

## **By-Laws of the Division on Queer Criminology of the American Society of Criminology**

### **Article 1. Dues**

- A. Dues will be determined by the Executive Board.
- B. Dues are generally due at the time annual dues to the ASC are paid.

### **Article 2. Committees and Appointed Positions**

#### A. Standing Committees

There will be six (6) standing committees: Constitution & By-Laws, ASC Event/Social, Social Media, Networking/Program, Nominations, and Mentorship.

1. Constitution and Bylaws Committee
  - a. The Constitution and By-Laws Committee shall consist of two members in good standing from the Division, along with the Vice-Chair of the Division who will Chair the Constitution and By-Laws Committee.
  - b. The duties of the Constitution and By-Laws Committee include:
    - i. Review the Constitution and Bylaws and make appropriate recommendations to the Executive Board and/or the Division membership at large for their review.  
  
    - ii. At least once every five (5) years, review the Constitution and By-Laws and bring forth to the Executive Board all suggested changes.
2. ASC Event/Social Committee
  - a. The ASC Event/Social Committee shall consist of at least three members in good standing within the Division, one of whom shall serve as the Committee Chair.
  - b. The ASC Event/Social Committee will plan and coordinate an off-site social for DQC members during ASC and/or virtual social events in lieu of ASC.
3. Social Media Committee
  - a. The Social Media committee shall consist of at least three members in good standing within the Division, one of whom shall serve as the Committee Chair.
  - b. The Social Media Committee manages the DQC official social media accounts and webpage.
4. Networking/Program Committee
  - a. The Networking/Program committee shall consist of at least three members in good standing within the Division, one of whom shall serve as the Committee Chair.
  - b. The Networking/Program Committee shall, among other duties:
    - i. Plan and coordinate a networking event for DQC during ASC
    - ii. Coordinate networking events via teleconferencing software in between ASC events
    - iii. Maintain a DQC table that presents flyers and information during ASC

5. Nominations Committee

- a. The Nominations Committee shall consist of at least three members in good standing within the Division, one of whom shall serve as the Committee Chair.
- b. The Nominations Committee shall oversee the development of a slate of officers for the Division election, with further duties outlined in Article 5 of the By-Laws.
- c. This committee may also oversee the nomination of DQC members for ASC awards.

6. Mentorship Committee

- a. The Mentorship Committee shall consist of at least three members in good standing within the Division, one of whom shall serve as the Committee Chair.
- b. The Mentorship Committee coordinates mentorship opportunities between faculty and students.

B. Other Committees

The Executive Board will create such other committees, as it deems appropriate to carry out the purposes and objectives of the Division. Members of such committees, unless otherwise stated in the Constitution, will be appointed by the Chair of the Division with the approval of the Executive Board.

C. Committee Members

All Committee members must be Division members in good standing. Committee members are appointed by the Division Chair with the approval of the Executive Board, and announced at the Division's Annual Membership Meeting and/or electronically to the membership. Committee members serve one (1) year terms (with the exception of the Nominations Committee members who serve two (2) year terms), and may be re-appointed.

D. Committee Chairs

Committee Chairs are appointed by the Division Chair with the approval of the Executive Board, and announced at the Division's Annual Membership Meeting and/or electronically to the membership. Committee Chairs serve one (1) year terms (with the exception of the Nominations Committee Chair who serves a two (2) year term), and may be reappointed.

E. Division Archivist

1. The Division Chair, with the approval of the Executive Board, will appoint a Division member in good standing to serve in the role of Division Archivist.
2. The Division Archivist will serve for two years and may be reappointed.
3. The Division Archivist will, among other related activities:
  - a. Collect a historical record of the DQC, including electronic and paper copies of documents, photographs, testimonials, social media content, and other relevant social artifacts.
  - b. Present and maintain a digital historical record on the DQC website.
  - c. Submit all DQC materials to the Division at the end of their term.

### **Article 3. Meetings**

#### **A. Executive Board Meetings**

1. The Executive Board shall meet annually at least twice per year. One meeting shall be held during the ASC Annual Meeting. Such other meetings may be held as needed.
2. Executive Board Meetings shall be open to all members and may be called at the discretion of the Chair with at least one (1) week written/email notice provided to all members by the Chair. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidential matters.
3. Upon petition by at least one-third of the Executive Board members to the Chair, a special meeting of the Executive Board shall be scheduled within three (3) weeks.
4. The Executive Board may render decisions by electronic voting.
5. No less than three (3) days prior to any scheduled Executive Board Meeting, any documents to be viewed at the forthcoming meeting, including the agenda, shall be distributed to all Board members by the Chair or Vice-Chair, or their designee.

#### **B. Annual Membership Meeting**

1. The general membership of the Division shall meet at least once a year, at the time and place of the ASC's Annual Meeting; such meeting is designated the Division's Annual Membership Meeting.
2. If ASC is canceled, the Annual Membership Meeting shall be held through telenetworking software.

#### **C. Rules of Order**

1. Meetings will be conducted in a manner determined by the Chair.

#### **D. Quorum**

1. A quorum shall be the number of regular Division members in good standing present and voting.

### **Article 4. Disbursements**

- A. The Secretary/Treasurer oversees the disbursement of Society funds in accordance with the Board approved annual budget.

### **Article 5. Nomination Procedures**

1. The Nominations Committee shall oversee the development of a slate of officers for the Division election. The Nominations Committee shall contact Division members in good standing and invite them to submit nominations for each office to be filled. The call for nominations should typically go out July 1.
2. The Nominations Committee is to consider all names submitted and may also consider others who were not nominated by Division members.
3. Those nominated for office must agree to the nomination and to serve if elected. The Chair of the Nominations Committee should contact nominees to determine their willingness to serve in advance of the Nomination Committee report being filed with the Executive Board (per item 6).

4. All approved nominees must be active members of the Division in good standing at the time of the nomination, and must have been active members in good standing of the Division for at least one (1) year prior to nomination.
5. The Nominations Committee shall prepare a report outlining the procedures the Committee followed in obtaining nominations and recommending a slate of candidates to the Executive Board. This memorandum, the list of those nominated, and the preferred candidates shall be presented to the Executive Board for their approval, typically by September 1. The Board is to review, adjust when necessary, and approve a final slate of candidates.
6. The final slate, along with brief biographical information and a statement from each candidate obtained by the Nominations Committee Chair, is distributed to the membership electronically by the Nominations Committee Chair, typically by the end of the second full week of September.
7. Any regular Division member in good standing receiving nominations from at least twenty (20) percent of the regular Division members in good standing shall be added to the ballot for the designated office. The ballot shall include a place for write-in candidates.
8. No seated member of the Nominations Committee can be nominated for an elected office.

#### **Article 6. Election Procedures**

1. Names of those nominated will be placed on a secure, electronic ballot and sent to all members in good standing by the Secretary/Treasurer of the Division. One Nominations Committee member who is not nominated for election (and is a full member of the Division) will also serve as an election monitor with access to the secure election ballot.
2. Members will be alerted to the open ballot at least twice by email (or by mail to those members who do not receive email). Members shall have at least thirty (30) days to cast their ballots.
3. The results of the vote will be reported to the Division Chair(s) and Executive Board of the Division prior to the next Annual Division meeting.
4. The results of the election will be announced in a timely fashion via email and the Division webpage, and otherwise announced to the membership as the Chair deems appropriate.