapter Executive Council on October 18, 2012 by unanimous vote.