

**Lone Star College-North Harris**  
**Criminal Justice Student Association**

**CONSTITUTION**

**ARTICLE I: NAME OF ORGANIZATION**

This organization shall be known as the Criminal Justice Student Association (CJSA) of Lone Star College-North Harris.

**ARTICLE II: ORGANIZATIONAL OBJECTIVE**

The purposes of the Criminal Justice Student Association shall be to provide an avenue for fellowship of students interested in Criminal Justice, to increase student awareness of concerns within the criminal justice community, to develop leadership potential among the membership, and to enrich the relationship between students at Lone Star College-North Harris and the community.

**ARTICLE III: MEMBERSHIP**

Section A: Eligibility

Membership is open to any student currently enrolled in three (3) or more credit hours at Lone Star College-North Harris, who have an interest in achieving the objectives of the organization.

Section B: Dues

There will be no dues.

Section C: Member-in-good-standing

A member-in-good-standing will be a currently enrolled student at Lone Star College-North Harris who has joined CJSA and has attended meetings and/or events.

**ARTICLE IV: OFFICERS, ELIGIBILITY, AND DUTIES OF OFFICE**

Section A: Officers

The officers of CJSA shall consist of President, Vice President, Secretary, and Treasurer. These officers shall collectively be known as the CJSA Executive Committee.

Section B: Eligibility for Office

1. To be eligible for election to the position of President, Vice President, Secretary, or Treasurer, a student must be a member-in-good-standing and must also be in good standing academically.
2. Any students elected to office must maintain member-in-good-standing status

during their time in office. Failure to maintain such status will result in loss of position.

#### Section C: Duties of President

The duties of the President shall be to act as liaison to the college regarding activities of CJSA, to set agendas for meetings, to preside over all meetings, to convene the Executive Committee at the beginning of each semester for planning and scheduling CJSA activities, to appoint chairpersons for standing and ad hoc committees, to sign all requests for grants and funds, and to keep the CJSA Advisor(s) apprised of all scheduled meetings, activities and functions.

#### Section D: Duties of Vice President

The duties of the Vice President shall be to assume all duties of the President in his/her absence, to supervise activities of all standing and ad hoc committees, to maintain a current membership roster, and assist the President in scheduling CJSA events.

#### Section E: Duties of Secretary

The duties of the Secretary shall be to take roll at each meeting, to take minutes of Executive Committee meetings and general membership meetings, and to maintain a copy of all CJSA correspondence.

#### Section F: Duties of Treasurer

The duties of the Treasurer of CJSA shall be to collect all money, to deposit all money collected by or donated to CJSA into the CJSA student organization account, to maintain accurate and current records of transactions in the CJSA account ledger, to maintain proper transactions between CJSA and the LSC-North Harris Business Office, and to formally open and close the CJSA account ledger in conjunction with the CJSA Advisor(s) at the beginning and end of each school year or when there is a change in the office of President, Treasurer or Advisor.

#### Section G: Duties of the Advisor(s)

The Advisor(s) shall be a full time employee of Lone Star College-North Harris. The Advisor(s) are responsible for overseeing CJSA activities, officers, and members, to ensure that college policies and procedures are being followed. The Advisor(s) has/have no vote at CJSA meetings.

## **ARTICLE V: NOMINATIONS AND ELECTIONS OF OFFICERS**

#### Section A: Nominations

1. Only CJSA members-in-good-standing may be nominated for President, Vice President, Secretary or Treasurer.
2. Only CJSA members-in-good-standing may nominate an individual for office.
3. Nominations for office will be held each year during the last general membership meeting of April.
4. All nominations require a second from a member-in-good-standing.

#### Section B: Elections

1. Only CJSA members-in-good-standing may participate in the voting process.
2. CJSA members-in-good-standing may submit an absentee vote to the CJSA Advisor(s) prior to the general membership election meeting.
3. Elections for office will be held each year during the first general membership meeting of May.
4. Elections for office will be conducted by the current President. If the President is running for office again, s/he will relinquish control of elections to another officer who is not running again.
5. Voting for nominees will be done by secret ballot and counted by the current Executive Committee, except any officers running for another term.
6. A CJSA Advisor(s) shall be present during the election of all officers and will have the final decision concerning any question arising during the election process.

#### Section C: Filling of Vacancies

1. A vacancy of the President during the normal tenure of office will be filled by the Vice President. This ascension of position will be in effect for the remainder of the normal tenure year.
2. The vacancy of any officer position, with the exception of President, will require an election within two weeks of the Executive Committee becoming aware of the vacancy.

## **ARTICLE VI: IMPEACHMENT**

#### Section A: An officer may be impeached for the following reasons:

1. Failure to fulfill the responsibilities of their duties,
2. Failure to attend six or more regularly scheduled general membership meetings in a single semester,
3. Failure to attend four or more Executive Committee meetings in a single semester,  
or
4. For conduct causing disrepute to CJSA or Lone Star College-North Harris.

#### Section B: An Advisor may be impeached for the following reasons:

1. Failure to fulfill the responsibilities of their duties,
2. Failure to attend six or more regularly scheduled general membership meetings in a single semester,
3. Failure to attend four or more Executive Committee meetings in a single semester,  
or
4. For conduct causing disrepute to CJSA or Lone Star College-North Harris.

#### Section C: Who may present cause for impeachment

1. Any member-in-good-standing may present cause to the Executive Committee or to the Advisor(s) of CJSA for impeachment of a CJSA officer.
2. Such cause must be presented to the members for consideration at the next regularly scheduled general membership meeting.

#### Section D: Impeachment Process

1. Cause for impeachment must be presented and discussed in a regularly scheduled general membership meeting with the CJSA Advisor(s) in attendance.
2. A motion for impeachment requires the support of three members-in-good-standing and must be made to the CJSA Advisor(s) during the meeting in which said impeachment is discussed.
3. A vote of impeachment will be taken by the CJSA Advisor(s) at the next regularly scheduled general membership meeting following the meeting in which a motion for impeachment was submitted.

### **ARTICLE VII: MEETINGS**

#### Section A: General Committee Meetings

1. A schedule of meetings will be set and posted by the Executive Committee by the end of the first month of each semester. Necessitated changes will be handled in like fashion.
2. Meetings will be open to all students, faculty and staff of Lone Star College-North Harris.
3. Meetings may be called by the President at any time during the semester.

#### Section B: Executive Committee Meetings

1. Executive Committee meetings will be closed session meetings.
2. Only members of the Executive Committee, CJSA Advisor(s) and invited guests may attend these meetings.

### **ARTICLE VIII: COLLEGE POLICY**

No part of the Constitution for the Criminal Justice Student Association or any action of members of the Criminal Justice Student Association shall be contrary to the policies of Lone Star College-North Harris or the Lone Star College System.

### **ARTICLE IX: AMENDING THE CONSTITUTION**

#### Section A: Members Required

This Constitution may be amended by a two-thirds vote of the members-in-good-standing present during a regularly scheduled general membership meeting.

#### Section B: Discussion and Vote

Any proposed constitutional amendment must be presented to the membership for discussion during a regularly scheduled general membership meeting no less than two weeks prior to a vote on the proposed amendment.

#### Section C: Administrative Approval

Amendments to the constitution require review and approval from the Advisor(s) and the Office of Student life prior to changes going into effect.