

**Ohio Council of Criminal Justice Education (OCCJE)  
Constitution and By-Laws**

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## **OCCJE Constitution:**

### ARTICLE I - NAME

The name of this organization shall be "The Ohio Council of Criminal Justice Education," hereafter referred to as the "Council".

### ARTICLE II - PURPOSE AND OBJECTIVES

#### Section I

The general purposes of the Council are to promote education and research in the administration of criminal justice and to facilitate communication and cooperation with practitioners on matters of mutual interest concerning education in criminal justice. It shall bring together criminal justice educators and practitioners to facilitate such cooperation and to promote the expansion of professional criminal justice education and its application to the field, and to engage actively in the elevation of the ethical and personnel standards of the criminal justice field.

#### Section 2

Consonant with these purposes the major objectives of the Council are as follows:

- A. To provide member institutions and individual members with the means for continuing exchange of information, experiences, and judgments concerning all aspects of criminal justice education.
- B. To stimulate and facilitate research, experimentation, and evaluation in criminal justice and related problems of learning and teaching; to serve as a clearinghouse of information and reports on these matters and to publicize the findings of studies that have significance for the improvement of criminal justice.
- C. To exchange reports, experiences, and ideas with educators and practitioners in criminal justice in other states as a means of improving education in criminal justice.
- D. To encourage and assist the administrators of participating institutions and agencies to develop greater competence, especially in their leadership of educators in developing improved criminal justice programs.
- E. To cooperate with other organizations and agencies in activities designed to establish desirable directions, goals and standards for education in criminal justice programs.
- F. To make available to educational institutions and agencies upon request professional consultant services and other practical assistance to help them develop or improve their programs of education in criminal justice.
- G. To represent criminal justice programs before all segments of the public.

### ARTICLE III - DEFINITIONS

#### Section I

A "program in criminal justice" refers to curricula in law enforcement, police science, police administration, criminalistics (forensic science), corrections, and any related program that is approved by the Executive Committee. To be approved, the program must lead to a recognized and/or accredited certification or academic degree and the program must have offered courses for at least two consecutive years.

## Section 2

The term "education" is to be broadly interpreted to include the training function, and "educator" includes trainers.

## Section 3

An "educational institution" is any school, college, technical institute, university, or criminal justice training center that is recognized within Ohio or any contiguous state as having authority to grant diplomas, certificates, or associate, baccalaureate or graduate degrees.

## ARTICLE IV - MEMBERSHIP

### Section 1

The Council consists of institutional, individual, supporting, and student members (collectively hereinafter referred to as the "general membership"). Voting privileges on selected Council matters are restricted to institutional and individual members (hereafter referred to as "voting membership."

### Section 2

Institutional membership shall be open to any educational institution that has a published program in criminal justice as defined in Article III, Section 1.

### Section 3

Individual membership shall be open to any person who has an interest in the purposes and objectives of the Council.

### Section 4

Supporting Membership shall be open to any person, agency, company, or institution that supports the objectives of the Council.

### Section 5

Student membership shall be open to any part-time or full-time student who is a member of an educational institution. Student membership dues shall be one-half that of an individual membership.

### Section 6

Application for membership in the Council shall be made to the Executive Committee of the Council. Upon the Executive Committee's recommendation and approval, the petitioning institution or person shall be admitted to membership in the appropriate membership category.

### Section 7

Institutional members shall be granted the right to have up to five (5) of its personnel vote on general Council issues at meetings. Individual Members shall be granted the right to one (1) vote on general Council issues at meetings. Supporting and Student Membership shall be of non-voting status.

## ARTICLE V - OFFICERS

### Section 1

The Council shall have the following elected officers: President; 1st Vice-President, who shall be President-Elect; 2nd Vice-President, who shall in due course become 1st Vice-President; and seven Trustees, two of whom shall be student members. The officers shall take and hold office in accordance with the procedures set forth in the By-Laws of this Constitution.

### Section 2

The Executive Secretary-Treasurer shall be the principal business agent of the Council and shall act on behalf of the Council as directed by the Executive Committee and the By-Laws of Council. The Executive Secretary-Treasurer shall be a non-voting member of the Executive Committee.

## ARTICLE VI - COMMITTEES

### Section 1

The Executive Committee shall consist of the elected officers, as defined in Article V, Section 1, the immediate Past President, and the Executive Secretary-Treasurer (ex officio).

### Section 2

The Executive Committee shall be the policy making body of the Council. It shall pass on applications for membership in the Council. It shall temporarily fill any offices vacated between annual meetings of the general membership; prepare an annual budget for the Council; and perform other responsibilities as designated in the By-Laws or authorized by the general membership of the Council sitting in regular session. The Chair of the Executive Committee shall be the President of the Council and be responsible for the planning of Council meetings and the agenda.

### Section 3

Minutes shall be kept of all meetings of the Executive Committee by the Secretary-Treasurer, and its actions shall be reported in writing to the general membership sitting in regular session and at the annual meeting.

### Section 4

The Executive Committee and/or the general membership may appoint such other committees as may be needed to conduct the business of the Council. Such committees shall serve at the pleasure of and be responsible to the Executive Committee and shall provide the Chair of the Executive Committee with appropriate reports of their activities.

### Section 5

The Executive Committee is responsible to the membership of the Council. It shall actively solicit and be responsive to the concerns of the membership in the development of policy. Issues of business to come before the general membership of the Council shall be submitted in writing to the Chair and shall be placed on the agenda of the next regularly called meeting of the general membership of the Council.

### Section 6

The general membership of the Council shall meet annually and at such other times as may be required in order to conduct business conducive to the Council's well-being. The general membership shall consist of all members of the Council.

## ARTICLE VII - AMENDMENTS

### Section 1

Amendments to the Constitution may be proposed by the Executive Committee or by a minimum of 15% of the general members of the Council.

### Section 2

Proposed amendments shall be submitted by mail, including electronic correspondence, to all members with an official ballot containing a full statement of the proposed amendment(s). Ballots submitted by the voting membership must be completed and signed by an official member as defined in the By-Laws. The Executive Secretary-Treasurer will provide a system of authenticating such ballots. A two-thirds affirmative vote of the votes cast by the voting membership for such amendment shall be necessary to adopt the proposed amendment.

**OCCJE By-Laws:**

## ARTICLE I - MEMBERSHIP

## Section 1

To become an Institutional Member of the Council an institution shall:

A. Make application to the Executive Secretary-Treasurer of the Council as follows:

- 1) Provide a statement from the catalog or other document as evidence that the conditions of institutional membership under Article IV, Section 2 of the Constitution are met by the institution,
- 2) Pay membership dues according to the dues schedule established by the Council, and
- 3) Have the application recommended and approved by the Executive Committee of the Council.

B. Upon completion of the above steps, the Executive Secretary-Treasurer shall on behalf of the Council inform the institution of its acceptance as an Institutional Member of the Council.

## Section 2

To become a Supporting Member of the Council, the applicant shall:

A. Make application to the Executive Secretary-Treasurer as follows:

- 1) Make application to the Executive Secretary-Treasurer on a form prescribed by the Executive Committee and submit the prescribed dues,
- 2) Have the application recommended and approved by the Executive Committee of the Council, and

B. Upon Completion of the above steps, the Executive Secretary-Treasurer shall on behalf of the Council inform the applicant of acceptance as a Supporting Member of the Council.

## Section 3

To become an Individual Member of the Council an individual shall make application to the Executive Secretary-Treasurer on an application form prescribed by the Executive Committee and submit the prescribed dues.

## Section 4

To become a Student Member of the Council an individual shall make application to the Executive Secretary-Treasurer on an application form prescribed by the Executive Committee and submit the prescribed dues. This form shall include a certification by an official of the institution at which the student is enrolled that the student is an enrolled part-time or full-time student at that institution. Student Membership dues shall be one-half (1/2) the dues for Individual Members.

#### Section 5

All applications for membership are subject to approval of the Executive Committee, according to the membership requirements of the Constitution and By-laws.

#### Section 6

The Executive Committee may award honorary membership to any deserving person or entity for purposes of recognition.

### ARTICLE II - MEETING OF COUNCIL

#### Section 1

An annual meeting shall be held in the Spring at the call of the Executive Committee to elect officers and to conduct other necessary business of the Council. Other meetings of Council will be held in the Fall or at the call of the Executive Committee upon three (3) weeks written notification to the general membership or upon petition by 15% of the general membership.

#### Section 2

An Institutional Member is entitled to up to five (5) official votes at any general membership meeting. An Administrative Officer (or Program Chair) of the Institutional Member shall designate the individual(s) and their respective portfolio of the five (5) votes allotted to each Institutional Members for voting purposes.

#### Section 3

Only the official representative(s) of an institutional member, or a duly recognized alternate acknowledged to be such by an Administrative Officer (or Program Chair) of the Institutional Member, shall be entitled to vote on behalf of an institutional member.

#### Section 4

Those persons present at a duly called general membership meeting shall constitute a quorum for purposes of holding such meeting. Unless otherwise stated in the Constitution or By-Laws, all votes on motions shall be by majority vote.

### ARTICLE III - OFFICERS

#### Section 1

All elected officers shall be elected from a slate of candidates drawn from the institutional and individual members, and shall be elected by a majority of the combined institutional and individual members casting votes in the election. Nominations for office may be made by any member to the Executive Committee which thereupon shall be responsible for the preparation of an official ballot. Additional nominations shall be permitted from the floor before the election ballot is submitted to the Council for a vote.

#### Section 2

The Executive Secretary-Treasurer and any other administrative assistants shall be appointed by the Executive Committee of the Council. Any stipend for the Executive Secretary-Treasurer and

any other administrative assistants shall be commensurate with the time and responsibilities involved as determined by the Executive Committee. The Executive Secretary-Treasurer shall make bond to cover faithful expenditure and safekeeping of all funds, costs of said bond to be paid by the Council.

### Section 3

Officers of the Council shall hold office until their successors shall be duly elected and installed. Interim appointments may be made by the Executive Committee pending the next general membership meeting, whereupon a new officeholder shall be elected. Any elected officer may be removed for cause by a two-thirds vote of the voting membership.

### Section 4

The duties of the officers of the Council shall be the customary duties as defined in Robert's Revised Rules of Order, unless otherwise stated in the Constitution or By-Laws of the Council.

## ARTICLE IV - FINANCES

### Section 1

Expenditure of funds of the Council shall be controlled by an annual budget prepared by the Executive Committee to cover the fiscal year of the Council from October 1 to September 30. The budget will be presented to the membership prior to or at the first general membership meeting after the beginning of the fiscal year.

### Section 2

The annual dues of members shall be levied in accordance with a schedule of dues proposed by the Executive Committee and adopted by a majority vote of the general membership at the annual general membership meeting. The Executive Secretary-Treasurer of Council shall mail an official invoice to members by September 1 each year. Continued membership in the Council shall be contingent upon the payment of annual dues. Membership in any year shall consist of those members that have paid dues on or before December 31 of the year.

### Section 3

The Executive Committee shall, annually audit the accounts of the Council and present a written report to the Council at the annual general membership meeting.

### Section 4

In the event of dissolution of the Council the Executive Committee shall, after payment of all debts and obligations, divide the net assets equally among the Institutional Members of the Council at the time of dissolution.

## ARTICLE V - PARLIAMENTARY PROCEDURE

Roberts Revised Rules of Order, except as otherwise provided in the Constitution or By-Laws of the Council, shall be the standard for parliamentary Law in the absence of a rule governing.



#### ARTICLE VI - AMENDMENTS

Amendments to the By-Laws may be proposed by the Executive Committee or by any member of the Council. Action taken on proposed amendments will be the same as is provided in Article VII of the Constitution for amending the Constitution.

#### ARTICLE VII - VOTING

Only Institutional and Individual Members in good standing are permitted to cast votes. It shall be the responsibility of the Executive Secretary-Treasurer to determine eligibility to vote of members present at meetings. In all cases nothing precludes an officially designated representative of an Institutional Member from also being an Individual Member, provided they have complied with requirements of the Constitution and paid their dues for the year. Such a member may function in both capacities, as an Institutional Member and as an Individual Member.