

# **ALPHA PHI SIGMA, PI EPSILON BETA CHAPTER BYLAWS**

## **ARTICLE I: NAME**

Section 1. The name of this organization shall be known as Pi Epsilon Beta Chapter at Clarion University of Pennsylvania, a local Chapter of Alpha Phi Sigma, which is the National Criminal Justice Honor Society.

## **ARTICLE II: PURPOSE**

Section 1. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and life-long 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. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence; service; leadership, and unity.

Section 3. The purpose of the Pi Epsilon Beta Chapter is to promote leadership, service, academic excellence, and unity through criminal justice at Clarion University of Pennsylvania.

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 the Alpha Phi Sigma, the National Criminal Justice Honor Society and the local and national officers.

## **ARTICLE III: CHAPTER MEMBERS**

Section 1. Membership. The Pi Epsilon Beta 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.

Section 2. Criteria for Membership. Members of Pi Epsilon Beta Chapter shall meet the following minimum membership criteria:

A. Collegiate members (active members) shall be students enrolled in undergraduate programs at Clarion University of Pennsylvania. The Chapter advisor shall make nominations of collegiate members. 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 Clarion University of Pennsylvania, have declared a major, minor or equivalent in the criminal justice, 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. Any Alpha Phi Sigma member who transfers to Clarion University of Pennsylvania shall be accepted into Pi Epsilon Beta 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 Pi Epsilon Beta. National Headquarters will not issue a new certificate of membership unless specifically requested by the Chapter advisor and paid for by the member.

B. 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. They must have completed a minimum of one year full-time teaching/administrative duties at Clarion University of Pennsylvania and be elected by 51% majority vote of the general membership during a regular meeting. Membership applications shall be approved and signed by the Chapter advisor, submitted to and accepted by National Headquarters.

C. 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 Pi Epsilon Beta. Honorary Members may not be students. The Pi Epsilon Beta Advisor shall approve nominations. Pi Epsilon Beta 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. Pi Epsilon Beta 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. Includes College/University graduates not previously initiated into Alpha Phi Sigma.

1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as an undergraduate student. Academic transcript and personal resume must accompany the application. Membership application packet must be submitted to Headquarters and approved by the Executive Director.

2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.

E. Pi Epsilon Beta members in good standing at the time of graduation from Clarion University of Pennsylvania are alumni members.

F. Alumni Association Members are Alpha Phi Sigma alumni members who have applied for membership in the Alumni Association. There are two categories of Alumni: active and golden.

1. Active – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.

2. Golden - Alumni shall apply for membership and contribute a one-time fee.

Section 3. Additional Qualifications/Nondiscrimination. Membership in Pi Epsilon Beta is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, and/or sexual orientation.

Section 4. Privileges of Membership. Active Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Pi Epsilon Beta. 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.

Section 5. 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 Pi Epsilon Beta's standing rules by a simple majority vote of active members.

Section 6. Voting of Active Members. Each Active Member of Pi Epsilon Beta 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 7. 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 8. Suspension or Termination of Membership. In addition, 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.

1. 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 Clarion University's 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.

2. 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.

3. 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.

#### **ARTICLE IV: OFFICERS**

Section 1. Qualifications. All officers must be full-time students at Clarion University of Pennsylvania and must maintain a minimum cumulative GPA of 3.2 as stated in these bylaws.

Section 2. Responsibility. Management of the organization shall be vested in the Elected Officers, responsible to the entire membership to uphold these bylaws.

Section 3. Elected Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary (d) Treasurer.

Section 4. 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 5: Meetings. The Executive Committee shall meet at least once per month to organize and plan future activities and agenda items for meetings.

Section 6. Quorum. A quorum of this committee shall consist of at least 3 members.

Section 7. Elections.

1. 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.

2. A candidate for office must be nominated by a voting member during the first meeting in March in the case of general elections or during the meeting immediately prior to special elections and officers are voted in by a 51% majority vote.
3. General elections shall be held during the first meeting in April and special elections shall be held as necessary.
4. All elections shall be by secret ballot.

## Section 8. Duties.

### A. President.

- The President shall be the chief executive officer of Pi Epsilon Beta and shall preside over meetings;
- Shall submit the names of all the officers of Alpha Phi Sigma to the National Headquarters and to the Clarion University of Pennsylvania Student Senate 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 Senate; shall assist the Treasurer in preparation of requests for funding from the Student Senate, and shall sign said requests;
- Shall assist the Pi Epsilon Beta Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters.

### B. Vice President.

- The Vice President shall assume the duties of the President during their 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, Pi Epsilon Beta Chapter, and submitting them for approval to the total voting membership at the last meeting in April.

### C. Secretary.

- The Secretary shall keep records of all meetings, record meeting minutes, record meeting attendance, and be responsible for all official Alpha Phi Sigma, Pi Epsilon Beta Chapter, correspondence.

### D. Treasurer.

- The Treasurer shall be the financial officer of Alpha Phi Sigma, Pi Epsilon Beta 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 Clarion University of Pennsylvania Student Senate, and shall sign said request;

- Shall receive and dispense all monies as approved.

#### Section 9. Removal of Officers.

1. Any elected officer of the Pi Epsilon Beta 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 Pi Epsilon Beta or other conduct deemed to be prejudicial to the best interest of Pi Epsilon Beta. 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.
2. 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. 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.
3. Upon a two-thirds affirmative vote (and by secret ballot), 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. In addition, any officer not fulfilling their 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.  
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### **ARTICLE V: ROLE OF CAMPUS ADVISOR**

Pi Epsilon Beta Chapter shall have a Chapter advisor, who is a full time faculty member. Pi Epsilon Beta 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.

Section 1: Selection. Pi Epsilon Beta shall annually designate or affirm an advisor at the time of the regular Chapter elections. Said advisor shall have no voting privileges. Said advisor for Alpha Phi Sigma shall be selected from Pi Epsilon Beta faculty at Clarion University of Pennsylvania.

Section 2: Duties. The advisor shall assist the Treasurer and the President in preparation of requests for funding from Clarion University of Pennsylvania Student Senate and shall sign said requests. The advisor shall consult with the officers about the Pi Epsilon Beta activities in compliance with university policies.

## **ARTICLE VI: 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 (51%) 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 Pi Epsilon Beta shall be the supreme authority in parliamentary procedure at all meetings. The bylaws of Pi Epsilon Beta shall be the next highest authority. 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. Pi Epsilon Beta shall meet at least twice 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 Pi Epsilon Beta 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 VII: FINANCES AND FUNDING**

Section 1. Dues. The dues, fees and assessments for each category of membership shall be determined annually by the Elected Officers. The Elected Officers may use any reasonable method for determining the amount of the dues. Nothing in this section shall prohibit the Elected Officers from setting varying dues amounts based upon different categories of membership.

Section 2. Use of Funds. No part of the net earnings of Pi Epsilon Beta 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 of statements).

Section 3: The finances of Pi Epsilon Beta Chapter will come from fund raising projects, individual contributions, dues, Chapter awards, the Student Senate of Clarion University of Pennsylvania and/or Clarion University of Pennsylvania.

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

Section 5: 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 VII: AMENDING, SUSPENDING, AND ACCEPTING**

Section 1: No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws.

Section 2: 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: 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 Student Senate of Clarion University of Pennsylvania, the Vice President for student and university affairs, and the President of Clarion University to become effective.

## **ARTICLE IX: RATIFICATION**

These Bylaws, and its amendments, shall become effective upon ratification by the members of Pi Epsilon Beta and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for student and university affairs, and the President of Clarion University.

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