

**BYLAWS
OF THE
CRIMINAL JUSTICE
AND
LEGAL STUDIES
ALUMNI CHAPTER
A
UNIVERSITY OF CENTRAL FLORIDA
ALUMNI CHAPTER**

**ARTICLE I
NAME, PURPOSE, AND GOAL**

Section 1. Name - The name of the organization shall be THE CRIMINAL JUSTICE AND LEGAL STUDIES ALUMNI CHAPTER, A UNIVERSITY OF CENTRAL FLORIDA ALUMNI CHAPTER (hereinafter the “Chapter”), and it shall exist under the legal auspices of the University of Central Florida Alumni Association and be accountable to its Board of Directors (hereinafter collectively the “Association”).

Section 2. Purpose and Goal - The purpose and goal of the Chapter are to develop community between alumni of the Department of Criminal Justice and Legal Studies of the University of Central Florida (hereinafter the “Department”) and its academic programs (hereinafter “Criminal Justice and Legal Studies f/k/a Allied Legal Studies”) (hereinafter collectively the “Programs”), to increase the effectiveness of its Program alumni in an advisory and planning role with the Department, and to raise funds for activities that will assist the Department and Chapter with promoting and meeting their goals. In furtherance of the Chapter’s goal and purpose, the Chapter shall sponsor at least one (1) program or event each fiscal year, as required by the Association. The policies, programs, and affairs of the Chapter shall be consistent with these bylaws (hereinafter the “Bylaws”) and the policies and objectives of the Association, and the Chapter shall be subject to the overall supervision and control of the Association.

**ARTICLE II
MEMBERSHIP**

Section 1. Membership - Any member of the Association who is a former or current student of one or both of the Programs is eligible to be a member of the Chapter (hereinafter the “Member”) (hereinafter collectively the “Membership”).

Section 2. Honorary Membership - Any individual or organization that the Executive Committee of the Chapter (hereinafter the “Executive Committee” - as defined in Article III, Sections 1 and 2 of the Bylaws) so declares may be an honorary member (hereinafter “Honorary Member”) of the Chapter. Honorary Members shall not have the right to vote, hold office, or chair a committee.

Section 3. Eligibility - Membership in the Chapter is open to all eligible persons (as defined in Article II, Section 1) without regard to race, age, ethnicity, religion, disability, sexual orientation or national origin.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. Function - The Chapter shall be governed by the Executive Committee, which shall have the authority to transact all necessary and essential business of the Chapter or delegate such authority, or any part thereof, to the Officers (hereinafter the “Officers” - as defined in Article IV, Sections 1 and 2 of the Bylaws) of the Chapter.

Section 2. Composition - The Executive Committee shall be composed of the Officers and Members appointed by the Officers to serve on the Executive Committee.

Section 3. Vacancies - In the event a vacancy occurs among the Officers as the result of an Officer’s early resignation or removal, the Executive Committee shall appoint an Executive Committee Member to serve in the vacating Officer’s position for the remainder of the vacating Officer’s term.

Section 4. Removal - Any Executive Committee Member may be removed from the Executive Committee for cause, by a majority vote of the Executive Committee membership, which vote must be conducted at a meeting of the Executive Committee - including the Member whom is subject to removal, when possible. However, prior to that

meeting, the Member who is subject to removal must be given reasonable, advanced written notice of the proposed action by the Chairperson or Chairperson's designee, and given the opportunity to address the Executive Committee at the meeting or in writing (prior to) if unable to attend the meeting. If, however, that Member is unwilling to attend the meeting or cannot be contacted (with reasonable effort) by the Chairperson or Chairperson's designee regarding the meeting, the Executive Committee's vote shall be held – subject to the requirements of Article III, Section 5 - without that Member present.

Section 5. Meetings; Quorum - Meetings of the Executive Committee shall be held on the dates and at the times and places designated by the Chairperson or Chairperson's designee. The Chairperson or Chairperson's designee is required to give reasonable advanced notice of all meetings of the Executive Committee to all Executive Committee Members. The attendance of two-thirds (2/3) of the Executive Committee is required at each Executive Committee meeting to constitute a quorum for the transaction of business of and voting by the Executive Committee. However, a quorum of the Executive Committee present at an Executive Committee meeting does not satisfy the voting requirement for those agenda/action items requiring a majority vote of the Executive Committee. Rather all Executive Committee members must be present at the meeting and given the opportunity to cast their individual votes on those agenda/action items requiring a majority vote of the Executive Committee.

ARTICLE IV OFFICERS

Section 1. Election and Appointment - Every other year, the Membership shall elect by majority vote of and from its Members a Chairperson, Vice Chairperson, Secretary and Treasurer to serve upon the Executive Committee as the Officers of the Chapter

beginning/effective July 1 of that year. Each elected Officer shall continue to serve upon the Executive Committee and occupy the office to which they were elected until their term of office has ended, which termination shall not be effective until their successor is elected or appointed and installed, or until the Officer's early resignation, or removal (in accordance with Article III, Sections 4 and 5 of these Bylaws). Furthermore, the offices of Secretary and Treasurer can be held by the same Member simultaneously if, by majority vote, the Membership elects the same Member to occupy both offices simultaneously.

The Chairperson may run for re-election at the end of his/her first term, serving however, no more than a maximum of two (2) consecutive two- (2) year terms.

Section 2. Duties of Officers –

- A. The duties of the Chairperson shall be to serve as chair of the Executive Committee; preside over all Executive Committee and Chapter meetings; attend meetings of the Association's Chapter and Chapter Council; appoint all committees; enforce the Bylaws; call special meetings; act as spokesperson for the Chapter; and ensure that the policies and procedures of the Association are followed. The Chairperson shall have such other duties and responsibilities as directed by the Executive Committee. The Chairperson shall report to the Executive Committee on a regular basis. The remaining Officers shall report to the Chairperson on a regular basis.
- B. The duties of the Vice Chairperson shall be to serve as Acting Chairperson and preside over Executive Committee and Chapter meetings and attend meetings of the Association's Chapter and Chapter Council in the absence

of the Chairperson; to serve on the Executive Committee; and to serve as an ex-officio member of all committees.

- C. The duties of the Secretary shall be to serve on the Executive Committee; to keep the minutes of the Executive Committee and Chapter meetings; to maintain a Chapter Membership roster; to provide Members notification of all meetings; to act as corresponding agent at all levels; and to report appropriate activities to the Association.
- D. The duties of the Treasurer shall be to serve on the Executive Committee; to collect and record any monetary transactions in accordance with the policies and procedures of the Association; and to render financial reports upon request of the Executive Committee.

ARTICLE V SPECIAL COMMITTEES

Section 1. Special Committees - Special committees may be created and disbanded by the Chairperson upon majority vote of the Executive Committee. The members and the chair (hereinafter the “Chair”) of each committee shall be appointed or removed by the Chairperson upon majority vote of the Executive Committee in favor of the appointment or removal.

Section 2. Meetings; Quorum - Meetings of any special committee shall be held at a time and place designated by the Chair of the respective committee.

Section 3. Reports - The Chair of each committee shall make periodic reports to the Chairperson on the work of the committee and shall make a final report to the Chairperson and Executive Committee at the completion of the committee’s assignment.

**ARTICLE VI
FINANCE**

Section 1. Fundraising – The Chapter shall not levy dues upon its Members. Subject to the approval of the Association, the Chapter may raise funds or solicit contributions in any manner not prohibited by the Association.

Section 2. Fiscal Year – The fiscal year of the Chapter shall be July 1 through June 30.

Section 3. Depository – The funds derived from and by the Chapter shall be deposited and otherwise held under the legal auspices of the University of Central Florida Foundation, Inc. in one or more accounts to be established for this purpose.

**ARTICLE VII
BYLAWS AMENDMENTS**

These Bylaws may be amended, altered, or rescinded by the Executive Committee upon majority vote of the Executive Committee.

**ARTICLE VIII
EFFECTIVE DATE**

These Bylaws shall be effective upon the approval of the Board of Directors of the Association (hereinafter the “Effective Date”). The Effective Date of these Bylaws shall be recorded in the official minutes of the Executive Committee meeting that immediately follows the Association’s approval of these Bylaws.

APPROVED:

**University of Central Florida
Alumni Association**

By:

Name/Title

Date