

# WESTERN ASSOCIATION OF CRIMINAL JUSTICE

## CONSTITUTION

### Article I. Name

The name of this association shall be known as the Western Association of Criminal Justice (hereinafter referred to as Association). (amended October 2008)

### Article II. Goals and Objectives

The goals of this Association shall be:

- A. To promote the communication and dissemination of information of interest among members, other associations of education, and agencies of the criminal justice system.
- B. To develop an overall philosophy and standards of quality education in the administration of justice.
- C. To encourage both limited and long-term planning and research in the criminal justice system.
- D. To establish a vehicle capable of providing technical assistance and evaluate services to agencies of the criminal justice system.
- E. To establish a center for the accumulation and dissemination of student placement information.

### Article III. Memberships

- A. Regular membership shall be open to:
  1. Those employed in an accredited institution of higher education in states recognized by a regional accrediting association. (amended October 2022)
  2. Those personnel responsible for full-time training activities within a criminal justice agency.
  3. Those with a full-time appointment in the field of criminal justice education, directly related field, or criminal justice agency.
- B. Associate members shall include such persons as the Executive Board shall find to be eligible. Associate members proposed by the Executive Board must be confirmed by a majority vote of the regular members voting at a regular meeting of the Association.
- C. Student membership shall be open to those individuals pursuing academic endeavors in an accredited institution of higher learning in the area of criminal justice education.
- D. Lifetime membership shall be open to those individuals who satisfy the requirements for regular membership. (added October 2020)
- E. Only regular members in good standing in the states of states of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming, the provinces of Alberta and British Columbia, and the Pacific Territories and Possessions, as recognized by a regional accrediting association shall be eligible to hold office and vote. (amended October 2022)

### Article IV. Executive Board Officers

Section 1. The Executive Board officers of the Association shall consist of the following:

- President
- Vice President
- Second Vice President
- Secretary
- Treasurer
- Immediate Past President

Section 2. No Executive Board member of the Association, with exception of the Secretary and Treasurer, may serve consecutive terms in the same office. The President, First Vice President and Second Vice President shall serve in each respective office for a period of one year from the date of assuming office except this period may be extended as necessary (1) to fulfill the unexpired term of another officer under the progression arrangements of this Constitution or (2) to maintain continuity of the organization until succeeded at the annual meeting by officers who are qualified and duly elected when the scheduling of the annual meeting results in the term of office extending beyond a year. (amended April 1987)

Section 3. The First Vice President shall automatically succeed the President upon completion of the President's full term in office or in the event the President resigns, is recalled, or dies prior to the expiration of a full term of office. (amended April 1987)

Section 4. The Second Vice President shall automatically succeed the First Vice President upon completion of the First Vice President's full term in office or in the event the First Vice President resigns, is recalled, or dies prior to the expiration of a full term of office. A special election for the office of First Vice President shall be conducted should the Second Vice President be unable to complete the elected term. (added April 1987)

Section 5. The Secretary shall serve for a continuous period for continuity until such time as the Secretary resigns, is recalled, or dies. A retention vote shall be conducted every six (6) years by the membership and shall require two-thirds (2/3) affirmative vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership present at the annual business meeting and voting in an emailed or regular mail ballot to determine whether an incumbent Secretary shall remain in their positions. A special election for the position of Secretary shall be conducted should the Secretary be unable to continue the position for any reason. (added October 2019)

Section 6. The Treasurer shall serve for a continuous period for continuity until such time as the Treasurer resigns, is recalled, or dies. A retention vote shall be conducted every six (6) years by the membership and shall require two-thirds (2/3) affirmative vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership present at the annual business meeting and voting in an emailed or regular mail ballot to determine whether an incumbent Treasurer shall remain in their positions. A special election for the position of Treasurer shall be conducted should the Treasurer be unable to continue the position for any reason. (added October 2019)

Section 7. All Executive Board members are voting officers. (added October 2019)

#### Article V. Ex-Officio Officers

Section 1. The Ex-Officio officers of the Association shall consist of the following:  
Conference Coordinator  
Web Developer  
Region Trustee of the Academy of Criminal Justice Sciences (added October 2019)

Section 2. The Conference Coordinator shall serve for a continuous period for continuity until such time as the Conference Coordinator resigns, is recalled, or dies. A retention vote shall be conducted every six (6) years by the membership and shall require two-thirds (2/3) affirmative vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership present at the annual business meeting and voting in an emailed or regular mail ballot to determine whether an incumbent Conference Coordinator shall remain in their positions. A special election for the position of Conference Coordinator shall be conducted should the Conference Coordinator be unable to continue the position for any reason. (added October 2019)

Section 3. The Web Developer shall serve for a continuous period for continuity until such time as the Web Developer resigns, is recalled, or dies. A retention vote shall be conducted every six (6) years by the membership and shall require two-thirds (2/3) affirmative vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership present at the annual business meeting and voting in an emailed or regular mail ballot to determine whether an incumbent Web Developer shall remain in their positions. A special election for the position of Web Developer shall be conducted should the Web Developer be unable to continue the position for any reason. (added October 2019)

Section 4. The term of service for the Region Trustee of the Academy of Criminal Justice Sciences (ACJS) shall be dictated according to the Constitution and By-Laws of the Academy of Criminal Justice Sciences (ACJS). (added October 2019)

Section 5. All Ex-Officio officers of the Association are non-voting officers and shall be called upon by the Association as needed and necessary. (added October 2020)

#### Article VI. Meetings

There shall be an annual meeting, the time and place to be determined by the Executive Board and approved by the regular membership. Special meetings may be called at any time, as directed by a majority of the Executive Board, or may be called by petition by twenty-five (25%) of the regular membership in good standing. (amended October 2019)

#### Article VII.

Section 1. Constitution and By-Laws Committee

When necessary, the President shall appoint a Constitution and By-Laws Committee. The Chairperson of this committee shall also serve as the parliamentarian for the Association. Members of this committee shall familiarize themselves with the Constitution and By-Laws. Suggestions, proposals, or orders pertaining to the Constitution and By-Laws shall be presented to this committee for approval before being presented to the membership for action.

### Section 2. Membership Committee

The Treasurer shall serve as the Chairperson of the Membership Committee to facilitate the implementation of Article I of the By-Laws and ensure that all provisions of Article I are adhered to in the processing of membership applications. Upon assuming office, the Second Vice-President will assist the Treasurer as needed on the Membership Committee. The Second Vice President shall assist in ensuring that Article III of the Constitution and Article I of the By-Laws are adhered to when seeking out new members. (amended October 2019)

### Section 3. Other Committees

The President shall have the power to appoint such other committees as deemed necessary, in accordance with paragraph H, Section 1, Article II of these By-Laws.

## Article VIII. Membership Dues

In accordance with Section 2, article V of the By-Laws and Article VIII of the Constitution of this Association, membership dues shall be established by the Executive Board. (amended Nov. 1985)

## Article IX. Amendments

Section 1. This Constitution may be amended or altered after the Constitution and By-Laws Committee has submitted the proposed amendment, in writing, to the regular membership for a ballot. The proposed amendment shall be titled "Constitutional Amendment" and shall require two-thirds (2/3) affirmative vote of the general membership present at the annual business meeting and voting at an annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership voting in an emailed or regular mail ballot, for the amendment to become effective. (amended October 2019)

Section 2. Proposed amendments may be received either from the Constitution and By-Laws Committee or by petition from twenty-five (25%) of the regular membership in good standing.

Section 3. A proposed amendment received by petition shall be submitted by the Constitution and By-Laws Committee to the regular membership and shall require two-thirds (2/3) affirmative vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) affirmative vote of the regular membership present at the annual business meeting and voting in an emailed or regular mail ballot, for the amendment to become effective. (amended October 2019)

Section 4. Passed Constitutional amendments shall be noted with the month and year in which they were passed and notification given by e-mail or regular mail to the general membership at least ninety (90) days prior to the next annual business meeting.

## BY-LAWS

### Article I. Membership

Section 1. Applicants for membership must meet the requirements set forth in Article III of the Constitution.

Section 2. Applications shall be completed online and reviewed by the Treasurer. The Treasurer shall determine if the applicant is qualified.

Section 3. If the applicant is accepted, the Treasurer shall notify the applicant, stating the date of acceptance, with additional instructions.

Section 4. If the applicant is rejected, notice of the rejection signed by the Treasurer, shall be sent to the applicant.

Section 5. The applicant may appeal on receipt of the rejection to the Association as a whole. A hearing shall be conducted at the next annual business meeting of the Association.

Section 6. A majority vote of the Associations' regular membership in attendance and voting at the annual business meeting shall either sustain or overrule the Treasurer and such votes shall be final.

Section 7. Any member who shall be in arrears for dues, as set forth in Article IX of the Constitution, shall be dropped from the association.

Section 8. Yearly membership dues are required annually and run from October 1 (or when paid, if later) to September 30 of the following year. (amended October 2019)

Section 9. No person shall retain membership whose occupation or activities are inconsistent with the goals and objectives of the Association.

### Article II. Duties of Executive Board and Ex-Officio Officers

Section 1. The Duties of the President shall be:

- A. To choose the theme of the conference for which they will be presiding,
- B. Choose and coordinate the guest speaker for the conference for which they will be presiding,
- C. To be the speaker head of the annual conference for which they will be presiding,
- D. To preside at all meetings of the Association,
- E. To enforce the Constitution and By-Laws,

- F. To appoint on the day of his/her assumption of office those committees required by the Constitution and By-Laws, and such other committees as directed or needed, to attend to the orderly operation of the Association.
- G. To, prior to the adjournment of each annual business meeting, require the Treasurer to submit a statement of all monies received, deposited, and disbursed since the last annual meeting and the financial standing of the Association.
- H. To appoint from the membership individuals to assist in the conduct of the office of the President, so as to insure that the responsibilities of the office are met and the goals and objectives of the Association are furthered, and
- I. To pass on the duties of the President to the First Vice President at the end of the annual meeting at the end of their one-year term. (amended October 2019)

Section 2. The Duties of the First Vice President shall be:

- A. To assist the president in the duties outlined in Section 1 above,
- B. To put incoming conference abstracts into panels and title each panel (with assistance from Secretary as needed),
- C. To be the co-figure head at the annual conference,
- D. To assist the President as needed at the annual conference,
- E. To officiate for the president in the event of the absence of the President,
- F. To represent the Association at various functions, as directed by the President and/or other members of the Executive Board, and
- G. To assume the duties of President at the end of the annual meeting at the end of their one-year term, or at any date when the President is unable to fulfill the full term of office. (amended April 1987)

Section 3. The Duties of the Second Vice President shall be:

- A. To begin upon their vote or appointment into office,
- B. To assist the President and First Vice President in the duties outlined in Article II, Sections 1 and 2,
- C. To, in the absence, expulsion, or resignation of both the President and First Vice President, assume the duties of the President,
- D. To, in the absence, expulsion, or resignation of the First Vice President, assume the duties of the First Vice President,
- E. To be responsible for putting together and sending member recruitment emails
- F. To create flyers for the upcoming conference for membership and submission to other organizations for publicity,
- G. To perform duties assigned by the President and First Vice President as needed, and
- H. To succeed to the position of First Vice President when the First Vice President assumes the Presidency. (added April 1987)

Section 4. The Duties of the Secretary shall be:

- A. To maintain WACJ email accounts, website information/data, and all other information relating to daily functions of association,
- B. To facilitate and maintain communication with and between Executive Board, membership, and potential membership or outside parties,

- C. To facilitate and maintain communication with membership and Executive Board regarding all updates via emails or newsletters,
- D. To schedule and coordinate all meetings of the Executive Board at the behest of the President or other Executive Board members,
- E. To format and create annual conference program, once panels are put together by First Vice President,
- F. To work with Treasurer to get programs ready for printing and distribution at annual conference,
- G. To work with Treasurer and Conference Coordinator on annual conference details,
- H. To work with the Treasurer on registration and registration related details prior to and during the annual conference,
- I. To keep accurate minutes of the proceedings of Executive Board meetings, the annual business meeting, and special meetings,
- J. To assist Treasurer in keeping records of the names, addresses and such data pertaining to the membership as may be of interest or use and is directed by the Executive Board or membership,
- K. To assist Treasurer in keeping records of the names, addresses and such data pertaining to the conference registrations for each annual conference as may be of interest or use and is directed by the Executive Board or membership,
- L. To perform such other duties as directed by the President or other Executive Board members and membership. (added October 2019)

Section 5. The Duties of the Treasurer shall be:

- A. To keep records of the names, addresses and such data pertaining to the membership as may be of interest or use and is directed by the Executive Board or membership,
- B. To keep records of the names, addresses and such data pertaining to the conference registrations for each annual conference as may be of interest or use and is directed by the Executive Board or membership,
- C. To work with Secretary to get programs ready for printing and distribution at annual conference,
- D. To work with the Secretary and Conference Coordinator on annual conference details,
- E. Work with the Secretary on registration and registration related details prior to and during the annual conference,
- F. To keep an accurate record of all monies received, deposited, and disbursed in the name of the association,
- G. To sign all orders drawn on the funds of the Association, when approved by the President or lawfully voted,
- H. To perform such other duties as directed by the President or other Executive Board members and membership. (added October 2019)

Section 6. The Duties of the Conference Coordinator shall be:

- A. To find future conference locations,
- B. To work with hotels on contract details for annual conferences (food, meeting space, guest rooms, etc.),
- C. To work with the Treasurer on hotel contract details,
- D. To work with the Secretary and Treasurer on details prior to and at the annual conference,

- E. To perform such other duties as directed by the President or other Executive Board members and membership. (added October 2018)

Section 7. The Duties of the Web Developer shall be:

- A. To maintain and update the Association website in a timely manner,
- B. To maintain and update the Association social media accounts in a timely manner,
- C. To work with the Secretary on maintenance and information disseminated on the website and social media accounts, and
- D. To perform such other duties as directed by the President or other Executive Board members and membership. (added October 2019)

### Article III. Election, Retention, Recall, and Appointment of Officers

Section 1. Second Vice President and when appropriate, Secretary and/or Treasurer nominees, shall be elected by two-thirds vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) vote of the regular membership voting in an email or regular mail ballot, or appointed if running unopposed, and shall hold office until their successors are elected and qualified consistent with article IV of the Constitution. (amended October 2019)

Section 2. The nomination(s) for Second Vice President, and when appropriate, Secretary and/or Treasurer nominees shall come from the membership either present at the annual business meeting, elected by two-thirds vote of the general membership present and voting at the annual business or special meeting or by two-thirds (2/3) vote of the regular membership voting in an email or regular mail ballot, or appointed if running unopposed. Whenever possible, nominations shall contain a slate of not less than two (2) nominees for the office of Second Vice President and, when appropriate, Secretary and/or Treasurer. Nominees for an Executive Board position shall not be from the same state as the officer whose term is expiring except when attempting to succeed him/herself. The Secretary shall inform the general membership of their work (provided in a biography of each nominee) and solicit nominations by email or regular mail from the regular members in good standing. The election of officers shall be completed no less than forty-five (45) days after the annual meeting, and elected officers shall be notified of their election no less than twenty-one (21) days following to end of the voting period. Should a nominee choose to back out of the election process after the annual conference during which they were nominated and before the vote takes place, the remaining nominee (if only one remains) will ascend to the position without a vote. If two or more nominees remain, only they will be put to the membership to for a vote. (amended October 2019)

Section 3. Announcement of the newly elected Executive Board member will be made to the membership in person at the annual business meeting and/or via email. (amended October 2019)

Section 4. In order to be a nominee, a candidate for any position shall be a regular member in good standing in the states of states of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming, the provinces of Alberta and British Columbia, and the Pacific Territories and Possessions, as recognized by a regional accrediting association. (amended October 2019)

Section 5. Only regular members in good standing may nominate a candidate.

Section 6. Any position of the Association may be recalled for any violation of the Constitution, By-Laws, or rulings of the Executive Board.

Section 7. Motion for recall may be made at any Executive Board meeting or at an annual business meeting of the Association.

Section 8. Any Executive Board member or Ex-Officio officer may be suspended from office by a two-thirds (2/3) vote of the Executive Board and may be removed from office by two-thirds vote of the regular members present and voting at the annual business or special meeting. (added October 2019)

Section 9.

- A. In the event the President resigns, is recalled, or dies, prior to the expiration of the term of office, the First Vice President shall become President. A President who assumes the portion of the one year term of another, will complete the term of the predecessor before commencing the regular full year term of the normal office period. (amended April 1987)
- B. In the event the First Vice President position is vacated prior to the expiration of the term of office, the Second Vice President shall assume the office of First Vice President for both the remainder of the predecessor's term and the normal full year term of the office of the First Vice President. (amended April 1987)
- C. In the above cases, the new President and/or the new First Vice President shall serve the remaining term of office of the predecessor(s) to be followed by their regular term of office.
- D. In the event the Second Vice President position is vacated prior to the expiration of the term of office, the position will be filled by special election conducted by the Executive Board within thirty days following the vacancy. The special election shall be conducted in accordance with the processes established in Section 2, Article III, of the By-Laws, except the newly elected Second Vice President shall assume office within forty-five (45) days of occurrence of the vacancy. Whether elected through the normal election process or by special election, a member elected to Second Vice President will proceed in the normal progression process to First Vice President and President offices. (added April 1987)
- E. In the event the Secretary position is vacated prior to the expiration of the term of office, the position will be filled by special election conducted by the Executive Board within thirty days following the vacancy. The special election shall be conducted in accordance with the processes established in Section 2, Article III, of the By-Laws, except the newly elected Secretary shall assume office within forty-five (45) days of occurrence of the vacancy. (amended October 2019)
- F. In the event the Treasurer position is vacated prior to the expiration of the term of office, the position will be filled by special election conducted by the Executive Board within thirty days following the vacancy. The special election shall be conducted in accordance with the processes established in Section 2, Article III, of the By-Laws, except the newly

elected Secretary shall assume office within forty-five (45) days of occurrence of the vacancy. (amended October 2019)

- G. In the event an Ex-Officio position (other than the Region Trustee of the Academy of Criminal Justice Sciences (ACJS)) is vacated prior to the expiration of the term of office, the position will be filled by special election conducted by the Executive Board within thirty days following the vacancy. The special election shall be conducted in accordance with the processes established in Section 2, Article III, of the By-Laws, except the newly elected Ex-Officio officer shall assume office within forty-five (45) days of occurrence of the vacancy. (added October 2019)

Section 10. The Regional Trustee to the Academy of Criminal Justice Sciences (ACJS) shall be elected from the Western and Pacific Association of Criminal Justice Educators (WPACJE) but must be a member of the ACJS. The Trustee shall be nominated in accordance with the procedures for the other officers. At least two (2) nominees' names shall be forwarded to the ACJS Election Committee for election during the annual ACJS election. (amended Oct. 1979)

#### Article IV. Meetings

Section 1. All members of the Executive Board shall be required to attend called meetings. Ex-Officio officers shall be required to attend meetings when necessary. (amended October 2019)

Section 2. In meetings of the Association and the Executive Board, the following order of business shall prevail, unless set aside by parliamentary procedure:

- A. Call to order
- B. Roll-call of the Executive Board
- C. Reading of minutes of previous meeting
- D. Report of the President
- E. Report of the Vice President
- F. Communications
- G. Treasurer's report
- H. Committee reports
- I. Unfinished business
- J. New business – agenda announcement of newly elected officers
- K. Resolutions
- L. Next meeting
- M. Adjournment

Section 3. Robert's Rule of Order (Revised) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of this Association.

#### Article V. Funds of the Association

Section 1. A general fund is hereby created. All revenues derived from membership dues shall be placed in said fund.

Section 2. The Executive Board shall have the power to establish the membership dues. (amended Nov. 1985)

Section 3. The Executive Board shall have the authority, with approval of the regular membership, to enter into agreement with public and private agencies for the purposes of accepting grants to aid the Association in meeting the goals and objectives, as stated in Article II of the Constitution.

Section 4. Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the Association.

#### Article VI. Committees

##### Section 1. Auditing Committee

When necessary, the President, with concurrence of the Executive Board, shall appoint an Auditing Committee of not less than three (3) regular members, who shall inspect the fiscal records of the Association prior to the annual business meeting and report their findings to the general membership. If any irregularities are noted, the Committee shall immediately inform the President and Executive Board.

##### Section 2. Constitution and By-Laws Committee

When necessary, the President shall appoint a Constitution and By-Laws Committee. The Chairperson of this Committee shall also serve as the parliamentarian for the Association. Members of this Committee shall familiarize themselves with the Constitution and By-Laws and shall submit such reports as directed by the presiding officer of the Association. The Constitution and By-Laws Committee shall have the duty to draw and propose amendments to the Constitution and By-Laws. Suggestions, proposals, or orders pertaining to the Constitution and By-Laws shall be presented to this Committee for approval before being presented to membership for action.

##### Section 3. Membership Committee

The Treasurer shall serve as the Chairperson of the Membership Committee to facilitate the implementation of Article III of the Constitution and Article I of the By-Laws and ensure that all provisions of said articles are adhered to in the processing of membership applications. Upon assuming office, the Second Vice-President will assist the Treasurer as needed on the Membership Committee in ensuring that Article III of the Constitution and Article I of the By-Laws are adhered to when seeking out new members. (amended October 2019)

##### Section 4. Other Committees

The President shall have the power to appoint such other committees as deemed necessary, in accordance with paragraph H, Section 1, Article II of these By-Laws.

#### Article VII. Membership Dues

In accordance with Section 2, Article V of these By-Laws, and Article VIII of the Constitution of this Association, membership dues shall be established by the Executive Board.

### Article VIII. Amendments

Section 1. These By-Laws may be amended or altered after the Constitution and By-Laws Committee has submitted the proposed amendment, in writing, to the regular membership for a ballot. The proposed amendment shall be titled “By-Laws Amendment” and shall require two-thirds (2/3) affirmative vote of the general membership present at the annual business meeting and voting, or two-thirds (2/3) affirmative vote of the general membership responding to an emailed or regular mailed ballot, for the amendment to become effective.

Section 2. Proposed amendments may be received either from the Constitution and By-Laws Committee or by petition from twenty-five percent (25%) of the regular membership in good standing.

Section 3. A proposed amendment received by petition shall be submitted by the Constitution and By-Laws Committee to the regular membership for vote and shall require two-thirds (2/3) affirmative vote of the general membership present at the annual business meeting and voting, or two-thirds (2/3) affirmative vote of the general membership responding to an emailed or regular mailed ballot, for the amendment to become effective. (amended October 2019)

Section 4. Passed By-Laws amendments should be noted with the month and year in which they were passed and notification given by e-mail or regular mail to the general membership at least ninety (90) days prior to the next annual business meeting.