

College of Criminology and Criminal Justice
College Leadership Council Bylaws
Last Update: 27 March 2016

ARTICLE I: Name and Mission Statement

Section I – Organization Name

- I. This organization shall formally be called the College of Criminology and Criminal Justice College Leadership Council. The Council may refer to itself as the “CLC.”

Section II – Mission Statement

- I. The College Leadership Council will serve as a liaison group between the student body, the Developmental Council, alumni of the College of Criminology and Criminal Justice and the Florida State University. The Council will be composed of discipline-specific, exemplary Criminology and Criminal Justice students with the purpose of advancing the College of Criminology and Criminal Justice to preeminent status, in alignment with the goals of the Dean and the Developmental Council.

ARTICLE II: Membership

Section I – Membership Statement

- II. No hazing or discrimination will be used as a condition of membership in this organization.
- III. This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section II - Eligibility

- I. Serving as a subcommittee under the Developmental Council and the Dean of the College of Criminology and Criminal Justice, the College Leadership Council shall consist of a group of high-caliber Criminology and Criminal Justice students from a variety of majors and backgrounds that will properly represent the College in front of alumni and at various College of Criminology and Criminal Justice Events.
- II. The body of members will be made up of junior and senior students. To be eligible, a student must meet the admission requirements for the College of Criminology and Criminal Justice.
- III. Exception to the eligibility requirement:
 - a. It has been noted that students who enter the Council as sophomores have a greater chance of becoming more involved in their later years and take on leadership roles. As a result, this exception has been added to the By-Laws.
 - b. Any student who intends to declare a major within the College of Criminology and Criminal Justice, and who is classified as a sophomore, may be considered for appointment to the council. Having not enrolled in any upper level courses, the interviewers should place greater emphasis on a strong academic record and drive to succeed compared to other candidates who may have been enrolled in more challenging course work. It should be noted that should the candidate be admitted to the council, they will be admitted as a Conditional Member, until they are formally admitted to their Major in the College of Criminology and Criminal Justice.
- IV. Conditional Members:
 - a. Conditional council members are admitted to the council to shadow and gain experience. It will be at the discretion of the current council or administrative body to allow conditional members to hold critical roles in the council.

Section III – Term

- I. Each elected member will serve one term of a calendar year beginning December 1st and ending November 30th of the following fall. A transition period from December 1st to January 31st will exist for new Council members replacing previous Council members. During this period, the retiring Council member will prepare and counsel their successor to ensure proper transition.

Section IV – Candidate Selection

- I. When the term of a Council member is due to expire, that member will select no more than four and no less than two prospective candidates for consideration for the position. These selected candidates will be interviewed by the preceding Council member and the current alumni representative; once a candidate completes the preliminary interview, they will be invited to a group interview with the entire body of the Council. One candidate will be voted into the position by a majority vote of the Council.
- II. In the event that the Council must call on additional support in the form of Department Subcommittees, the Council will ask for faculty recommendations. Applications will be accepted from interested students, and an interview will be scheduled with any two of the Council members.

Section V – Nominations

- I. The nominating Council member shall ascertain the extent to which potential nominees meet the eligibility requirements of the Bylaws. The Council member conducting the interview shall inform each prospective candidate of the responsibilities of that position in order to determine their willingness to serve.
- II. The selection of candidates for a position on the Council shall include consideration of the following criteria by that Council member:
 - a. The individual demonstrates an interest in the College Leadership Council and shares the vision and mission of the Council, the Office of the Dean, and the Developmental Council.
 - b. The individual has ample time to perform the duties that are associated with their respective department.
 - c. The individual must be able to serve two consecutive semesters (not including summer) after the semester of appointment to the council and prior to graduation. An exception would be when a candidate provides reasonable evidence that they, more likely than not, will be pursuing a graduate degree in Criminology and Criminal Justice at Florida State.
 - d. The individual has demonstrated leadership in another registered student organization within the College of Criminology and Criminal Justice or the Florida State University either at the local, regional, and/or national level.
 - e. The individual has maintained a minimum cumulative GPA of 3.0 for at least two semesters prior to application.
- III. Persons exhibiting those qualities that the College Leadership Council fosters, and who have achieved prominence in the majors of the College of Criminology and Criminal Justice are eligible for nomination.
- IV. Degree seeking undergraduate students and non-degree Post-Baccalaureate students at the College of Criminology and Criminal Justice shall be eligible for election to membership after the individual:
 - a. Has declared a major in the College of Criminology and Criminal Justice;
 - b. Has attained a cumulative GPA in upper level courses, in their declared area of concentration, beyond the Criminology and Criminal Justice core of at least 3.0 (where A is equal to 4.0) or the equivalent; and
 - c. Has attained a cumulative GPA of 3.0 for the hours completed in the most recent semester.

Section VI – Revocation of Membership

- I. If any one Council member fails to fulfill their duties as stated in the Bylaws, a Council member may submit a petition for dismissal after consulting the Chair, the Dean of the College of Criminology and Criminal Justice, and the Developmental Council Advisor. The petitioning member must present to the Council why they feel that the fellow Council member is not meeting the stated requirements of membership. A two thirds majority vote will determine whether or not the Council member in question will be asked to step down from their position.
- II. Any student who is asked to step down from a position on the Council will be allowed one week (7 calendar days) to meet with and submit a written statement to the Dean of the College of Criminology and Criminal Justice and Advisor of the Council. At the Dean's discretion, the student may formally appeal to the Council at their next Criminology and Criminal Justice meeting to request a re-vote. A two-thirds majority vote will reinstate the Council member to their former position.

Section VII – Advisor Selection

- I. A faculty member, whom works closely with the Dean, will serve as the Council's College of Criminology and Criminal Justice Full-Time Staff Advisor.
- II. The Developmental Council Advisor will be an alumnus of the College, who may or may not be a full-time faculty or staff member. The Dean will appoint this advisor with the assistance of the full-time staff advisor.
 - a. Once appointed, this advisor may serve for multiple, unlimited terms, but must notify the Council six months prior to the date of intended resignation.

ARTICLE III: Election of Officers

Section I – Elected Officers

- I. The body of the Council will elect from these members, a Chair, Vice-Chair, Secretary, and Treasurer.
- II. The elected positions on the Council will include the Chair, Vice-Chair, Secretary, and Treasurer.
- III. When the term of an elected officer is due to expire, an election will be held after a successor has been found for that Council member.
- IV. A vote will be held at the next general meeting of the Council after the beginning of the Transition period (November). The floor will be open for nominations. A minimum of two and a maximum of three nominations will be accepted. All nominations must be seconded.
- V. A two-thirds majority vote for a particular candidate will result in that member's election to the Office. The Officer-elect will not begin their formal duties until the end of the transition period and the previous officer's full term. During the transition period, the officer-elect will be sufficiently prepared to fulfill the duties and responsibilities of the post to which they have been elected.

Section II – Appointed Positions

- I. The Chair of the Council will appoint a Parliamentarian upon the vacancy of that office.

Section III – Officer Eligibility

- I. To be eligible for nomination for an office, a Council member must meet all requirements of membership, and must have an entire term of service left.
- II. The Alumni representative is ineligible for nomination to any office.

Section IV – Removal of an Officer

- I. If any member of the Council feels that an elected or appointed officer is not fulfilling the duties and responsibility of that office as stated in the Bylaws, a written proposal must be submitted to Developmental Council Advisor. The grievance must be seconded by another Council member for a Vote of Confidence to be held.

- II. To the exclusion of the petitioned officer, a two-thirds majority will result in the involuntary resignation of that officer. A re-election will be held, and another member of the Council will be elected to the vacant office. The removed officer will remain on the Council as the representative to their respective department. The removed officer will be responsible for assisting the officer-elect in their transition.

Section V – Officer Resignation

- I. If at any time an officer feels compelled to resign from their elected post, a formal letter must be written and submitted to the body of the Council, the Secretary, the Chair, and the Advisor. The resigning officer must address the Council at the next general meeting. A re-election will be held. The resigning officer will remain on the Council, and will debrief and counsel the officer-elect on the duties and responsibilities of the office.

ARTICLE IV: Duties of the Council Members

Section I – Duties of the Chair

- I. Preside at all Council meetings.
- II. Prepare an agenda for each meeting of the Council.
- III. Appoint members of the Council to actionable committees; oversees elections for committee chairpersons.
- IV. Facilitate communications with the Developmental Council and Dean of the College of Criminology and Criminal Justice.
- V. Determine that all reporting responsibilities and other duties of the Vice-Chair, Secretary, and Treasurer are performed in accordance with those outlined in the Bylaws.
- VI. Seek to promote the welfare of the College Leadership Council.
- VII. Promote the efficiency and effectiveness of the College Leadership Council at the beginning of their term.
- VIII. Submit to the Developmental Council a Statement of Objectives at the beginning of their term.
- IX. Communicate with the Developmental Council of the Board through regular updates via quarterly newsletter and the College Leadership Council website.
- X. Propose amendments to the Bylaws as needed.
- XI. Preside as the College of Criminology and Criminal Justice student representative at the Developmental Council's meetings.

Section II – Duties of the Vice-Chair

- I. Preside at all Council meetings.
- II. Complete RSO registration each fall through the Student Activities Center.
- III. Attend the annual meeting with SGA to discuss funding needs for the CLC, along with the treasurer.
- IV. Attend the officer training session and accounting session on behalf of the College Leadership Council.
- V. Assist the Chair in the performance of prescribed duties.
- VI. Act in the Chair's place in the event of absence or incapacity.
- VII. In the event the office of the Chair is vacated, assume the duties and responsibilities of the Chair.
- VIII. Submit proposals for courses of action to the Council.
- IX. Oversee the CLC Members and ensure that their responsibilities are being fulfilled and that obligations are met.
- X. Assist the Secretary and Treasurer, as needed, in fulfilling the duties of those positions.

Section III – Duties of the Secretary

- I. Record the minutes of the each CLC meeting.
- II. Ensure that the committee online update is completed annually, and that the membership roster and contact information for each representative is updated as necessary.

- III. Transmits to the Developmental Council a list of board members, within fourteen days of their installation.
- IV. Conducts elections ensuring that all ballots remain anonymous.
- V. Prepares regular updates for the website.
- VI. Maintains the Council email.
- VII. Prepares and transmits such other reports as required by the Board; and fulfills all other duties ordinarily associated with the office of the secretary.

Section IV – Duties of the Treasurer

- I. Maintain the council budget and ensure there is some money set aside, in case of an event which was not originally planned for.
- II. Attend the annual meeting, along with the Vice-Chair, hosted by SGA to discuss funding needs for the CLC along with the Student Body Treasurer.
- III. Manage the budget provided by SGA.
- IV. It is highly recommended for the Treasurer to enforce a budget committee with members who are highly-skilled in Excel, Finance, Accounting, etc. that can help the treasurer with creating a strongly developed and thought-out budget.
- V. Research and develop fund raising ideas; assess feasibility of implementation.
- VI. Approve all financing actions through the Office of the Dean with the assistance of the Chair.
- VII. Possess complete knowledge and documentations of the funds in an organized and well-accounted for fashion.
- VIII. Promptly reimburse Council members for previously approved Council-related expenses.
- IX. Develop a budget to be revised and approved by the Chair and Vice-Chair and presented to the Council.
- X. Be responsible, together with the resident for maintaining good standing with the SGA accounting office.
- XI. Attend any officer training sessions or accounting sessions through the Student Activities Center.
- XII. Issue vetoes for any use of CLC funds that would be fiscally irresponsible. (Can be overturned by a 2/3rds vote of the council.)

Section V – Duties of *all* Council Members

- I. Establish a minimum criteria for membership eligibility.
- II. Promote the growth, effectiveness, and general welfare of the College Leadership Council in accordance with such rules and procedures as it may adopt.
- III. Attend Council meetings as scheduled by the Chair, Vice-Chair, Advisor, or Dean of the College of Criminology and Criminal Justice.
- IV. Meet with the Chair of their respective department to obtain the department's strategic plan and provide an update on the state of the Council's progress.
- V. Fulfill all duties as are presented by membership on the Council and as a student of the College of Criminology and Criminal Justice.
- VI. Attend Regional Meetings of the Developmental Council on behalf of the College Leadership Council when presence is requested.
- VII. Attend any alumni-related events as specified by the Dean.
- VIII. Assist Administrators with events, especially when asked to be a student ambassador for the College.

Section VI – Duties of Advisors

- I. The Developmental Council advisor shall:
 - a. Serve as a liaison between the College Leadership Council and the Developmental Council. As a member of the Developmental Council, they will be vital in bridging the communication gap between alumni and students of the College of Criminology and Criminal Justice.

- b. Keep the College Leadership Council informed of actions and activities of the Developmental Council.
 - c. Coordinate the attendance of the College Leadership Council members at Developmental Council Meetings.
 - d. Consult and make recommendations to the Board for improving the efficiency and effectiveness of College Leadership Council.
 - e. Attend at least one meeting per semester with the College Leadership Council (whether it be in person or via conference call).
- II. The Full-Time Staff Advisor shall:
- a. Serve as a liaison between the College Leadership Council and the Dean.
 - b. Assist the Chair in the administration of their duties.
 - c. Consult and make recommendations to the Council for improving the efficiency and effectiveness of College Leadership Council.
 - d. Attend at least one meeting per semester with the College Leadership Council (whether it be in person or via conference call).
 - e. Handle all disputes between Council members and appeals by removed members.
 - f. Coordinate with the Dean in the selection of the CLC Members.

Section VII – Duties of the Immediate Past Chair

- I. Make recommendations to the Council members-elect for operational efficiency for the next year and ensure that the transition period is optimally utilized.
- II. Oversee meetings to ensure that the focus of the council stands after departure.
- III. Counsel and assist the newly elected Chair.
- IV. Maintain regular contact with Chair-elect.
- V. Keep in contact with the newly elected Chair even after graduation to answer questions, give feedback, advice, etc.

ARTICLE V: Finances

Section I – Financial Stipulations for Membership

- I. There will be no financial requirement in the way of dues and fees for membership on the Council.

Section II – Voluntary Contributions

- I. The Treasurer may submit a request to the Council for contributions for additional funding, at a maximum of \$25 a person.
- II. In the event that the Council determines that dues be paid as a requisite for election to the Council:
 - a. No University student may be denied membership due to an inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

Section III – Banking

- I. The Treasurer shall create a budget committee in order to handle the financing appropriately. The treasurer should also make sure the grant is executed by the SGA annually.

ARTICLE VI: Publications

Section I – College of Criminology and Criminal Justice Email

- I. Email reminders will be sent to students of the College of Criminology and Criminal Justice with the Dean's approval.

Section II – College Leadership Council Website

- I. In lieu of a printed publication, the College Leadership Council will maintain a website that is linked through the College of Criminology and Criminal Justice Alumni and Development page.

The website will contain biographical information about the Council members, upcoming news and events within the College, and contact information. The College Leadership Council website will be maintained by the Council's Marketing and Public Relations Committee, and features of the site will be approved through the Office of the Dean and the Advisor. Content will include biographical information, a master calendar of College of Criminology and Criminal Justice student-hosted events, access to the organization's Bylaws, and other student resources. Content will vary. All website content must be submitted to the Secretary for revision, prior to posting.

ARTICLE VII: Amendments to the Bylaws

Section I – Amendment Process

- I. The Council reserves the right to make immediate amendments to the Bylaws as it is seen fit by a majority vote of the Council, at any time.
- II. If a Council member wishes to amend the CLC's Bylaws, a written proposal must be submitted to the Bylaws Revision Committee via the Secretary. At the next meeting of the Committee, Council members will vote upon the amendment; a majority vote will put the amendment into effect within one week of the meeting of the Bylaws Revision Committee.
- III. If one can be retained, a Parliamentarian shall:
 - a. Serve as Chair of the Bylaws Revision Committee.
 - b. Have powers of interpretation, regarding the Constitution.
 - c. The Remain impartial and look at each proposal, critically.
- IV. All amendments made shall be outline below, starting at "Section 2," until the Constitution is resubmitted through the Recognition Process that opens up at the end of each year.
 - a. If any item or section is to be removed before then, it will be crossed out, but not deleted from the document, and the words "see Article VII for Amendment #" will be added, in bold, below it.
 - b. Before the updated constitution is submitted, the amendments will replace crossed out text and be deleted from Article VII, unless it is otherwise necessary for it to remain in place.

Section II – Amendment I

- I. For the first year following the CLC's founding, or year of reestablishment, there shall be a student Peer Adviser.
- II. The Peer Adviser's shall:
 - a. Be the/one of the original founding/reestablishing member/s of the CLC.
 - b. Be a student, with adequate knowledge of SGA rules and procedures.
 - c. Be the liaison between the College, the Dean, the Full-Time Faculty Adviser, and other contacts within the College that the CLC should keep in good contact, and have a good relationship with.
 - d. Appoint council members and decide the length of their terms, to be determined and communicated to the council members upon their individual appointments.
 - e. Oversee the Council and ensure that it is properly managed and operated, and see to it that the CLC is successful in its first year.
 - f. Offer guidance and support to members of the Council
 - g. Serve as an officer of the organization, only if needed.
 - h. Have veto powers over the Council. (Can be overturned by a 2/3rds vote of the council).
 - i. Interpret the constitution until the Council, as whole, interviews and retains a Parliamentarian.
 - j. NOT decide the direction that the CLC takes, but rather allow the Council, as a whole, to determine that.