

SIGMA PHI ALPHA CHAPTER BYLAWS

ALPHA PHI SIGMA

PREAMBLE

We the members of Sigma Phi Alpha, the Florida International University chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society, will promote academic excellence in order to make the Criminal Justice System and its practitioners more effective and ethical. We do hereby submit ourselves to be governed by the following bylaws.

ARTICLE I NAME

Section 1. The name of this organization shall be known as Sigma Phi Alpha of Florida International 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. 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 Sigma Phi Alpha Chapter shall have the following members: Student Members (otherwise known as "Active Members "); Faculty Members; Honorary 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 Sigma Phi Alpha Chapter shall meet the following minimum membership criteria:

A. Student Members. Student members shall be full-time or part-time students enrolled in undergraduate or graduate programs or in the College of Law at Florida International University. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by the National Headquarters.

1. Undergraduate students shall be enrolled in Florida International University, have completed three full time semesters or the equivalent, have declared a major, minor or equivalent in criminal justice or a related field, 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 Florida International University in a graduate program in criminal justice or a related field; have completed four courses; and have a minimum GPA of 3.4 on a 4.0 scale.

3. Students enrolled in the College of Law must have a minimum GPA of 3.0 on a 4.0 scale and have completed a minimum of four courses.

4. Transfer Members. Any Alpha Phi Sigma member who transfers to Florida International University shall be accepted into Sigma Phi Alpha 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 Sigma Phi Alpha chapter. 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 Members. Sigma Phi Alpha recognizes and encourages faculty and administration involvement. Candidates for faculty membership must be full-time faculty or administrators in criminal justice or a related field, or adjuncts teaching in criminal justice or a related field. Full-time faculty or administrators must have completed a minimum of one year full-time teaching/administrative duties at Florida International University. Adjunct faculty must have taught for a minimum of four semesters at FLORIDA INTERNATIONAL UNIVERSITY. All faculty members must 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 outstanding professional achievement and service to the field of criminal justice and/or to Sigma Phi Alpha Chapter by individuals who are not eligible for student or faculty membership. The Sigma Phi Alpha Chapter Advisor shall approve nominations. The 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 during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.

D. Alumni Members. Sigma Phi Alpha members in good standing at the time of graduation from FLORIDA INTERNATIONAL UNIVERSITY are alumni members.

E. 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 3. Nondiscrimination. Membership in Sigma Phi Alpha chapter 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. Only active members shall have the right to vote, hold appropriate office, and be elected or appointed to committees of Sigma Phi Alpha chapter. Only active members shall purchase honor regalia. All types of membership shall have other privileges as determined by the National Board.

Section 5. Dues. The national dues, fees and assessments for each category of membership shall be determined annually by the National Advisory Board. The local chapter dues shall be set by a two-thirds vote of the Executive Board of Sigma Phi Alpha chapter.

Section 6. Voting of Active Members. Each Active Member of Sigma Phi Alpha 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 7. Resignation of Membership. Any member desiring to resign from the Society shall submit such resignation in writing to the Sigma Phi Alpha Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the National 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 Sigma Phi

Alpha Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the National Advisory Board. After acceptance by the Chapter Advisor, an application for reinstatement shall be submitted with explanation to the National Executive Director. A member who is resigning shall not be entitled to the return of any dues.

Section 8. Suspension or Termination of Membership.

A. 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.

B. Members may be suspended or terminated from the Sigma Phi Alpha Chapter according to the process outlined below.

1. Grounds for Removal: Any member who does not fulfill the requirements as outlined in the bylaws of this organization to the satisfaction of the voting membership or who violates FLORIDA INTERNATIONAL UNIVERSITY policy or the FLORIDA INTERNATIONAL UNIVERSITY Student Code of Conduct may be suspended or removed from membership. A two-thirds majority vote of the total voting membership shall be required for the suspension or removal of any member.

2. Notice of Charges: The total voting membership of the chapter must be notified of the motion to suspend or remove a member at least two weeks prior to the meeting at which the suspension or removal will be discussed and voted upon.

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

4. Right to Appeal: Appeals relating to the suspension or removal of members shall be done through the Council for Student Organizations. Appeals must be made within two weeks after the vote for suspension or removal has been taken.

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

ARTICLE IV OFFICERS

Section 1. Qualifications. All officers must be active members of Sigma Phi Alpha chapter, must meet all the requirements for membership in Alpha Phi Sigma and in the Chapter as stated in these bylaws, and must be enrolled at least part-time at FLORIDA INTERNATIONAL UNIVERSITY for the duration of their term.

Section 2. Elected Officers. The officers of this organization will be President, Vice President, Secretary, Treasurer, and CSO Liaison. Executive officers are voting members of the Executive Board.

Section 3. Appointed Officers. The positions of Chapter Historian and Counselor shall be appointed by the Chapter President. Appointed officers are non-voting members of the Executive Board.

Section 4. Elections.

A. Types of elections:

1. General elections shall be held to replace officers whose terms are due to expire.
2. Special elections shall be held when an office is vacated before the officer's term has expired.

B. Nomination of candidates:

1. Nominations must be made during a general meeting. Only active members may make nominations. Nominations shall be accepted only if the nominee is present at the meeting.
2. Nominations for general elections must be made during the first meeting in March. Nominations for special elections must be made during the meeting immediately prior to the special election.

C. Time of Elections: General elections shall be held during the first meeting in April. Special elections shall be held as necessary.

D. Voting: All elections shall be by secret ballot. The candidate receiving a simple majority vote (more than 50%) of the quorum shall win the election. If no candidate receives a majority vote on the first ballot, the two candidates receiving the highest number of votes shall be voted upon again. In the event of a tie on the second ballot, the winner shall be determined by drawing lots.

Section 5. Term of Office. Officers shall be elected or appointed for a term of one year or until their successors are elected or appointed. The term of office shall begin on May 1st of the year in which an officer is elected. Officers elected at a special election take office immediately and serve until the next general election.

Section 6. Duties of Officers.

- A. Duties: The officers shall perform the duties described by these bylaws and by the parliamentary authority adopted by the chapter.
- B. President: The president shall be the chief executive officer of Sigma Phi Alpha. The president shall have general supervision of all officers of the chapter, shall preside at all meetings of the chapter, shall appoint all members of committees, and shall be an ex-officio member of all committees.
- C. Vice President: The vice president shall assist the president in any manner and shall assume the duties of the president during his/her absence. In the event the position of president becomes vacant, the vice-president shall succeed to the position of president until a special election can be held.
- D. Secretary: The secretary shall keep records of all meetings of the chapter.
- E. Treasurer: The treasurer shall be the financial officer of the chapter, shall report on finances at chapter meetings, and shall prepare financial reports as required for the FLORIDA INTERNATIONAL UNIVERSITY Council for Student Organizations and/or the Alpha Phi Sigma National Headquarters.
- F. CSO Liaison: The CSO liaison shall be responsible for all regular CSO meetings and advising the Executive Board and active members of any relevant current and future FLORIDA INTERNATIONAL UNIVERSITY and community service events. The CSO liaison shall also be responsible for attending all necessary training events required by the CSO office.
- G. Historian: The historian is responsible for coordinating the creation of the annual chapter scrapbook and for maintaining historical materials related to chapter activities.
- H. Counselor: The counselor serves as a student advisor to the Executive Board.

Section 7. Removal of Officers.

- A. Grounds for Removal: Any elected or appointed officer of Sigma Phi Alpha Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or the Alpha Phi Sigma National Bylaws or any lawful rule, practice, or procedure adopted by the Chapter, or other conduct deemed to be prejudicial to the best interests of the Chapter. A two-thirds majority vote of

the total voting membership shall be required for the removal of any officer.

B. Notice of Charges: The total voting membership of the chapter must be notified of the motion to remove an officer at least two weeks prior to the meeting at which the removal will be discussed and voted upon.

C. Right to Fair Hearing: The officer subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting is to take place before any action is taken.

D. Right to Appeal: Appeals shall be done through the Council for Student Organizations. Appeals must be made within two weeks after the vote removal has been taken.

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

ARTICLE V EXECUTIVE BOARD

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

Section 2: Membership. Voting membership shall consist of President, Vice-President, Secretary, Treasurer, and CSO Liaison. Non-voting membership shall consist of the Historian, Counselor, and Chapter Advisor.

Section 3: Meetings. The Executive Board shall meet at least once per month during the fall and spring semesters to organize and plan future activities and agenda items for general and special meetings.

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

ARTICLE VI ADVISOR

Section 1: Sigma Phi Alpha chapter shall have a chapter advisor, who is a full time faculty member at Florida International University. Sigma Phi Alpha chapter may have assistant advisors, who are full time, part time, or adjunct faculty members at FLORIDA INTERNATIONAL UNIVERSITY or who are alumni of Alpha Phi Sigma. 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. Advisors and assistant advisors shall have no voting rights.

ARTICLE VII MEETINGS

Section 1: Meetings. Sigma Phi Alpha shall meet monthly during the fall and spring semesters. The President or a 2/3 majority of the total voting membership may call special or emergency meetings. Written and/or verbal notice of Sigma Phi Alpha meetings shall be given to all members at least 7 days in advance. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

Section 2: 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 3: Voting Percentages. Motions dealing with amendments to the bylaws, with the suspension or removal of members, and with the removal of officers will require a two-thirds majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 4: Parliamentary Authority. The bylaws of Alpha Phi Sigma shall be the supreme authority in parliamentary procedure at all meetings. The bylaws of Sigma Phi Alpha Chapter at FLORIDA INTERNATIONAL UNIVERSITY 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.

ARTICLE VIII COMMITTEES

Section 1: The President or Executive Board shall have the authority to establish any special committees that will meet the needs of Sigma Phi Alpha chapter.

Section 2: The President shall appoint all members of committees, except as otherwise provided for in these bylaws, and shall be an ex-officio member of all committees. Members of committees shall serve terms coinciding with that of the President making the appointment.

ARTICLE IX FINANCIALS

Section 1. Non Profit Status. Sigma Phi Alpha chapter is a nonprofit society 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 Sigma Phi Alpha chapter shall be used to the benefit of any private individual. No substantial part of the activities of the chapter shall involve propaganda or otherwise attempt to influence legislation. 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: Sources of Funds. The finances of Sigma Phi Alpha chapter will come from fund raising projects, individual contributions, dues, chapter awards, the FLORIDA INTERNATIONAL UNIVERSITY Council for Student Organizations, the FLORIDA INTERNATIONAL UNIVERSITY Criminal Justice Department, and/or from FLORIDA INTERNATIONAL UNIVERSITY.

Section 4: Fiscal Year. The fiscal year for Sigma Phi Alpha chapter shall begin July 1 and end June 30.

Section 5: Dissolution of Chapter. If the Sigma Phi Alpha chapter dissolves, any remaining funds shall be given to the scholarship fund of the Department of Criminal Justice at FLORIDA INTERNATIONAL UNIVERSITY. If no such scholarship fund exists, the remaining funds shall be given to Alpha Phi Sigma National Headquarters to be used for national scholarships.

Section 6: Annual Accounting. 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 X STANDING RULES, BYLAWS, AMENDMENTS

Section 1: Standing Rules. Sigma Phi Alpha chapter may approve standing rules for the specific operation of this organization by a simple majority vote of the quorum at a general meeting.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws.

Section 3: Amendment of Bylaws. Proposed amendments or changes to these bylaws may be submitted by any active member or by the Chapter Advisor. Amendments shall be reviewed by the Executive Board, or by a bylaws committee appointed by the President or Executive Board for that purpose. Upon recommendation of the appropriate committee, amendments shall be presented in writing to the total membership in the form of a motion at least seven days prior to the meeting at which the motion will be voted on. Adoption shall be by a two-thirds majority of the total voting membership of Sigma Phi Alpha chapter. Amendments shall become effective immediately unless otherwise determined by the membership or unless CSO approval of the amendment is required.

ENACTMENT:

Approved by [] on [Insert date of enactment]

By a vote of [Insert vote count]