



## **American Criminal Justice Association Lambda Upsilon Nu**

Loyola University New Orleans

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### **CHAPTER BYLAWS & CONSTITUTION**

We, the Lambda Upsilon Nu Chapter of the American Criminal Justice Association-Lambda Alpha Epsilon, accept the Grand Chapter's Bylaws, in total, and make certain additions hereafter listed to be made applicable for our subordinate chapter.

The Lambda Upsilon Nu chapter will support through its actions and programs the goals, purposes and values of Loyola University (cf: Loyola Goals Statement and Character and Commitment Statement) and will abide by all university policies and procedures (cf: Student Handbook).

#### **ARTICLE I: NAME**

1. This organization shall be known as the Lambda Upsilon Nu Chapter of the American Criminal Justice Association-Lambda Alpha Epsilon.

#### **ARTICLE II: OBJECTIVES**

##### **A. The objectives of the chapter shall be to:**

1. Improve criminal justice through educational activities.
2. Foster professionalism in law enforcement personnel and agencies.
3. Promote professional, academic, and public awareness of criminal justice issues.
4. Encourage the establishment and expansion of higher education and professional training in criminal justice.
5. Provide a unified voice for professionals in, and students of, criminal justice.
6. Promote high standards of ethical conduct professional training, and higher education within the criminal justice field.

The purpose of this organization is to promote professional, academic, and public awareness of criminal justice issues. The organization strives to involve criminal justice students in the exploration of practical activities in order to further promote greater understanding between the community and the profession.

## **ARTICLE III: MEMBERSHIP**

### **A. Qualification for Membership**

1. Membership in Lambda Upsilon Nu shall be composed of persons who are currently or were, at the time of their application for membership, employed at Loyola University in an area concerned with the administration of criminal justice; persons enrolled in a program of study in the criminal justice field or an affiliated field at Loyola University New Orleans; and persons, approved by the Executive Board of the Grand Chapter and/or Lambda Upsilon Nu.
2. Membership requires that all undergraduate candidates must have a cumulative 2.5 (using 4.0 scale) grade point average (GPA) to become a member. Graduate candidates must have a cumulative 3.0 (using 4.0) grade point average (GPA) to become a member. All law school candidates must have a cumulative 2.5 grade point average (using a 4.0 scale) to be a member.
3. No person shall be considered for membership whose occupation or activities are inconsistent with the aims and purposes of the American Criminal Justice Association—Lambda Alpha Epsilon.
4. No applicant shall be denied membership in the Lambda Upsilon Nu Chapter of the American Criminal Justice Association-Lambda Alpha Epsilon for reasons of race, creed, color, sex, religion, national origin, or physical disability.
5. All persons with a major or minor in criminal justice field; a minor in forensic science, or in the profession of criminal justice at Loyola University will be considered for membership.
6. Membership is open to all Loyola University students, faculty, and staff regardless of race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin or age.

### **B. Application for Membership**

1. Applications shall be completed, signed, and presented to Lambda Upsilon Nu Membership Committee, along with the required fees. Upon review of the application and endorsement by the Membership Committee, the President, and the Secretary of Lambda Upsilon Nu, all applications shall be forwarded to the Executive Secretary of the Grand Chapter for processing.

### **C. Dues**

1. The thirty-six dollar (\$36) one time initiation fee must accompany the application for all new incoming members, which covers LAE's annual dues for the first year. Each new member will receive a membership certificate, card, ACJA/LAE pin, and decal from the Grand Chapter. Each new member will also be added to the National roster.
2. Each active member is required to pay \$30.00 annually to Lambda Alpha Epsilon.
3. Additionally, each active member is required to pay \$20.00 annually to Lambda Upsilon Nu. Annual dues are expected to be paid by February 1<sup>st</sup> of each year.

#### **D. Payment of Dues**

1. The Membership Committee, in conjunction with the Treasurer, will inform all delinquent members of their outstanding balances. All outstanding balances must be paid within one month from the date the member is notified to prevent their name from being removed for the chapter's roster.
2. The Executive Board will consider all applications for reinstatement.
3. All N.S.F. checks will be charged a \$30.00 service fee.

#### **E. Participation**

1. Attendance is mandatory for meetings and functions for all members.

#### **F. Transfer of Membership**

1. A member in good standing with Lambda Upsilon Nu may transfer to another chapter by contacting the chapter of interest's secretary.
2. Any member interested in transferring their membership to Lambda Upsilon Nu must fulfill all chapter obligations.

#### **F. Withdrawal of Membership**

1. A member in good standing with no financial obligations pending may withdraw from the chapter at any time by giving written notification of their intentions to withdraw to the Secretary.

### **ARTICLE IV: CLASSIFICATION**

#### **A. Active Member Status**

1. Members of the organization who have paid all current dues and assessments to Lambda Upsilon Nu and the Grand Chapter are active members, who also met all requirements for membership.
2. Active members are qualified to vote, nominate a candidate, be a nominee, hold an office, and participate in all functions.

#### **B. Inactive Member Status**

1. Members are allowed one inactive semester per year and are not allowed to go inactive more than three times as a member of Lambda Upsilon Nu.
2. Inactive members can not vote, nominate, be a nominee, or be an officer in the chapter.
3. Inactive members are prohibited for participating in any events sponsored by Lambda Upsilon Nu.

### **C. Expulsion of a Member**

1. Any member of Lambda Upsilon Nu who shall be guilty of any dishonest conduct, criminal or fraudulent act, or who shall act in a manner as to discredit the fraternity, shall be considered for expulsion by the Membership Committee.
2. Any member, who acts on behalf of Lambda Alpha Epsilon or the Lambda Upsilon Nu chapter without authorization to do so by the Executive Board of the Grand Chapter and/or Lambda Upsilon Nu, shall be considered for expulsion by the Membership Committee.
3. Any person who continually obstructs the normal and/or smooth function of this organization shall be considered for expulsion.
4. In order for a member to be expelled, a majority of all the members of the Executive Board must vote for expulsion. The member may be expelled only if there is 2/3 majority vote for expulsion.

### **D. Alumni Member Status**

1. To be an Alumni Member, the former member must have completed their bachelor or master's degree at Loyola University New Orleans.
2. Alumni Members may vote, nominate, be a nominee, or hold an office.
3. Alumni Members are required to pay annual dues to the Grand Chapter and Lambda Upsilon Nu.

## **ARTICLE V: MEETINGS**

### **A. Regular Meetings**

1. Regular meeting shall be held at least once a month for Lambda Upsilon Nu members.

### **B. Special Meetings**

1. Special meetings may be called by the President, Vice President, Secretary, Treasurer, and Advisor or on a written petition by a minimal of five members of the chapter.
2. Request for special meetings shall be directed to the Secretary and the business to be discussed must be specified.
3. No other business shall be discussed at a special meeting unless it is specified in the notice, or matters closely related thereto.

### **C. Structure of Meetings**

In the regular meetings of Lambda Upsilon Nu, the newly revised Robert's Rules of Order should be followed. The order listed below should be followed unless the presiding officer deems it necessary to change it during the meeting as follows:

1. Call to Order
2. Reading of the minutes of the previous meeting
3. Reading of the Treasurer's report
4. Committee reports
5. Unfinished business
6. New business
7. Communications
8. Addresses to the fraternity
9. Meeting adjournment

## **ARTICLE VI: CLASSIFICATION OF SPENDING CONTROL**

### **A. Administrative Spending**

1. Spending that is necessary for carrying out normal business and functions will be allowed for under this clause.
2. Spending will not require the vote of the general membership, but it will be subject to the approval of the Executive Board.
3. Examples of administrative spending will be as follows:
  - a) National Stationary
  - b) Phone Calls
  - c) Supplies
  - d) Posters
  - e) Certificates
  - f) Chapter Printing
4. Within reason, a projected list of expenditures and their totals will be approved by a simple majority of the Executive Board.
5. Officers requesting reimbursement for expenditures for telephone calls must submit a photocopy of his bill accompanied by a list of all calls made on behalf of Lambda Upsilon Nu to the Secretary and Treasurer.

## **ARTICLE VII: EXECUTIVE BOARD OF LAMBDA UPSILON NU CHAPTER**

### **A. Qualifications and Eligibility**

1. The Executive Board for Lambda Upsilon Nu Chapter shall consist of the President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.
2. To qualify as an Executive Board officer, at least one year in the Criminal Justice Program is required. An officer of the Lambda Upsilon Nu Chapter must be either a full or part-time criminal justice major.
3. The Executive Board shall be composed of all elected and/or appointed officials of Lambda Upsilon Nu. The Executive Board shall be the outstanding advisory board to the

fraternity and shall hold all powers vested in them by the Grand Chapter and the membership of Lambda Upsilon Nu.

## **B. Duties of the Officers**

1. Officers of Lambda Upsilon Nu Chapter shall follow the duties of officers in the Association's Chapter Guide and Robert's Rules of Order and carry them out to the best of their ability as an elected officer.
2. It shall be the duty of the President to appoint a President pro tem for the months of May, June, July, and August if they are unable to maintain their position over the summer break.
3. The following is a list of duties for each officers:

### **A. President**

- The President shall preside at all Lambda Upsilon Nu functions and meetings.
- He/She shall enforce all due observances of the Grand Chapter Bylaws, Lambda Upsilon Nu Chapter Bylaws, and Rules of Order as advised by the Sergeant at Arms.
- Call meetings to order on time.
- Enforce all rules of debate, order, and decorum.
- Carry out administrative and executive duties outlined in the bylaws of the chapter.
- Be the official representative of the chapter.

### **B. Vice President**

- The Vice President shall assist the President in the performance of his duties.
- He shall officiate in the absence of the President.
- He shall hold the position of Chairman for the Membership Committee and Chairman for the Probationary Member Class.
- In the case of resignation of the President, the Vice-President automatically becomes President for the unexpired term of office.

### **C. Secretary**

- The Secretary will keep an accurate account of the meetings.
- He/She will report the minutes of the body as a whole at each meeting.
- He will keep an accurate record of names, addresses and other pertinent information of the general membership.
- Responsible for the keeping of the originals and/or copies of all correspondence to or from the chapter, and will be responsible for all notices coming from and going to the Grand Chapter.
- Work in close harmony with the President.
- Prepare the agenda for meetings, unless the President prefers to do so.
- Call the meeting to order if the President or Vice-President are absent, and preside until a temporary chairman is elected.
- Send a copy of the minutes to the President for approval.

#### **D. Treasurer**

- Maintain an accurate record of all expenditures and all incoming funds and shall announce this record at all meetings.
- Any and all transactions shall be authorized by the bylaws and/or the President.
- The treasurer shall issue a receipt to each member, upon payment of dues.

#### **E. Sergeant at Arms**

- The Sergeant at Arms is responsible for the observance of all rules of order under the Grand Chapter Bylaws, Lambda Upsilon Nu Chapter Bylaws, and Robert's Rules of Order.
- He/She shall attend all meetings and carry out the orders of the presiding officer in keeping order, presenting guests, preparing the ballots and the collection of the attendance roll sheets.

#### **C. Election of Officers**

1. Elections of Lambda Upsilon Nu Chapter Officers shall take place in November of each year. The newly-elected officers will work with the present officers until the summer break. The newly elected officers will assume their elected positions at the beginning of the Fall semester/quarter. This is done so that the newly elected officers can be prepared and informed about their elected positions and to make the transition a much easier task.
2. Officers of Lambda Upsilon Nu shall be elected by secret ballot at the annual meeting and shall hold office until their successors are elected.
3. Before officers are elected, they will be nominated at a prior meeting. Before nominations can be accepted, an announcement must be made at a prior meeting that the nominations will be taken at the next meeting.
4. Nominations for officers of Lambda Upsilon Nu may be made from the floor.
5. In order to be nominated, a candidate for office shall be a member in good standing.
6. Only members in good standing may nominate a candidate for office.
7. The election of officers shall be held under new business and must be completed before adjournment.
8. Majority vote of all votes must be secured by one nominee to assure election. A majority will consist of 50% plus one of all votes cast.
9. In the case of a tie or divided vote, the names of the nominees receiving the two highest numbers shall be voted on again or until a majority is secured for one nominee.
10. The highest office vacant must be secured before passing on to the next highest office.
11. An officer can be reelected to serve more than one full term.

12. In the event that the Sergeant at Arms is a nominee, the President shall appoint any member to collect the ballots and tally the same. Ballots shall be recorded by the Secretary and shown to any member upon request.
13. The results of an election may be challenged prior to the adjournment of the meeting at which time the election was held. Upon nomination and majority vote of the members present, a recount will be made by two members designated by the President. The results or this count will be the final.

## **ARTICLE VIII: COMPOSITION OF LAMBDA UPSILON NU CHAPTER**

### **A. Committees**

1. The Vice President shall be the chairman of the Membership Committee.
2. This committee shall be responsible for the recommendations of all applicants for membership to Lambda Upsilon Nu.
3. The Membership Committee shall be responsible for the classification of all members of Lambda Upsilon Nu.
4. The Membership Committee shall consist of the Vice President as chairman, the Sgt. at Arms, the Treasurer, and two representatives elected by the general membership.
5. All decisions of the Membership Committee should be made by a majority vote. The Vice President shall only vote in the instance of a tie.

### **B. Other Committees**

1. Elected officers may, upon need, appoint committees for specific action such as project committees, party committees, etc.
2. Elected officers will appoint the chairpersons for all the committees by a 2/3 vote.
3. Committee chairmen are required to attend the Executive Board meetings.
4. Committee chairpersons will be required to hold a committee meeting at least twice each month. The chairpersons must present a committee meeting report that includes the date, time, roll of members present, and summary of items discussed during the meeting. The report should be turned in to the President before the next Executive Board meeting.

## **ARTICLE IX: LAMBDA ALPHA EPSILON SEAL & INSIGNIA**

### **A. General Provisions**

1. The power to issue any badge, certificate, pin, emblem, or any other replica or facsimile of any article containing the words "Lambda Alpha Epsilon" or any abbreviation or alteration of those words shall rest solely on the President of Lambda Upsilon Nu.

2. The Grand Chapter will grant automatic approval of any embroidered cloth reproduction of the fraternity insignia as provided for in the Grand Chapter bylaws.
3. Selection of Chapter colors may be made by Lambda Upsilon Nu.

## **ARTICLE X: DUTIES OF THE FACULTY ADVISOR**

### **A. Process of Selection**

1. Faculty members who are being considered for the Faculty Advisor position shall be approached by the President of Lambda Upsilon Nu to ascertain consideration of being a Faculty Advisor for the chapter.
2. If the chapter has no Faculty Advisor, four names shall be obtained for submission to the chapter of which three will be selected to be Faculty Advisors.
3. In the event one Faculty Advisor should resign from his/her duties, the procedure stated above shall be repeated to obtain a replacement.

### **B. Duties of the Faculty Advisor**

1. The Faculty Advisors serve only in the capacity of advisor with respect to the Institute and University policy and any other capacity that the chapter and the Faculty Advisor deem necessary.
2. Any action to be taken by the chapter that may consider matters outside the organization shall first be discussed with the Faculty Advisors.

## **ARTICLE XI: AMENDMENTS**

1. These bylaws may be altered, amended, or recanted at any time by the Lambda Upsilon Nu chapter members or any committee that it may be necessary to appoint, provided any such alteration is brought to the chapter for approval.
2. A quorum must be present to amend the bylaws of the Lambda Upsilon Nu chapter.
3. The remaining part of these bylaws will still be valid if a section is altered.