

CONSTITUTION FOR THE DIVISION OF VICTIMOLOGY

AMERICAN SOCIETY OF CRIMINOLOGY

ARTICLE I. Name:

The name of the organization shall be the Division of Victimology of the American Society of Criminology, hereafter referred to as the Division.

ARTICLE II. Purpose and Objectives:

Section 1. The Division shall be a constituent unit of the American Society of Criminology (hereafter referred to as the ASC) and will function in accordance with the Constitution, By-Laws and policies of the ASC.

Section 2. The purposes and objectives of the Division are: promote the professional growth and development of its members through scholarship, pedagogy, and practices associated with the field of Victimology.

The Division strives to ensure that its members will:

- 1) contribute to the evolution of the Victimology discipline by supporting and disseminating cutting edge research,
- 2) develop and share pedagogical resources,
- 3) support professional enhancement workshops and activities,
- 4) embrace the development of evidence-informed programs and services,
- 5) advance victims' rights,
- 6) encourage the advancement of the intersection of scholarship and practices, and
- 7) encourage organization of conference sessions related to victimology.

ARTICLE III. Membership:

Section 1. The membership of the Division shall be divided into the following categories: (1) regular members, and (2) student members.

Section 2. REGULAR MEMBERS: Regular membership shall include any member in good standing of the ASC, who is paying regular membership dues to the Division, and who does not fall within, or falling within does not choose to be included within, the Student Member category.

Section 3. STUDENT MEMBERS: Student membership shall be open to any undergraduate or graduate student enrolled at an institution of higher education whose enrollment is certified by a regular faculty or administrative official of the institution, and who is a student member of the ASC.

Section 4. DUES: Annual dues for all categories of the Division membership shall be set by the Executive Board of the Division, subject to approval of the Executive Board of the ASC. Dues shall be payable annually in concert with the dues of the ASC.

Section 5. VOTING PRIVILEGES: Members of the Division who have paid dues for the current year shall have voting privileges on all matters presented to the Division membership for a vote.

ARTICLE IV. Officers:

Section 1. The officers of the Division shall be a Chairperson, a Co-Chairperson, a Secretary, Treasurer, Immediate Past Chairperson, and three Executive Counselors of the Executive Board. These officers shall perform the duties prescribed by this Constitution and By-Laws and by the parliamentary authority adopted by the Division, as prescribed in Articles VI and VII.

Section 2. The officers of the Division, who must be members eligible to vote, shall be elected in accordance with the Election Code as adopted by the Executive Board of the Division and approved by the Executive Board of the ASC.

Section 3. The Chairperson, Co-Chairperson and Executive Counselors may not serve more than two consecutive terms in the same office.

Section 4. Officers of the Division shall hold office until their successors are duly elected and qualified.

Section 5. The Chairperson shall provide executive direction for the Division and must preside over Division meetings. The Chairperson shall serve as liaison with the Annual ASC Program Chairperson(s) to promote the inclusion of panels relating to victimology on the program. The Chairperson shall prepare a midyear report of Division activities for presentation to the ASC Executive Board at the midyear meeting and an annual report of Division activities for presentation at the annual meeting.

Section 6. The Co-Chairperson shall preside over Division meetings in the absence of the Chairperson and shall be empowered to conduct all necessary business of the Division if the office of Chairperson is vacant or if the Chairperson is unable.

Section 7. The Secretary shall keep the records and minutes of the Division. The Secretary shall record minutes of each meeting of the Division and shall forward a copy to each member of the Executive Board. The Secretary shall be responsible for the dissemination of Division news in the *Criminologist*, and sharing communication to the Division members via email. The Treasurer shall maintain contact with the Secretary/Treasurer of the ASC who shall maintain a separate account in the ASC Treasury for the Division. The Division Treasurer shall make sure the Division is informed of the Division's balance, debts, credits, etc. and financial issues that may arise.

Section 8. Any officer may be suspended from office by a two-thirds vote of the Executive Board and may be removed from office by a two-thirds vote of the Division members present and voting at an Annual meeting. Non-attendance at two consecutive meetings or non-response to email communications may subject any officer to removal from the Executive Board.

ARTICLE V. Meetings:

Section 1. ANNUAL MEETING: Annual meetings of the Division shall be held in conjunction with the Annual Meeting of the ASC at the site selected by the ASC.

Section 2. A quorum of an annual meeting shall be the number of Division members present and voting.

ARTICLE VI. The Executive Board:

Section 1. The officers of the Division as specified in Article IV, Section 1, of this Constitution and By-Laws, and the Immediate Past Chairperson shall constitute the Executive Board.

Section 2. The Executive Board shall form policies for the Division.

Section 3. The Executive Board shall provide advice on and decide the budget for the Division.

Section 4. The Chairperson of the Division shall serve as Chairperson of the Executive Board.

Section 5. Any member of the Division may submit a proposed resolution in writing, to the Executive Board, and it shall be mandatory that the Chairperson include it as an agenda item for consideration at the next meeting of the Executive Board. Such a resolution must be received at least thirty (30) days prior to the scheduled meeting.

Section 6. Minutes shall be kept of all meetings of the Executive Board, and its actions shall be reported to the membership at each annual meeting of the Division.

Section 7. A quorum of the Executive Board shall consist of one-half of the voting members plus one.

ARTICLE VII. Committees:

Section 1. The Division shall maintain the following Standing Committees:

- a. Publications Committee
- b. Newsletter Committee
- b. Program Committee
- c. Constitution and By-Laws Committee
- d. Membership Committee
- e. Diversity and Inclusion Committee
- f. Nominations and Elections Committee
- g. Awards Committee
- h. Teaching/Resources Committee
- i. Mentoring Committee
- j. Technology Committee

Section 2. The Chairperson may establish various Ad Hoc Committees and appoint their members and chairpersons.

Section 3. The Publications Committee is chaired by a member of the Division selected by the Chair of the Division. One Executive Counselor serves on this Committee. The duties of the Publications Committee are as follows: to work toward developing a journal for the Division; in the absence of a devoted journal for the Division, organize a special issue to be published in a collaborating victimology-related journal.

Section 4. The Newsletter Committee is chaired by a member of the Division selected by the Chair of the Division. One Executive Counselor serves on this Committee. The duties of the Newsletter Committee are as follows: to create the quarterly Division newsletters and distribute it to the Division membership.

Section 5. The Program Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Program Committee are as follows: organize the "Division of Victimology's Scholarly Contribution Series" panel and other panels of interest to the Division for the ASC general meeting each year; create and submit flyers to the *Criminologist* each year which promote the Division's mission, Executive Board, and awards; submit a flyer to be included as an ASC insert that provides details regarding the panels organized by the Division; organize and promote the Division's social.

Section 6. The Constitution and By-Laws Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Constitution and By-Laws Committee are as follows: update the Division Constitution and By-Laws as necessary; solicit votes from Division membership to approve or reject amendments to the Division Constitution and By-Laws (see Article X, Sections 1-6).

Section 7. The Membership Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Membership Committee are as follows: organize and manage the Division Outreach Table at the ASC general meeting; to appoint members of the Diversity and Inclusion Subcommittee.

Section 8. The Diversity and Inclusion Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Diversity and Inclusion Committee are as follows: to increase the diversity of DOV membership through recruitment; to provide an annual report demonstrating results of these efforts to the Executive Board at the annual ASC meetings; to create and host a diversity and inclusion panel at the annual ASC meetings.

Section 9. The Nominations and Elections Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Nominations and Elections Committee are outlined below (see Bylaws, Article I, Section 9).

Section 10. The Awards Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Awards Committee are as follows: to solicit and review nominations and application materials for Division awards and Fellowships each year; coordinate with Division Secretary to buy award plaques and ship them to the ASC general meeting each year; present the award winners with plaques at the Division general meeting.

Section 11. The Teaching/Resources Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Teaching/Resources Committee are

as follows: to collect resources related to the teaching of victimology related courses; collect research relevant to the area of victimology; post and distribute teaching and research resources on the Division website; develop and present roundtables at ASC related to teaching and research in the area of victimology.

Section 12. The Chair of the Mentoring Committee is an active member of the Division who is selected by the Division Chair. The Mentoring Committee seeks to create diverse opportunities to share resources and information that will support academics, researchers, faculty, students, community partners, and practitioners throughout the career span in their victim-related work. The duties are as follows: to coordinate with Division members on hosting roundtables and presenting papers that discuss victim-related issues regarding teaching concerns, research concerns, researcher-practitioner partnerships, mentoring opportunities, and interdisciplinary work; to assist with sharing information on resources and opportunities that can assist members in their victim-related work; and to provide an annual summary to the DOV Executive Board before the annual ASC meeting regarding actions taken throughout the year.

Section 13. The Technology Committee is chaired by a member of the Division selected by the Chair of the Division. The duties of the Technology Committee are as follows: to post about the Division and its members on the Division Web page, Twitter, other social media accounts, and any related efforts, such as podcasts.

Section 14. The Chairperson shall appoint the chairpersons of all other committees.

Section 15. The Chairperson of each standing committee shall, with the concurrence of the Executive Board, appoint the members of the Committees s/he chairs.

Section 16. Any member of any Division committee must be a member of the Division.

ARTICLE VIII. Division Budget:

The budget of the Division, as determined by the Executive Board, shall be a part of the ASC budget and be administered by the ASC. The Executive Board of the Division will submit the Division's budget to the ASC's Executive Director for integration into the ASC's budget. Expenditures from the budget shall be authorized by the ASC Executive Director in accordance with the approved budget.

ARTICLE IX. Parliamentary Procedure:

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Division in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the Division or the ASC and any special rules of order the Division or ASC may adopt.

ARTICLE X. Amendment of Constitution and By-Laws:

Section 1. Amendments may be proposed at any time by the Constitution and By-Laws Committee of the Division or by any member of the Division. Amendments from Division members must have written support of a fifth of the Division members in good standing for further action. This written support may be in the form of email.

Section 2. The Executive Board shall determine which proposed amendments are to be placed on a ballot for consideration by Division members.

Section 3. Major proposed changes or amendments will be circulated to the eligible voting Division members via email and/or posting on the Division of Victimology website.

Section 4. Minor/non-substantive revisions can be made by a unanimous approval of the Executive Board members.

Section 5. A proposal for amendment, determined to be qualified by the Executive Board, shall be approved if two-thirds of the votes received by eligible voting members are in favor.

Section 6. Votes may be solicited and cast by electronic or by mailed ballot, at the discretion of the Constitution and By-Laws Committee.

Section 7. Approved amendments shall take effect two months after the next Annual Meeting of the ASC. Amendments are subject to approval of the ASC Executive Board.

ARTICLE XI. Interpretation of the Constitution:

In case of question on the meaning of any language in this document, the questions shall be referred to the Chairperson, Constitution and By-Laws Committee, for interpretation of the language and/or provision. This interpretation, upon formal filing with the Secretary/Treasurer for inclusion as an appendix to the Constitution and By-Laws, shall be the official interpretation, subject to invalidation by action of the Executive Board of the Division or the Executive Board of the ASC by whatever method they choose.

BY-LAWS

ARTICLE I. Election Code

Section 1. ELECTION OF OFFICERS: The Chairperson, Co-Chairperson, Secretary, Treasurer, and Executive Counselors shall be elected by electronic ballot by plurality vote of those electors, as specified by Constitution Article III, Section 5, casting valid ballots.

Section 2. TERM OF OFFICE – CHAIRPERSON: The Chairperson shall serve a two-year term.

Section 3. TERM OF OFFICE – CO-CHAIRPERSON: The Co-Chairperson shall serve a two-year term.

Section 4. TERM OF OFFICE – SECRETARY: The Secretary shall serve a two-year term.

Section 5. TERM OF OFFICE – TREASURER: The Treasurer shall serve a two-year term.

Section 6. TERM OF OFFICE – EXECUTIVE COUNSELORS: Executive Counselors shall serve a three-year term.

Section 7. TERM LIMIT – Individuals who have served as Chairperson, Co-Chairperson, Secretary/Treasurer and executive Counselors are limited to two consecutive terms of office.

Section 8. LENGTH OF TERM OF OFFICE FOR ALL OFFICES – Each term of office shall begin at the start of the Division's business meeting at ASC annual meeting.

Section 9. NOMINATIONS AND ELECTIONS COMMITTEE:

(1) The Immediate Past Chairperson, who serves as the Chairperson of the Nominations and Elections Committee, shall appoint at least three (3) members of the Division to serve on the Committee.

(2) The Nominations and Elections Committee shall canvass the Division membership to obtain suggestions for candidates, and may on its own initiative consider possible nominations. All candidates shall be contacted by the Committee to determine their willingness to serve if elected and to request such materials, as the committee requires for the electoral process. It shall present to the Executive Board, by September 1st, a slate of candidates for all offices to be elected, including at least one nominee for each office. The Nominations and Elections Committee should coordinate with the Diversity and Inclusion Sub-Committee in an effort to ensure the slate of candidates have diverse characteristics. When, in the judgment of the Committee, such inclusion is not possible, the Committee shall explain the inability to the Board for its edification and concurrence.

(3) The slate presented by the Committee shall require approval by the Executive Board; the Board is the final authority on the names of candidates to be on the ballot for each office, except as provided by Section 6 (4), below,

(4) In addition to the candidates approved by the Executive Board, any member may have his/her name appear on the official ballot if s/he has the written endorsement of at least twenty (20) members of the Division. Petitions supporting the candidacy of a member must be in the hands of the Chair, Nominations and Elections Committee, no later than September 15th to ensure inclusion on the slate presented to the Executive Board.

(a) Upon receipt of petitions in support of a member, the Chair shall examine and judge the authenticity of each petition to determine that the candidacy has the support of at least twenty (20) members.

(b) Upon determining that a member has the required number of qualified endorsements, the Chair shall report the name to the Executive Board for inclusion on the official ballot.

(c) The name of the member shall be included on the ballot, without action or approval by the Board, as an addition to those approved by the Board, as provided in Article I, Section 6 (3).

(d) All petitions shall be presented by the Chair of the Committee to the Executive Board and held until such time as the results of the election are officially promulgated.

Section 10. ELECTION PROCEDURES:

(1) All election procedures are conducted by the Division's Nominations and Election Committee.

(2) An electronic ballot shall be sent by the Chair of the Nominations and Election Committee to all members qualified to vote. The ballot shall include the names of the candidates for each office and a space for write-in candidates. Election materials shall be emailed to the membership by October 1st of each year.

(3) As part of the ballot, biographical and goals statements by the candidates for each office will be included.

(4) At least thirty (30) days shall be allowed for the voting process, i.e., for the receipt of the election materials and the return of marked ballots. In the instructions accompanying the

election material, a deadline for receipt of the ballots shall be announced. No ballots received after this date shall be counted.

(5) The Chair of the Nomination and Election Committee shall then tabulate the results of the election, notify the Division Chair and all members of the Nominations and Elections Committee. The Chair of the Nominations and Election Committee shall report the results to the Division's Executive Board and general membership.

(6) Candidates receiving the greatest number of votes will be declared winners.

(7) In the event of a tie, a runoff election shall be held. A period not exceeding thirty (30) days shall be allowed for conducting the runoff election. The Chair of the Nomination and Election Committee shall retain the ballots and all other election material until the election has been certified at the annual meeting. The Division Executive Board may authorize the destruction of the ballots and other election material at its annual meeting provided there is no pending contest of the election.

(8) Anyone wishing to contest the election results must submit a formal, written petition to the Division Executive Board at least one month prior to the annual meeting setting forth all pertinent information. If this matter is not resolved by the Division Executive Board to the satisfaction of all parties directly concerned, it shall be presented to the membership during the scheduled business session formal disposition.

(9) If an election is held to be null and void by the Division Executive Board, the Board may authorize an election from the floor of the annual meeting.

(10) If an elected official resigns, a special election will be held at the ASC annual meeting to fill the remainder of their term.

(11) Elections shall be staggered as follows: 1) Even Year elections will be held for Chairperson, Treasurer, and two (2) Executive Counselors, and 2) Odd Year elections will be held for Co-Chairperson, Secretary and one (1) Executive Counselor.