

**College of Criminology and Criminal Justice**  
**Student Leadership Council Bylaws**  
*Last Update: 01 July, 2019*

**ARTICLE I: Name and Mission Statement**

**Section I – Organization Name**

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

**Section II – Mission Statement**

- II. The SLC 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 undergraduate and graduate students with the purpose of advancing the College of Criminology and Criminal Justice to preeminent status, in alignment with the goals of the Dean.

**ARTICLE II: Membership**

**Section I – Membership Statement**

- I. No hazing or discrimination will be used as a condition of membership in this organization.
- II. 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 Dean of the College of Criminology and Criminal Justice, the SLC shall consist of a group of Criminology and Criminal Justice students who will properly represent the College in front of alumni and at various College of Criminology and Criminal Justice Events.
- II. The general body of members will be made up of all students in the College of Criminology and Criminal Justice. 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.

**ARTICLE III: Leadership Board**

**Section I – Term**

- I. Each elected member will serve one term of an academic year beginning May and ending the following April of the upcoming year. A transition period from March to April 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 II – Candidate Selection**

- I. When the term of an elected Council member is due to expire, open applications will be available for all general body members. There is no limit on the number of applicants per position. Candidate applications will then be compiled and reviewed by the slated board of current executive members. Once a selected candidate has been approved by the members of the executive board by a two-thirds majority vote, the candidate will be approved for the new board.

**Section III – Nominations to Leadership Board**

- I. The Council shall ascertain the extent to which potential nominees meet the eligibility requirements of the bylaws. The Council 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 board shall include consideration of the following criteria by Head of Recruitment Council member:
  - a. The individual demonstrates an interest in the SLC and shares the vision and mission of the SLC and the Office of the Dean.
  - b. The individual has ample time to perform the duties that are associated with their respective role and able to commit entirely to planned events.
  - 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.
    - i. 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.
- III. The individual has maintained a minimum cumulative GPA of 3.0.
- IV. Persons exhibiting those qualities that the SLC fosters, and who have achieved prominence in the major of the College of Criminology and Criminal Justice, are eligible for nomination.
- V. Degree seeking undergraduate and graduate students as well as non-degree seeking 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; and
  - b. Has attained a minimum GPA of 3.0 in the declared major within the College of Criminology and Criminal Justice; and
  - c. Has attained a minimum GPA of 3.0 for the hours completed in the most recent semester.

**Section IV – 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.
  - 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 IV: Election of Officers**

### **Section I – Elected Officers**

- I. The body of the Council will elect from these members a Chair, Vice Chair, Secretary, Head of Public Relations, and Treasurer.
- II. The optional, elected positions on the Council will include the Head of Programming, and Head of Recruitment, an immediate past chair, and any other position the board may seem fit after consulting with the faculty and graduate advisers.
- III. When the term of an elected officer is due to expire, an election will be held to determine the new successor.
- IV. This election will consist of completing an application and submitting it to the chosen slate committee. This committee will be made up of at least three board members. These board members will review the applications, determine the best candidates, and present them to the rest of the board at the following executive meeting.
- V. A vote will be held at the next general meeting of the Council after the beginning of the Transition period (March). A minimum of one and a maximum of three nominations will be accepted. All nominations must be seconded.
- VI. A majority vote for a candidate will result in that member's election to the Council. 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 replacement 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 be able to commit to one calendar year of service to the SLC.
- 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 the Council's faculty 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. Another member of the Council will be elected to the vacant office until an election open to all SLC members may be conducted. 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 Chair and the Advisor. Another officer of the Council will perform the duties of the vacant office until a re-election may 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.

- I. Appoint members of the Council to actionable committees; oversees elections for committee chairpersons.
- II. Attend the annual meeting with SGA to discuss funding needs for the SLC, along with the Vice-Chair, and Treasurer.
- III. Facilitate communications with the Dean of the College of Criminology and Criminal Justice.
- IV. 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.
- V. Seek to promote the welfare of the SLC.
- VI. Promote the efficiency and effectiveness of the SLC throughout their term.
- VII. Propose amendments to the Bylaws as needed.

**Section II** – Duties of the Vice-Chair

- III. Preside at all Council meetings.
- IV. Complete RSO registration each fall through the Student Activities Center.
- V. Attend the annual meeting with SGA to discuss funding needs for the SLC, along with the Treasurer, and the Chair.
- VI. Attend the officer training session and accounting session on behalf of the SLC.
- VII. Assist the Chair in the performance of prescribed duties.
- VIII. Act in the Chair's place in the event of absence or incapacity.
- IX. In the event the office of the Chair is vacated, assume the duties and responsibilities of the Chair.
- X. Oversee the SLC Members and ensure that their responsibilities are being fulfilled and that obligations are met.
- XI. 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 each SLC meeting.
- II. Ensure that the membership roster and contact information for each representative is updated as necessary.
- III. Conduct elections ensuring that all ballots remain anonymous.
- IV. Prepares regular updates for the website.
- VI. Maintains the Council email.
- VII. Prepares and transmits such other reports as required by the Council; 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 money set aside, in case of an event which was not originally planned.
- II. Attend the annual meeting, along with the Chair and Vice-Chair, hosted by SGA to discuss funding needs for the SLC 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 in 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 documentation of the funds in an organized and well accounted for manner.
- 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 Chair 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 SLC funds that would be fiscally irresponsible. (Can be overturned by a two-thirds vote of the Council.)

**Section V** – Duties of *all* Council Members

- I. Establish a minimum criterion for membership eligibility.
- II. Promote the growth, effectiveness, and the general welfare of the SLC 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 SLC when a 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 Full-Time Staff Advisor shall:
  - a. Serve as a liaison between the SLC 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 the SLC.
  - d. Attend at least one meeting per semester with the SLC (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 SLC Members.

**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 – SLC Website**

- I. In lieu of a printed publication, the SLC will maintain a website that is linked through the College of Criminology and Criminal Justice Alumni and Development page. The website may contain biographical information about the Council members, upcoming news and events within the College, and contact information. The SLC website will be maintained by the Council’s leadership board, and features of the site will be approved through the Office of the Dean and the Advisor. Content may 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 may vary. All website content must be submitted to the Chair 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 SLC’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. Remain impartial and look at each proposal, critically.
- IV. All amendments made shall be outlined 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.