

**AMERICAN SOCIETY OF CRIMINOLOGY**  
**POLICIES AND PROCEDURES MANUAL**

(Updated June 2018)

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# AMERICAN SOCIETY OF CRIMINOLOGY POLICIES AND PROCEDURES MANUAL

## 1. INTRODUCTION

1.1 Purpose. The purpose of this manual is to set forth the general policies and practices that guide the operations of the American Society of Criminology (hereinafter referred to as the "Society"). These policies and practices have evolved since the Society's inception through the implementation of the Constitution and By-Laws, the ultimate guides for all Society members, and through the Executive Board's decisions and interpretations of these documents.

1.2 Intent of the Policies and Procedures Manual. The intent of this manual is to guide Executive Board members in building and maintaining a strong, well-organized Society. Given this intent, the manual is designed to provide current and future Board members with some understanding of the policies and practices in effect when each Board convenes. The intent is not to restrict the hands of incoming Officers or Counselors with cumbersome policies. Since every Executive Board has the prerogative and, indeed, the responsibility to set policies for the Society, the policies and practices noted herein will change. Thus, preparation of this manual is an iterative process that should be pursued continuously.

## 2. PURPOSES OF THE SOCIETY

2.1 Constitutional Provisions.

2.1.1 Preamble. The term "criminology" as used hereinafter refers to all scholarly, scientific and professional knowledge concerning the

measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency.

2.1.2 Name of the Organization. The name of the Society is the AMERICAN SOCIETY OF CRIMINOLOGY.

2.1.3 Purpose and Objectives

2.1.3.1. To bring together in one multi-disciplinary society, persons actively engaged in research, teaching, and/or practice in the field of criminology.

2.1.3.2 To foster criminological scholarship, research, education, and training within academic institutions and within the divisions of the criminal justice system, including public and private agencies concerned with crime, justice, and corrections.

2.1.3.3 To encourage scholarly, scientific and practical exchange and cooperation among those engaged in criminology.

2.1.3.4. To serve as a forum for the dissemination of criminological knowledge.

2.1.3.5 To conduct an Annual Meeting.

2.2 By-Laws Provisions. None.

2.3 Board Policy. None.

2.4 Board Practice. Among the activities that the Society sponsors are the Annual Meeting (usually held in late fall), a web page, a newsletter, *The Criminologist*

(hereinafter referred to as "the newsletter"), and two refereed journals namely, *Criminology: An Interdisciplinary Journal*, and *Criminology & Public Policy*.

**3. ORGANIZATIONAL STRUCTURE OF THE SOCIETY**

The Society is governed by the Executive Board, and within the Board, an Executive Committee. In addition, an Executive Director and an administrative staff manage the daily affairs of the Society.

3.1 The Executive Board

3.1.1 Constitutional Provisions

III. The Executive Board

A. The Executive Board shall administer the affairs of the organization. It shall consist of the following officers as voting members:

1. The elected officers:

- a. President
- b. President-Elect
- c. Immediate Past President
- d. Vice President
- e. Vice President-Elect
- f. Nine (9) Executive Counselors

2. Appointed officers (who shall be ex-officio members):

- a. Executive Director



b. Treasurer

- B. In the event of death or resignation of an Executive Counselor, the President shall appoint the next runner-up from the same election, for the remainder of the term.
- C. The Executive Board shall:
1. Form the policies and practices of the Society.
  2. Oversee the Annual Meeting of the Society and the program for this meeting.
  3. Oversee the budget and audits of accounts of the Society.
  4. Oversee the publications, personnel, and committees of the Society.
- D. A quorum of the Executive Board shall consist of half plus one (1) of the total number of members.
- E. The actions of the Executive Board shall be adopted by a majority vote of the Board, unless specified elsewhere in this document.
- F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The

Executive Director shall serve as an ex-officio member of the Executive Committee.

3.1.2 By-Laws Provisions

Article 1. Executive Board Meetings

Section 1. Executive Board Meetings shall be open to all members and shall be called at the discretion of the President with at least two (2) weeks written notice provided to all members by the Executive Director. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidentiality matters.

Section 2. There shall be at least one (1) Board Meeting between Annual Meetings.

Section 3. Upon petition by at least five (5) members of the Executive Board to the Executive Director, a special meeting of the Executive Board shall be scheduled within four (4) weeks time.

Section 4. The Executive Board may render decisions by electronic voting.

Section 5. Not less than ten (10) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting and the agenda shall be

distributed to all Board members by the Executive Director or Deputy Director.

3.1.3 Board Policy

3.1.3.1 Minutes shall be taken at all meetings of the Executive Board, and shall be posted in a timely fashion on the ASC web page.

3.1.3.2 The President presents the proposed annual budget for the following fiscal year to the Executive Board at the second Board Meeting of the Annual Meeting. The budget is to address both expenditures and revenue. The proposed budget must be balanced. The final budget is to be approved by the Executive Board.

3.1.3.3 The Society pays the travel costs and reasonable expenses of Board members and for others invited by the Board for the Mid-Year Meeting.

3.1.3.4 The Society covers the cost of Board members' sleeping rooms to facilitate their participation in the Board Meetings held in conjunction with the Annual Meeting. Specifically, those going off the Board will have their Tuesday night stay covered, those continuing on the Board will have Tuesday and Saturday nights covered, and those coming on the Board will have Saturday night covered. Board members

pay for all other expenses regarding their participation at and travel to the Annual Meeting.

3.1.3.5 The Executive Board may make policy statements as the Executive Board of the American Society of Criminology, if a majority of the Executive Board members vote in the affirmative. As currently constituted, at least nine (9) members of the Board would need to vote in the affirmative. The Executive Board may not make policy statements on behalf of the American Society of Criminology. The latter requires a majority vote of the regular (non-student) members who vote in the said election.

#### 3.1.4 Board Practice

3.1.4.1 During the Annual Meeting, the Executive Board meets twice, usually on Tuesday and again on Saturday. This procedure facilitates the transfer of the presidency from the outgoing to the incoming President, and allows for recognition of newly elected Officers and Executive Counselors. In addition, since committees usually only meet at the Annual Meeting, this procedure enables committee chairs to make an initial report to the Executive Board at the end of the Annual Meeting.

3.1.4.2 The Mid-Year Meeting is generally convened at site of the upcoming Annual Meeting.

3.2 The Executive Committee

3.2.1 Constitutional Provisions

III. The Executive Committee

F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

3.2.2 By-Laws Provisions. None

3.2.3 Board Policy. None

3.2.4 Board Practice. The Executive Committee only decides issues that cannot wait until the next full Board Meeting. When convened, the Executive Committee usually carries out its duties by telephone and/or correspondence. It reports all activities and decisions to the Executive Board at the Board's next regularly scheduled meeting. Actions of the Executive Committee shall not contravene previously established Board policy.

3.3 The Executive Director

3.3.1 Constitutional Provisions.

III. The Executive Board

- A. The Executive Board shall administer the affairs of the organization. It shall consist of the following:
  - 2. The appointed officers, who shall be ex-officio members:
    - a. Executive Director
- F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

#### IV. Officers

- D. Executive Director:
  - 1. The Executive Director shall coordinate the activities of Society committees, divisions, and representatives, implement Board policies, oversee the operations of the Society office and staff, oversee the disbursement, investment, and accounting of Society funds, oversee the preparation of the annual budget and all other financial documents, reports, and forms, authorize payments and, with the approval of the President, enter into contractual arrangements on behalf of the Society, and oversee the management and operation of the Annual Meeting.

#### IX. Amendments to the Constitution and By-Laws

B. Procedure for Amending the Constitution

1. Proposed amendments must be presented to the Executive Board which shall vote upon the amendment, and then present the amendment to the Executive Director
2. When presented to the Executive Director, the proposed amendment must bear the signatures of a majority of the members of the Executive Board, or alternatively, the proposed amendment must bear the signatures of five (5) percent of the members of the Society.
3. The Executive Director shall notify the membership of the pending vote and shall arrange for the ballot.

3.3.2 By-Laws Provisions.

Article 7. Disbursements. The Executive Director oversees the disbursement of Society funds in accordance with the Board approved annual budget. Expenditure that are 10 percent or \$1,000 (whichever is larger) in excess of the total of any line item in the approved budget must be approved by the President or the Treasurer.

3.3.3 Board Policy.

3.3.3.1 The Executive Board shall appoint the Executive Director and the Executive Director shall serve at the pleasure of the Board.

3.3.3.2 The Executive Board shall determine the salary and any salary increases for the Executive Director.

3.3.4 Board Practice. The Executive Director manages the overall activities of the Society.

### 3.4 The Deputy Director

3.4.1 Constitutional Provisions. None.

3.4.2 By-Laws Provisions.

#### Article 1. Executive Board Meetings

Section 5. Not less than ten (10) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting and the agenda shall be distributed to all Board members by the Executive Director or Deputy Director.

#### Article 3. Annual Meetings

Section 1. A registration fee may be assessed for participants at the Annual Meeting and other Conferences of the Society. The fee shall be set by the Executive Board and the membership shall be notified by the Executive Director or Deputy Director.

### 3.4.3 Board Policy

3.4.3.1 The Executive Director, in conjunction with the Immediate Past President, has the authority to give the Deputy Director a bonus of up to \$3,000 at the end of each year, based on



the overall fiscal health of the organization.

3.4.3.2 The Executive Board shall determine the salary and any salary increases for the Deputy Director.

3.4.3.3 The Deputy Director will be eligible for fringe benefits based on the Society employee benefits policy (see Appendix K).

3.4.4 Board Practice

3.4.4.1 The Deputy Director manages the daily activities of the Society at its headquarters in Columbus, Ohio.

3.4.4.2 Appendix G outlines the Society Deputy Director's responsibilities in more detail.

3.5 The Senior Accountant

3.5.1 Constitutional Provisions. None.

3.5.2 By-Laws Provisions. None.

3.5.3 Board Policy

3.4.3.1 The Executive Director, in conjunction with the Immediate Past President, has the authority to give the Senior Accountant a bonus of up to \$3,000 at the end of each year, based on the overall fiscal health of the organization.

3.5.3.2 The Executive Board shall determine the salary and any salary increases for the Senior Accountant.

3.5.3.3 The Senior Accountant will be eligible for fringe benefits

based on the Society employee benefits package (see Appendix K).

#### 3.5.4 Board Practice

- 3.5.4.1 The Senior Accountant handles Society financial matters, ie., paying Society bills, maintaining financial books and accounts, invoicing and collecting bills due the Society, assisting in the preparation of the annual budget, and providing general information regarding the financial health of the society. In all activities, the Senior Accountant coordinates with the Executive Director and the Deputy Director.
- 3.5.4.2 The Senior Accountant is not authorized to sign checks for the Society.
- 3.5.4.3 The Senior Accountant comes to the Annual Meeting to help and assist with registration and other meeting matters.
- 3.5.4.4 Appendix I outlines the Senior Accountant's responsibilities in more detail.

#### 3.6 The Associate Directors

- 3.6.1 Constitutional Provisions. None.
- 3.6.2 By-Laws Provisions. None.
- 3.6.3 Board Policy

- 3.6.3.1 The Executive Director, in conjunction with the Immediate

Past President, has the authority to give the Associate Directors a bonus of up to \$3,000 at the end of each year, based on the overall fiscal health of the organization.

3.6.3.2 The Executive Board shall determine the salary and any salary increases for the Associate Directors.

3.6.3.3 The Associate Directors will be eligible for fringe benefits based on the Society employee benefits package (see Appendix K).

3.6.4 Board Practice. The Associate Directors have primary responsibility for maintaining the Society webpage, keeping the office computers in working condition, and serving as the managing editor for the newsletter. The Associate Directors also assist in mailing efforts and in basic office activities as needed. Appendix H outlines the Associate Directors' responsibilities in more detail.

#### **4. OFFICERS**

##### 4.1 Constitutional Provisions.

###### III. The Executive Board

A. The Executive Board shall administer the affairs of the organization. It shall consist of the following:

1. The elected officers, who shall be voting members:
  - a. President

- b. President-Elect
  - c. Immediate Past President
  - d. Vice President
  - e. Vice President-Elect
  - f. Nine (9) elected counselors
2. The appointed officers, who shall be ex-officio members:
- a. Executive Director
  - b. Treasurer

#### IV. Officers

##### A. President:

1. The President shall be the Chief Executive of the Society, shall represent the Society at formal gatherings, shall preside over the meetings of the Executive Board, shall preside over the Annual Meeting, and shall appoint, subject to the approval of the Executive Board, such committees as deemed necessary.

##### B. Vice President:

1. The Vice President shall preside over the meeting of the Society in the absence of the President and shall be empowered to conduct all necessary business of the Society in the event that a vacancy exists in the office of the President, or upon the disability of the President.
2. The Vice President shall chair the Publications Committee.

C. President-Elect and Vice President-Elect:

1. The President-Elect shall become the President at the end of the predecessor's Presidential term of office.
2. The President-Elect shall appoint the Program Chair for the Annual Meeting subject to ratification by the Executive Board.
3. The Vice President-Elect shall become the Vice-President concurrent with the President-Elect assuming the presidency.
4. In the event that the Vice President must assume the duties of the President, the Vice President-Elect will assume the remaining term of the Vice President and will also serve his/her own term.
5. If the Vice President-Elect must assume the duties of the President-Elect, the Vice President-Elect will become President when the President-Elect would have taken office unless at the time the President-Elect can serve.
6. If the Vice President-Elect vacates his/her office for reasons other than replacing the Vice President, the Board may act to fill that position.
7. If the Vice President vacates his/her office for reasons other than replacing the President, the Board may act to fill that position.
8. In the event an Executive Counselor cannot serve all or part of his or her term, the President shall appoint the next runner-up from the same election for the remainder of the term.

D. Executive Director:

1. The Executive Director shall coordinate the activities of Society committees, divisions, and representatives, implement Board policies, oversee the operations of the Society office and staff, oversee the disbursement, investment, and accounting of Society funds, oversee the preparation of the annual budget and all other financial documents, reports, and forms, authorize payments and, with the approval of the President, enter into contractual arrangements on behalf of the Society, and oversee the management and operation of the Annual Meeting.

E. Treasurer:

1. The Treasurer shall be appointed by the Executive Board for a term of three (3) years.
2. The Treasurer shall serve as the Chief Financial Officer for the Society.

F. Qualification of Officers:

1. Any active member of the Society in good standing shall be eligible to hold office.

- G. Any officer of the Society may be removed during his/her term by a membership referendum initiated either by three-quarters (3/4) vote of the Executive Board (11 votes) or by a petition of ten (10) percent of the

members. Fifty-one percent of the membership shall be required to vote affirmatively for removal to occur.

- H. Current members of the Executive Board shall be ineligible to receive any awards of the Society, including selection as a Fellow, during their term in office. However, if a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

#### VIII. Society Publications

##### A. Publications Committee:

1. Composition. The Publications Committee shall consist of the Vice-President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editors and Editors-Elect, in years when such exist, of the journals as ex officio (non-voting) members.
2. Powers. The Publications Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing arrangements. It shall generally oversee the operation of the Society's publishing activities.

#### 4.2 By-Laws Provisions

##### Article 5. Journal Publications

Section 1. Composition. The Editors shall appoint and be assisted by Associate, Assistant, departmental and other editors, upon ratification by the Executive Board.

Section 2. Powers. The Editors will supervise selection of materials for the Journals, generally in consultation with other editors. Referee panels for manuscript evaluation and selection will generally be used.

Section 3. Term. The Editors are normally appointed for a three (3) year term by the President upon the recommendation of the Publications Committee and upon ratification by the Executive Board.

Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

Article 6. Nominations and Elections

Section 1. Nominations. The Nominations Committee shall oversee development of a slate of officers. Voting members in good standing for both the current and immediately previous calendar years shall be notified, and invited to submit additional nominations two (2) months prior to closing nominations. Persons may submit dues along with names of nominees. Any member receiving nominations from 2 percent of voting members in good standing shall be entered on the ballot for the designated office.



The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations. The list of nominees will then be announced to the membership and members in good standing may place additional candidates for each office on the ballot if such candidates receive nominations from two (2) percent of the voting membership in good standing. The ballot shall include a place for write-in candidates.

Section 2. Voting. All voting members in good standing at the time at which ballots are distributed shall be entitled to vote. Voting shall be by secret ballot. Tied elections shall be resolved by a run-off election. Ballots will be distributed to all voting members in good standing for both the current and immediately past calendar years. Persons who have not yet paid their dues for the current year shall receive a statement to this effect along with the ballot. The statement shall say that they are not members in good standing and may not vote in the current election unless dues are paid before ballots are counted.

Section 3. Election Procedures. The election shall be by ballot, distributed at least twelve (12) weeks prior to the Annual meeting of the Society. The membership will be given up to 45 days to return their ballots. Candidates for President-elect and Vice-President elect each

receiving the larger plurality of 40 percent or more of votes cast shall be elected. In the event no person receives this plurality, a run-off election will be held between the two (2) candidates who received the most votes. For Counselors, the three (3) who receive the most votes shall be elected. Should resignation, removal or death require that more than three (3) Counselors be elected, the candidate(s) with the next highest number of votes shall be elected.

Section 4. Elected Officers. Once having been elected to and having served a full term in an elected office (President, Vice President, Executive Counselor), individuals shall not be eligible for reelection to that same elected office. Individuals may, however, stand for election for a different elected office.

#### 4.3 Board Policy.

##### 4.3.1 President

4.3.1.1 The President is authorized by the Board to sign contracts on behalf of the Society.

4.3.1.2 The Executive Director, with the approval of the President, may enter into contractual arrangements on behalf of the Society.

4.3.1.3 In case of emergency, the President may, in consultation with the Executive Committee, choose an alternative site for the Annual Meeting.

4.3.1.4 The President, in consultation with the Executive Committee, is authorized to expend ASC funds on an ad hoc basis to support requests from 3<sup>rd</sup> world nations seeking expert assistance in the area of criminology/criminal justice issues.

#### 4.3.2 Vice President

4.3.2.1 The Vice President shall serve as the Editor of *The Criminologist* during the calendar year in which they serve as the seated Vice President.

4.3.2.2 The Vice President's primary duty as Editor is to obtain the lead articles for *The Criminologist* during the calendar year in which they serve as the seated Vice President. The Vice President is invited to write at least one (1) of the lead articles.

4.3.2.3 The Vice President shall serve as the Chair of the Publications Committee.

#### 4.3.3 Treasurer

4.3.3.1 The Treasurer serves as the Chief Financial Officer (CFO) for the Society. The Treasurer is to maintain a strategic perspective regarding Society monetary policy, and in conjunction with the Society administrative staff, is to report on the financial implications of Board initiatives.

While the detailed operational and managerial duties with respect to the Society's financial matters will be handled by the Executive Director and the administrative office, the Treasurer maintains executive authority over this aspect of Society activity.

4.3.3.2 The Executive Director, in conjunction with the Treasurer, may invest Society funds. The Executive Director and Treasurer are to consult with Tony Hunter or Keith McFarland of Fifth Third Bank before investing Society funds. Mr. Hunter and/or Mr. McFarland are to receive independent confirmation from both the Executive Director and the Treasurer before any funds are invested. Funds are to be placed in two accounts. Account #1 is to be a reserve fund with roughly \$1.25 million. Roughly thirty percent of these funds are to be invested in conservative growth (stock) assets and the remainder in cash or short term assets. The remainder of our investment portfolio is to be invested with a moderate growth/broadly diversified strategy, ie., roughly 60 percent in stocks and 40 percent in bonds. Any significant shift in investment strategy requires the approval of the Executive Board. The status of all investments shall be reported in each budget statement and

in all Society financial reports prepared for the Board. The Executive Director and/or the Treasurer are to provide said financial reports at least twice a year - in advance of the Annual Meeting and in advance of the Mid-Year Board Meeting.

4.3.3.3 The President appoints the Treasurer, with Executive Board approval, for a term of three (3) years, and may reappoint the same person to this office.

#### 4.3.4 Executive Director

4.3.4.1 The Executive Director, in conjunction with the Treasurer, may invest Society funds. The Executive Director and Treasurer are to consult with Tony Hunter or Keith McFarland of Fifth Third Bank before investing Society funds. Mr. Hunter and/or Mr. McFarland are to receive independent confirmation from both the Executive Director and the Treasurer before any funds are invested. Funds are to be placed in two accounts. Account #1 is to be a reserve fund with roughly \$1.25 million. Roughly thirty percent of these funds are to be invested in conservative growth (stock) assets and the remainder in cash or short term assets. The remainder of our investment portfolio is to be invested with a moderate growth/broadly diversified

strategy, ie., roughly 60 percent in stocks and 40 percent in bonds. Any significant shift in investment strategy requires the approval of the Executive Board. The status of all investments shall be reported in each budget statement and in all Society financial reports prepared for the Board. The Executive Director and/or the Treasurer are to provide said financial reports at least twice a year - in advance of the Annual Meeting and in advance of the Mid-Year Board Meeting.

4.4 Board Practice. None

**5. DIVISIONS**

5.1 Constitutional Provisions

VII. Divisions:

- A. Divisions may be organized to represent major professional interests that lie within the scope of the Society as stated in the Preamble of the Constitution.
- B. A Division may be established whenever three (3) percent or more of the members in good standing of the Society petition the Executive Board and receive Board approval.
- C. A Division shall be dissolved by the Executive Board when (a) the number of members with the Division falls below three (3) percent of the members of the Society in good standing averaged over a

two (2) year period, or (b) the Division votes to recommend dissolution.

D. A Division shall have a chair and such officers as it may desire.

E. A Division shall establish and maintain its own rules of procedure within the framework of the Society's Constitution and By-Laws and shall establish and set dues. Each Division shall file with the Executive Board a copy of its current Constitution, By-Laws, policies and operating procedures, as well as a list of its current officers and committees.

F. A Division shall not enter into contracts or make public statements on behalf of the Society.

## 5.2 By-Laws Provisions.

### Article 9. Divisions

Section 1. Two-thirds (2/3) affirmative vote of those present at any meeting of the Executive Board is required for the establishment of a new Division. The Board may create a Division provided that (a) the Division represents an active and functionally unitary interest of a group of members, (b) its proposed objectives fall within the scope of those specified in the Society's Constitution, (c) its membership is not restricted on any bases other than interests and Society membership and, (d) the establishment of any new Division

is not inimical to the objectives of the Society or any other Division already established. Divisions may use a distinct name, provided they append to it the phrase: "A Division of The American Society of Criminology".

Section 2. A petition for the formation of a new Division shall include in its prefatory statement the following: a statement of the proposed name and purpose of the Division, relevant evidence that the petitioners "represent an active and functionally unitary interest of a group of members", the names of the member or members sponsoring the petition or speaking for the petitioners and a statement that the individual petitioners ask for and will accept membership in the Division if it is established. The names of the petitioners should be followed by their ASC mailing address to assist in the unambiguous identification of the signers. The petition shall be transmitted to the Executive Director with designation of some individual who will speak for the petitioners in further communications. The Executive Board shall determine at its next regular meeting that the petition conforms to the technical requirements of the Rules. If it finds the petition in order, it shall invite the membership to comment in writing to the Board within the



next 90 days. At a subsequent meeting, the Board shall consider the petition on its merits, together with supplementary materials and comments, and shall by a two-thirds (2/3) vote either approve or reject the petition. If the petitioners choose, they may submit a statement amplifying the petition to make clear why they seek Division status. Following favorable action by the Executive Board, a new Division is constituted when it holds its first business meeting at the Annual Meeting.

5.3 Board Policy.

5.3.1 Division dues shall be collected by the Society administrative office. The Society administrative office will maintain a list of each division's members, disburse funds solely for division use in accordance with both the Division and the Society's constitutions, and report these transactions to the Executive Board.

5.3.2 Divisions are to submit a report to the Executive Board in time for the Annual Meeting.

5.4 Board Practice.

5.4.1 The phrase "members in good standing" in Section VII, Article B of the Constitution is interpreted as being regular, non-student members.

5.4.2 The number of regular, non-student members of the Society at the close of the previous year serves as the as the base of calculation for the phrase

“three (3) percent or more of the members” in Section VII, Article B of the Constitution.

5.4.3 The Board currently recognizes the Division of BioPsychoSocial Criminology, the Division of Developmental and Life Course Criminology, the Division of Communities and Place, the Division of Experimental Criminology, the Division of International Criminology, the Division of Policing, the Division of Victimology, the Division of White Collar and Corporate Crime, the Division on Corrections and Sentencing, the Division on Critical Criminology and Social Justice, the Division on People of Color and Crime, the Division of Terrorism and Bias Crimes, and the Division on Women and Crime.

## **6. COMMITTEES**

### **6.1 Constitutional Provisions**

#### **III. The Executive Board**

##### **C. The Executive Board shall:**

4. Oversee the publications, personnel, and committees of the Society.

F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

IV. Officers

A. The President

1. ...shall appoint, subject to the approval of the Executive Board, such committees as deemed necessary.

B. Vice President:

2. The Vice President shall chair the Publications Committee.

D. Executive Director:

1. The Executive Director shall coordinate the activities of Society committees and representatives...

H. Current members of the Executive Board shall be ineligible to receive any awards of the Society, including selection as a Fellow, during their term in office. However, if a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

V. Elections

- A. The President with the approval of the Executive Board shall appoint a Nominating Committee of not less than five (5) members to oversee development of a slate comprised of at least two (2) nominees for each office, such appointments reflecting the

diversity of the Society membership. The President will designate one (1) member as Chair.

## VIII. Society Publications

### A. Publications Committee:

1. **Composition.** The Publications Committee shall consist of the Vice-President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editors and Editors-Elect, in years when such exist, of the journals as ex officio (non-voting) members.
2. **Powers.** The Publications Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing arrangements. It shall generally oversee the operation of the Society's publishing activities.

## 6.2 By-Laws Provisions.

### Article 4. Procedure

- Section 1. Robert's Rules of Order shall govern the procedure of the Society during all general and committee meetings, unless otherwise designated.

### Article 5. Journal Publications

- Section 3. Term. The Editors are normally appointed for a three (3) year term by the President upon the recommendation of the

Publications Committee and upon ratification by the Executive Board.

Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

Article 6. Nominations and Elections

Section 1. Nominations. The Nominations Committee shall oversee development of a slate of officers..... The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations.

Article 10. Award Creation and Criteria Alterations

Section 1. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board Meetings. Award criteria carry the procedural weight of By-Laws.

Section 2. Society Awards. The Award Committees are responsible for developing a list of nominees for the eleven (11) major annual Society awards, as follows:

1. Herbert Bloch Award
2. Ruth Shonle Cavan Award

3. Michael J. Hindelang Award
4. Mentor Award
5. Outstanding Article Award
6. President's Award for Distinguished Contributions  
to Justice
7. Sellin-Glueck Award
8. Edwin H. Sutherland Award
9. Teaching Award
10. August Vollmer Award
11. Fellows

- Section 3. Herbert Bloch Award
- Section 4. Ruth Shonle Cavan Award
- Section 5. Michael J. Hindelang Award
- Section 6. Mentor Award
- Section 7. Outstanding Article Award
- Section 8. President's Award for Distinguished Contributions to  
Justice
- Section 9. Sellin-Glueck Award
- Section 10. Edwin H. Sutherland Award
- Section 11. Teaching Award
- Section 12. August Vollmer Award
- Section 13. Awards Committees.

1. Each of the award committees should develop a list of nominees. Self and member nominations are encouraged. Every candidate nominated will be considered, in line with the submission guidelines. Each committee should request documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered to receive the award.
2. The chair of each award committee needs to communicate the award criteria to all committee members, and discuss the criteria with committee members if necessary. The ranking and voting process articulated in Appendix O, Section 7 is to be used. The chair of the committee must communicate with committee members on procedures and outcomes. If more than one iteration in the ranking process occurs, the results must be communicated to the committee members at each stage. Each award committee is to hold at least one conference call or live electronic meeting to deliberate the outcome.
3. Committee chairs are encouraged to carefully read Appendix O (General Committee Guidelines) and particularly Sections 5, 6 and 7.

4. Each award committee chair is to ensure that individuals are not being considered for awards they have already received.
5. The Board will give due consideration to each committee's nominations for each award, although the Board is not bound by the slate or the nominee of any committee. If the Board rejects the nominee, the award committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.
6. The awards are presented to the recipients by the President at the appropriate Annual Meeting award presentation sessions. The President is to give a brief comment regarding the credentials of each award winner at the said sessions.
7. The President formally notifies award recipients.
8. If possible, the names of the recipients are to be prominently included in the program of the Annual Meeting at which they receive their awards.
9. If a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.



Article 11. Finance Committee.

Section 1. Structure. The Finance Committee shall consist of the President, President-elect, the Past-President, one member of the Board who will serve a 2 (two) year term and is also a member of the Long Range Planning Committee, and the Treasurer.

Section 2. Duties. This Committee will oversee ASC budgetary and fiscal policy matters, as well as the audits of our financial records. The Committee will ensure that ASC is operating in a financially responsible fashion. There are three particular duties with respect to the audits:

1. Insure that external financial audits are undertaken at least once every three to five years and more frequently if bookkeeping irregularities or improprieties appear.
2. Insure that the financial audits are conducted by a reputable and licensed entity.
3. Review the financial audits and report to the Board.

6.3 Board Policy.

6.3.1 The President-Elect shall circulate proposed committee appointments to Board members well in advance of the Mid-Year Board Meeting so that Board members may communicate with each another about the proposed

committee composition and come to the Mid-Year Board Meeting prepared to discuss appointments.

- 6.3.2 No award committee member can self-nominate to receive the said award.
- 6.3.3 Members of a said award committee are not eligible to receive that said award.
- 6.3.4 Award committee members cannot nominate individuals for awards given by the award committees on which they serve.
- 6.3.5 At least one-third of the Fellows Committee members will be current Fellows and the remainder will be composed of individuals who are non-student members of the Society.
- 6.3.6 All awards committees will include at least one previous recipient of the said award, and at least one non-recipient of the said award.
- 6.3.7 The chair of each award committee must have served on that said award committee the previous year.
- 6.3.8 Solicitation for Society awards will be advertised on the Society website and in *The Criminologist*. Both self- and member-nominations are encouraged and will be considered as long as they do not violate other guidelines.
- 6.3.9 The ASC offices will take the lead in placing a “call for nominees” announcement in *The Criminologist* (including information regarding award deadlines, requirements, etc.), in the annual meeting packet, and on the ASC webpage. If any award committee chair wishes to alter the

announcement narrative, they will need to coordinate with the ASC offices.

- 6.3.10 If any award committee wishes, they may send the call for nominees to the ASC divisions. If this is the decision, the committee is to send that call for nominees to all of the ASC divisions
- 6.3.11 Every candidate nominated will be considered (regardless of whether the individual is self-nominated or nominated by a Society member) as long as the submission guidelines for the particular award are satisfied.
- 6.3.12 Awards committee members are allowed to vote on candidates who are former or current students, previous or current mentors, and departmental colleagues. However, they also should recuse themselves if they feel they cannot be objective.
- 6.3.13 Award decisions will be based on the strength of the nominees' qualifications and not on the number of nomination endorsements received for any particular candidate (or manuscript, in the context of the Hindelang and Outstanding Article awards).
- 6.3.14 Committee members should be members of the Society in good standing during the time they serve.
- 6.3.15 When a member of an award committee resigns or is non-responsive, the President may appoint a new member to the said committee.
- 6.3.16 The Bloch, Cavan, Fellows, Peterson Fellowship, Sellin-Glueck, Sutherland, and Vollmer award committee reports are due to the Board

prior to the Mid-Year Board Meeting (usually due April 15). The Board will vote on these committee recommendations at the Mid-Year Board Meeting.

6.3.17 The Carte, Hindelang, Mentor, Outstanding Article, and Teaching Award reports are due to the Board in late Summer (usually August 15). The Board will utilize a conference call or live electronic meeting to vote on these awards. That call will be setup once all of the aforementioned reports have been received, with a target date near the end of August.

6.3.18 Where appropriate, the reports should include:

- 6.3.18.1 The names of each committee member, with the chair identified.
- 6.3.18.2 The number of individuals nominated by others and the number self-nominated.
- 6.3.18.3 A list of those nominated in order of merit, and an explanation of the general procedures used to reach that decision.
- 6.3.18.4 A detailed discussion of the ranking and decision-making procedures.
- 6.3.18.5 Identification of a single nominee and justification/reasons for the committee decision (e.g. statement of merits of the winning recipient, book or article).
- 6.3.18.6 A copy of the vitae of the committee's single nominee

when appropriate.

6.3.18.7 Any other information that the chair would like to provide, including any advice for future committees.

#### 6.4 Board Practice.

6.4.1 Committee Role. Committees have a significant advisory role in the Society. Committees conduct research, discuss issues, and provide the Executive Board with information to use in making its decisions on any number of topics. The Constitution specifically provides for three (3) committees, an Executive Committee (see section 3.F), a Nominations Committee (see section 5.A), and a Publications Committee (see section 4.B.2 and section 8.A.1 and 8.A.2). In addition, the Constitution provides for appointment of other committees as needed. Within recent years, the following committees have been appointed annually:

##### 6.4.1.1 Awards Committees:

1. Herbert Bloch Award Committee
2. Ruth Shonle Cavan Award Committee
3. Michael J. Hindelang Award Committee
4. Mentor Award Committee
5. Outstanding Article Award Committee
6. Ruth D. Peterson Fellowship Committee
7. Sellin-Glueck Award Committee

- 8. Edwin H. Sutherland Award Committee
- 9. Teaching Award Committee
- 10. August Vollmer Award Committee
- 6.4.1.2 Collaborative Research Initiatives Committee
- 6.4.1.3 Constitution and By-Laws Committee
- 6.4.1.4 Crime and Justice Research Alliance
- 6.4.1.5 Diversity and Inclusion Committee
- 6.4.1.6 Executive Committee
- 6.4.1.7 Fellows Committee
- 6.4.1.8 Finance Committee
- 6.4.1.9 Liaisons to Related Societies
- 6.4.1.10 Local Arrangements Committee
- 6.4.1.11 Long Range Planning Committee
- 6.4.1.12 Membership Committee
- 6.4.1.13 Mentoring Committee
- 6.4.1.14 Nominations Committee
- 6.4.1.15 Policy Committee
- 6.4.1.16 Program Committee
- 6.4.1.17 Publications Committee
- 6.4.1.18 Student Affairs Committee
- 6.4.1.19 Student Awards Committee
- 6.4.1.20 Teaching Committee

6.4.2 Ad Hoc Committees. Ad hoc committees shall be created and members appointed as need arises. The Executive Board is to review and ratify the membership and charges of all ad hoc committees.

6.5 Awards Committees.

6.5.1 Award Creation and Criteria Alterations. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board Meetings. Award criteria carry the procedural weight of By-Laws.

6.5.2 Society Awards. The Award Committees are responsible for developing a list of nominees for the major annual Society awards, as follows:

- 6.5.2.1 Herbert Bloch Award
- 6.5.2.2. Ruth Shonle Cavan Award
- 6.5.2.3. Michael J. Hindelang Award
- 6.5.2.4. Mentor Award
- 6.5.2.5. Outstanding Article Award
- 6.5.2.6. Ruth D. Peterson Fellowship
- 6.5.2.7. President=s Award for Distinguished  
Contributions to Justice
- 6.5.2.8. Sellin-Glueck Award

6.5.2.9. Edwin H. Sutherland Award

6.5.2.10. Teaching Award

6.5.2.10. August Vollmer Award

6.5.3 Herbert Bloch Award. The Herbert Bloch Award is given for outstanding service contributions to the Society and to the professional interests of criminology. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.4 Ruth Shonle Cavan Award. The Ruth Shonle Cavan Award is given to recognize outstanding scholarly contributions to the discipline of criminology by someone who has received the Ph.D., M.D., LL.D., or a similar graduate degree no more than five (5) years before the year of the award, unless exceptional circumstance (ie., illness) necessitates a hiatus in their scholarly activities. If the candidate has multiple of these degrees, the last five-year period is from the date when the last degree was received. The award may be for a single work or a series of contributions,



and may include co-authored works. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The following supportive materials needs to be submitted with a nomination:

1. a letter evaluating the nominee's contributions and relevance to this award
2. a vitae (short version preferred)
3. no more than 3 published works, which may include a combination of articles and one book.

Those interested in being considered or in nominating someone for this award should send the above noted information to the Committee Chair by March 1. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.5 Michael J. Hindelang Award. The Society has established the Michael J. Hindelang Award to be given annually for a book, originally published within three (3) calendar years preceding the year in which the award is made, that makes the most outstanding contribution to research in criminology. It shall be the responsibility of the Hindelang Book Award

Committee to gather nominations for the award and to make a recommendation to the Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. To be considered, books must be nominated by individuals who are members of the American Society of Criminology. Self-nominations by ASC members are acceptable. The Committee will not consider anthologies and/or edited volumes. The Chair will need to work with publishers to both acquire enough hard desk copies of the books to distribute to the Committee, and to acquire them in a timely fashion to meet Committee reporting deadlines. The responsibility for distributing the hard desk copies to the Hindelang Committee members rests with the publishers and/or the authors. The Committee should request nominators to submit a brief statement as to why the book should receive the award. Current members of the ASC Board are ineligible to receive this award. However, if a current member of the Board is nominated for this award, their nomination shall be considered in the first year following their service on the Board. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the book recommended for the award and to establish eligibility criteria (other than year of publication, defined as the officially noted copyright date). The Committee is responsible for making a nomination to the Board for the

Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

6.5.6 Mentor Award. The Mentor Award is given to recognize exemplary contributions to the discipline of Criminology by mentors in an academic, practitioner, or researcher role. Nominations of individuals at all stages of their academic careers are encouraged. Eligible candidates include all nonstudent members of the ASC and is not limited to those who participate in the ASC mentoring program. Self-nominations are not permissible. Nominations are in the form of a letter(s), generated by peers, students or colleagues, which explain in detail the manner in which the candidate offered extraordinary mentoring to students and colleagues (the latter of which could include post-graduate early scholars). This mentoring can take many forms, such as assistance with publications, course preparation, development of research groups, preparation for annual meetings and seminars, career choices, and the like. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain

information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

- 6.5.7. Outstanding Article Award. The Outstanding Article Award honors exceptional contributions made by scholars in article form. The Award is given annually for the peer-reviewed article published in the previous calendar year that makes the most outstanding contribution to research in criminology (i.e., the 2018-2019 Committee shall review articles published in 2017). It shall be the responsibility of the Outstanding Article Award Committee to consider for nomination, each of the articles published in the past calendar year in *Criminology*, and *Criminology & Public Policy*, to consider articles of interest published in other journals, to gather additional nominations for the award for articles appearing in other journals, and to make a recommendation to the ASC Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. Self-nominations by ASC members are acceptable. The Committee should request nominators to submit a brief statement as to why the article should receive the award. Current members of the ASC Board are ineligible to receive this award. However, if a current member of the Board is nominated for this award, their

nomination shall be considered in the first year following their service on the Board. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the article recommended for the award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

- 6.5.8 Ruth D. Peterson Fellowship Committee. The Ruth D. Peterson Fellowship for Racial and Ethnic Diversity is designed to encourage students of color, especially those from racial and ethnic groups underrepresented in the field, including but not limited to, Asians, Blacks, Indigenous peoples, and Latinas/os, to enter the field of criminology and criminal justice, and to facilitate completion of their degrees. Applicants need not be members of the American Society of Criminology. Individuals studying criminology or criminal justice issues are encouraged to apply. The recipients of the Fellowships must be accepted into a program of doctoral studies in the general area of criminology or criminal justice. Individuals may reapply for the award if they have not received it

previously. Merit is to be the most important factor in making the recommendations, and among those of high merit, consideration will be given to financial need, the relationship of the individual's interest to those of the Society, and the existing dis-proportionality of ethnic minorities in the field. A request for contributions to this award shall be added to the annual dues statement. Each recipient will receive up to \$6,000. In addition to the official award guidelines specified above, the members of the Committee have, while exercising their professional judgment, generally use other criteria in reaching a decision, such as motivation for pursuing the degree based upon articulated desires and experiences, capabilities as demonstrated by GPA and recommendations, research topics related to race and ethnicity as applied to crime and justice issues, demonstrated financial need, ASC affiliation and activity, other professional association activity, etc. The Committee is responsible for acquiring the following documentation from the Fellowship applicants:

1. proof of acceptance into a program of doctoral studies in the general
2. area of criminology or criminal justice;
3. up-to-date curriculum vitae;
4. personal statement from the applicant as to their race or ethnicity;
5. copies of undergraduate and graduate transcripts;

6. statement of need and prospects for financial assistance for graduate study;
7. a letter describing career plans, salient experiences, and nature of interest in criminology and criminal justice; and
8. three letters of reference.

The Committee is asked to evaluate and rank order all applicants, and to identify three (3) persons to receive the award each year. The Committee is asked to collect the admission fees at the annual Peterson Fellowship Dance. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.9 President's Award for Distinguished Contributions to Justice. This award is given annually to an individual or organization who, through either a single initiative or over a longer period of time, has made significant and distinguished contributions to the cause of justice. In the case of joint efforts, co-recipients may be named. The President submits a nominee for Board approval. The President should provide a short statement identifying the main reasons for the recommendation along with the nomination. The Board may accept or reject the nominee. The Society will pay transportation and rooming costs for the recipient to attend the Annual Meeting, but no honorarium. The President is asked to prepare a

report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.10 Sellin-Glueck Award. The Sellin-Glueck Award is given in order to call attention to criminological scholarship that considers problems of crime and justice as they are manifested outside the United States; internationally or comparatively. Preference is given for scholarship that analyzes non-U.S. data, is published predominantly outside of U.S. criminological journals, and in granting the award, brings new perspectives or approaches to the attention of the members of the Society. The recipient need not speak English, however, his/her work must be available in part at least, in the English language (either by original publication or through translation). The Society will seek to provide some support for the Sellin-Glueck recipient to be able to attend the Annual Meeting, but no honorarium. Support will be in the form of either sleeping room accommodations (preferred) or partial airfare reimbursement. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Board particularly encourages the Division



on International Criminology to submit names of nominees for this award.

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.11 Edwin H. Sutherland Award. The Sutherland Award is given to recognize outstanding contributions to theory or research in criminology on the etiology of criminal and deviant behavior, the criminal justice system, corrections, law, or justice. The distinguished contribution may be based on a single outstanding book or work, on a series of theoretical or research contributions, or on the accumulated contributions by a senior scholar. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.5.12 Teaching Award. The Teaching Award is a lifetime-achievement award designed to recognize excellence in undergraduate and/or graduate teaching over the span of an academic career. This award is meant to identify and reward teaching excellence that has been

demonstrated by individuals either (a) at one educational institution where the nominee is recognized and celebrated as a master teacher of criminology and criminal justice; or, (b) at a regional or national level as a result of that individual's sustained efforts to advance criminological/criminal justice education. Any faculty member who holds a full-or part-time position teaching criminology or criminal justice is eligible for the award, inclusive of graduate and undergraduate universities as well as two- and four-year colleges. In addition, faculty members who have retired are eligible within the first two years of retirement. Faculty may be nominated by colleagues, peers, or students, or they may self-nominate, by writing a letter of nomination to the chair of the Teaching Awards Committee. Letters of nomination must include a statement in support of nomination of not more than three pages. The nominee and/or the nominator may write the statement. Nominees will be contacted by the chair of the Teaching Award Committee and asked to submit a teaching portfolio of supporting materials, preferably in electronic form. The teaching portfolios should include:

1. a table of contents,
2. curriculum vita, and
3. evidence of teaching accomplishments, which may include:
  - a. student evaluations, which may be qualitative

- or quantitative, from recent years or over the course of one's career,
- b. peer reviews of teaching,
  - c. nominee statements of teaching philosophy and practices,
  - d. evidence of mentoring,
  - e. evidence of research on teaching (papers presented in teaching, teaching journals edited, etc.).
  - f. selected syllabi,
  - g. letters of nomination/reference, and
  - h. any other evidence of teaching achievements.

The materials in the portfolio should include brief, descriptive narratives designed to provide the Teaching Award Committee with the proper context to evaluate the materials. Student evaluations, for example, should be introduced by a very brief description of the methods used to collect the evaluation data and, if appropriate, the scales used and available norms to assist with interpretation. Other materials in the portfolio should include similar brief descriptions to assist the Committee with evaluating the significance of the materials. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The

report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. Letters of nomination (including Statement in Support of Nomination) must be received by March 1 of the award year. The nominee's portfolio and all supporting materials are due to the Chair of the Teaching Award Committee by May 1. The Committee is asked to prepare a progress report for the Mid-Year meeting (typically due April 15) and to submit a final report by August 15.

6.5.12 August Vollmer Award. The August Vollmer Award recognizes an individual whose scholarship or professional activities have made outstanding contributions to justice or to the treatment or prevention of criminal or delinquent behavior. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

## 6.6 Collaborative Research Initiatives Committee

- 6.6.1 Constitutional Provisions. None
- 6.6.2 By-Law Provisions. None
- 6.6.3 Board Policy. The Committee is to examine the operational parameters of continuing and expanding our collaborative research initiatives with various governmental and non-governmental entities, and to actively pursue the establishment of such agreements, with Board approval.
- 6.6.4 Board Practice. None
- 6.6.5 Report. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15, with interim reports and recommendations submitted as occasion requires.

6.7 Constitution and By-Laws Committee

- 6.7.1 Constitutional Provisions. None
- 6.7.2 By-Law Provisions. None
- 6.7.3 Board Policy.
  - 6.7.3.1 The Constitution and By-Laws Committee ensures that the Society operates in accordance with its Constitution and By-Laws, the supreme documents governing the Society. This Committee recommends revisions in the Constitution and/or By-Laws to meet changed circumstances in the operations of the Society.
  - 6.7.3.2 A proposed Division=s proposed Constitution and By-Laws will be reviewed and formally commented on by the

Society Constitution and By-Laws Committee, with those comments being forwarded to the Executive Board for their review.

6.7.4 Board Practice. None

6.7.5 Report. The Committee does not file a regular report with the Executive Board, but is asked to do so when they deem necessary and/or when asked by the Executive Board.

## 6.8 Crime and Justice Research Alliance

6.8.1 Constitutional Provisions. None

6.8.2 By-Laws Provisions. None

6.8.3 Board Policy.

6.8.3.1 The CJRA will consist of eight (8) individuals, half representing ASC and half representing ACJS.

6.8.3.1 The Society representatives will be appointed for staggered, two or three year terms.

6.8.3.2 At least one of the Society representatives is to be a member of the ASC Policy Committee.

6.8.3.3 At least one of the Society representatives is to be a member of the Diversity and Inclusion Committee.

6.8.3.4 The CJRA is responsible for lobbying and educational efforts that focus on strengthening free and independent scientific inquiry, and the support for crime

and justice research.

6.8.3.5 The CJRA will operate under the direction of the ASC and ACJS Executive Boards, with major activities and goals being approved by the ASC and ACJS Boards.

6.8.3.6 The CJRA will provide strategic oversight of the lobbyist.

6.8.3.7 The CJRA will study the possibility of developing White Papers, and will make recommendations to the ASC and ACJS Boards as to their feasibility. If deemed feasible, the CJRA will outline proposed mechanisms for their preparation and dissemination.

6.8.3.8 The CJRA will help establish a Council for the Support of Research and Statistics on Crime and Criminal Justice.

6.8.3.9 The CJRA will help formulate and identify key issues for the Council for the Support of Research and Statistics on Crime and Criminal Justice.

6.8.3.10 There will be an evaluation of this effort four years after the formation of the CJRA (in 2018).

6.8.4 Board Practice. None

6.8.5 Report. The CJRA is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15,

and to submit interim reports and recommendations as occasion requires.

## 6.9 Diversity and Inclusion Committee

6.9.1 Constitutional Provisions. None

6.9.2 By-Law Provisions. None

6.9.3 Board Policy.

6.9.3.1 The Committee is to explore means and mechanism that can encourage participation of historically under-represented racial and ethnic groups in the field of criminology.

6.9.3.2 Members will serve staggered three year terms.

6.9.3.3 At least one of the Society representatives to the CJRA is to be a member of the Diversity and Inclusion Committee.

6.9.4 Board Practice. None

6.9.5 Report. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as occasion requires.

## 6.10 Ethics Committee

6.10.1 Constitutional Provisions. None

6.10.2 By-Law Provisions. None

6.10.3 Board Policy.

6.10.3.1 The Committee is to place timely articles in the Society and division newsletters, and is to maintain an ethics page on the Society website.



6.10.3.2 The Chair of the Ethics Committee shall serve as the Chair of the Program Committee Ethics Area, and in that capacity will be responsible to organize sessions and possible workshops at the Annual Meetings.

6.10.3.3 The Ethics Committee will consist of 6 (six) persons who will serve three year, staggered terms.

6.10.4 Board Practice. None

6.10.5 Report. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as occasion requires.

## 6.11 Executive Committee

### 6.11.1 Constitutional Provisions

#### III. The Executive Board

F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

6.11.2 By-Laws Provisions. None

6.11.3 Board Policy. The Executive Committee only decides issues that cannot wait until the next full Board Meeting. When convened, the Executive

Committee usually carries out its duties by telephone and/or correspondence. It reports all activities and decisions to the Executive Board at the Board's next regularly scheduled meeting, if not before. Actions of the Executive Committee cannot contravene previously established Board policy.

6.11.4 Board Practice. The Executive Committee should only meet on rare occasions as the Executive Board can be sent material regarding nearly all matters, even pressing matters, electronically.

6.11.5 Report. The Executive Committee does not file a regular report with the Executive Board, but does report to the Executive Board when and if the Committee made a decision.

## 6.12 Fellows Committee

6.12.1 Constitutional Provisions. None

6.12.2 By-Law Provisions.

### Article 8. Fellows

Section 1. The title of Fellow is available to members in good standing who have, in the opinion of the Board, achieved distinction in criminology and have complied with such standards as are determined by the Executive Board. Fellow status shall be announced each year at the Annual Meeting and the candidates will be acknowledged by the Society

with the presentation of a Certificate at the Annual Meeting. No more than four (4) Fellows shall be designated annually, and each shall be elected by the Executive Board.

6.12.3 Board Policy.

6.12.3.1 The following terminology is to appear in the announcement – “Please limit nominations to a single cover letter and the nominee’s CV. Large letter-writing campaigns do not benefit nominees and unnecessarily burden the Committee.”

6.12.3.2 Nominees must be members of the Society in good standing. For purposes of this Committee, a member in good standing is one who has paid or will be paying dues in the year in which the nomination will be considered.

6.12.3.3 Although the Board may elect up to four (4) persons as Fellows annually, it may also not elect anyone as a Fellow in any given year.

6.12.4 Board Practice. None

6.12.5 Report. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.13 Finance Committee

6.13.1 Constitutional Provisions. None

### 6.13.2 By Law Provisions. Article 11

Section 1. Structure. The Finance Committee shall consist of the President, President-elect, the Past-President, one member of the Board who will serve a 2 (two) year term and is also a member of the Long Range Planning Committee, and the Treasurer.

Section 2. Duties. This Committee will oversee ASC budgetary and fiscal policy matters, as well as the audits of our financial records. The Committee will ensure that ASC is operating in a financially responsible fashion. There are three particular duties with respect to the audits:

1. Insure that external financial audits are undertaken at least once every three to five years and more frequently if bookkeeping irregularities or improprieties appear.
2. Insure that the financial audits are conducted by a reputable and licensed entity.
3. Review the financial audits and report to the Board.

### 6.13.3 Board Polices.

6.13.3.1 The Finance Committee is to examine the budget, with an eye towards obtaining accurate estimates of potential expenses and income.

6.13.3.2 A member of the Long Range Planning Committee (other than the Treasurer and the Past-President) shall serve as a member of the Finance Committee.

6.13.4 Board Practice. None

6.13.5 Report. This Committee is asked to prepare a report for the Board subsequent to their review of the audit, and at any other time as they deem necessary.

6.14 Liaisons to Related Societies

6.14.1 Constitutional Provisions. None

6.14.2 By-Law Provisions. None

6.14.3 Board Policy.

6.14.3.1 These individuals serve as the Society liaison with various professional organizations that have criminology-related interests. The Liaisons foster communication between the Society and these various professional entities. They are responsible for setting up panels at the meetings of these various organizations when requested, and appraising the Board of these and other relevant activities that would have a bearing on the Society and the field of criminology in general.

6.14.3.2 The Liaisons are to keep the Board informed of events and circumstances pertinent to ASC interests as they arise

within the various professional organizations= venues.

6.14.3.3 Liaisons generally serve a three (3) year, renewable term.

6.14.3.4 The President is to solicit recommendations from the divisions when appointing individuals to serve as Liaisons.

6.14.3.5 While various organizations may utilize the representative terminology, Society Liaisons do not represent the Society, nor the Society leadership in the literal sense of the word, ie., they cannot speak for the Society, nor can they enter into any binding agreement on behalf of the Society.

6.14.3.6 The Society will generally reimburse up to \$1,000 in Liaisons' costs related to their work (travel, meeting registration, etc). The two United Nations Liaisons will receive up to \$2,000 each.

6.14.4 Board Practice. None.

6.14.5 Report. The Liaisons are asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively. In addition, the Liaisons are asked to submit at least one (1) article a year to *The Criminologist* in which they outline their activities, and inform the Society members of the organizations= activities and meetings.

6.15 Local Arrangements Committee

6.15.1 Constitutional Provisions. None

6.15.2 By-Law Provisions. None

6.15.3 Board Policy. None.

6.15.4 Board Practice. The Committee develops a web page, listing local attractions that may be of interest to meeting attendees, ie. - restaurants, cultural activities, local historical sights, child care providers, police stations, courts, juvenile facilities, prisons, jails, etc. The list should include a street address, phone number, email address if possible, cost estimates, perhaps some explanation regarding the best way to travel to the said site/activity; in short, any information that might be of help to the conference attendees who may wish to take the tour/go to these locations. The Committee is urged to coordinate with the local Chamber of Commerce in this venture. Committee may be asked to identify students who would be willing to work at the meetings. The Committee may also be called upon by Society personnel to assist with various annual meeting logistic matters that may arise, though this activity is generally quite minimal.

6.15.5 Report. The Committee does not file a regular report with the Executive Board. The Committee is asked to have the web page on-line by May 1.

6.16 Long Range Planning Committee

6.16.1 Constitutional Provisions. None

6.16.2 By-Law Provisions. None

6.16.3 Board Policy.

6.16.3.1 The Committee will examine how well the Society is achieving its major goals, recommend ways it might better achieve those goals, and consider additional goals that the Society might pursue.

6.16.3.2 In addressing this broad charge, the Committee is asked to both consult individuals within the Society, and to examine the goals and activities of other social and behavioral science organizations.

6.16.3.3 The Committee shall consist of a Chair appointed for a three (3) year term, the Immediate Past-President, the Treasurer, one member of the Board (other than the Treasurer and the Past-President) who will serve a two (2) year term as is also a member of the Finance Committee, a non-Board member who will serve a three (3) year term, and the Deputy Director.

6.16.3.6 The Chair of the committee is invited to attend Board Meetings on a regular basis.

6.16.4 Board Practice. None



6.16.5 Report. The Committee does not file a regular report with the Executive Board, but is asked to do so when they deem necessary and/or are asked by the Executive Board.

6.17 Membership Committee

6.17.1 Constitutional Provisions. None

6.17.2 By-Law Provisions. None

6.17.3 Board Policy. None.

6.17.4 Board Practice. The Membership Committee reaches out to criminology and related disciplines to increase the membership of the Society. The Committee periodically conducts membership surveys, assists in the development of brochures, serves as greeters at the Annual Meeting, obtains mailing lists from other organizations, and contacts a wide variety of academic departments and research institutions in an attempt to solicit more members for the Society. The Committee is encouraged to coordinate efforts with the Student Affairs Committee. Of special importance is the need to maintain a significant measure of gender, racial and ethnic diversity in the Society, and efforts should be undertaken to achieve this end.

6.17.5 Report. The Committee is asked to prepare a report for the Annual Board Meeting. Typically, the report is due October 15.

6.18 Mentoring Committee

6.18.1 Constitutional Provisions. None

6.18.2 By-Law Provisions. None

6.18.3 Board Policy. None.

6.18.4 Board Practice.

6.18.4.1 The Mentoring Committee is to connect students and young scholars with more experienced professionals who have volunteered to serve as mentors. This is done primarily through the on-line mentoring site, based on the ASC webpage. The Mentoring Committee is to provide periodic updated information for the on-line mentoring site.

6.18.4.2 The Mentoring committee may host a social at the Annual Meeting to facilitate mentee and mentor interaction.

6.18.4.3 The Mentoring Committee serves as the ASC liaison with other professional organization mentoring programs.

6.18.5 Report. The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 1 and October 15 respectively.

6.19 Nominations Committee

6.19.1 Constitutional Provisions. None

6.19.2 By-Laws Provisions.

Article 6. Nominations and Elections

Section 1. Nominations. The Nominations Committee

shall oversee development of a slate of officers. Voting members in good standing for both the current and immediately previous calendar years shall be notified [by mail], and invited to submit additional nominations two (2) months prior to closing nominations. Persons may submit dues along with names of nominees. Any member receiving nominations from 2 percent of voting members in good standing shall be entered on the ballot for the designated office. The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations. The list of nominees will then be announced to the membership and members in good standing may place additional candidates for each office on the ballot if such candidates receive nominations from two (2) percent of the voting membership in good standing. The ballot shall include a place for write-in candidates.

Section 2. Voting. All voting members in good standing at the time at which ballots are distributed shall be entitled to vote. Voting shall be by secret ballot. Tied elections shall be resolved by a run-off election. Ballots will be distributed to all

voting members in good standing for both the current and immediately past calendar years. Persons who have not yet paid their dues for the current year shall receive a statement to this effect along with the ballot. The statement shall say that they are not members in good standing and may not vote in the current election unless dues are paid before ballots are counted.

Section 3. Election Procedures. The election shall be by ballot distributed at least twelve (12) weeks prior to the Annual meeting of the Society. The membership will be given 45 days to submit their ballots. Candidates for President-elect and Vice-President elect each receiving the larger plurality of 40 percent or more of votes cast shall be elected. In the event no person receives this plurality, a run-off election will be held between the two (2) candidates who received the most votes. For Counselors, the three (3) who receive the most votes shall be elected. Should resignation, removal or death require that more than three (3) Counselors be elected, the candidate(s) with the next highest number of votes shall be elected.

Section 4. Elected Officers. Once having been elected to and having served a full term in an elected office (President,

Vice President, Executive Counselor), individuals shall not be eligible for reelection to that same elected office.

Individuals may, however, stand for election for a different elected office.

6.19.3 Board Policy.

6.19.3.1 Nominations Committee members are encouraged to submit nominations, but those nominations must be submitted before the nomination deadline. Nominations from Nomination Committee members can be considered after the deadline only if an insufficient number of nominations have been received and/or an insufficient number of individuals agree to run for office (two candidates for each position, ie., two for President, two for Vice President, and two for each Executive Counselor position).

6.19.3.2 Members of the Nominations Committee may not self-nominate, and cannot be considered as candidates for any elected office.

6.19.3.3 The Chair of the Nominations Committee is to contact those nominated for Vice President and Executive Counselor and ascertain their willingness to run for office.

6.19.3.4 The current ASC President is to contact those nominated

for President and ascertain their willingness to run for office.

6.19.4 Board Practice.

6.19.4.1 The approved slate is submitted to the membership for review, typically no later than December 1. If nominations for additional candidates for any office are received from two (2) percent or more of the members, those names are added to the ballot.

6.19.4.2 The final slate, along with brief biographical information and a statement from each candidate, is to be given to the membership at least twelve (12) weeks prior to the Annual Meeting. The membership will be given 45 days to submit their ballots. Typically the ballots are distributed May 1 and the election closes on June 15. The ballots are to be counted by at least two (2) persons.

6.19.5 Report. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and submit a final report by October 15.

6.20 Policy Committee.

6.20.1 Constitutional Provisions. None

6.20.2 By-Laws. None

6.20.3 Board Policy.

6.20.3.1 The Policy Committee will consist of nine persons - six persons serving staggered three year terms, the Editor of Criminology & Public Policy, the current President, and a Chair who will serve a three year term.

6.20.3.2 At least one of the Society representatives to the CJRA is to be a member of the Policy Committee.

6.20.3.3 The Policy Committee is responsible for organizing several policy related panels at the Annual Meeting each year, and is asked to coordinate with the Editors of CPP and the National Policy Joint Oversight committee in this function. The Policy Committee Chair serves on the Program Committee on behalf of the Policy Committee in this context.

6.20.3.4 The Policy Committee shall consider issues related to crime and justice policy and make recommendations to the ASC Executive Board that further the ASC's abiding interest in strengthening free and independent scientific inquiry, and support for crime and justice research.

6.20.4 Board Practice. The Policy Committee will take responsibility for the Congressional Breakfast initiative.

6.20.5 Reports. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as

occasion requires.

6.21 Program Committee.

6.21.1 Constitutional Provisions. None

6.21.2 By-Laws. None

6.21.3 Board Policy.

6.21.3.1 The deadline for the Annual Meeting Call for Papers shall be March 15 (or the nearest Friday to this date).

6.21.3.2 The Society will cover the hotel room and tax costs for the Program Chair during the Annual Meeting that they organized.

6.21.4 Board Practice.

6.21.4.1 The Program Committee has the responsibility to organize the substantive content (ie., the sessions) of the Annual Meeting, in coordination with the Program Committee Chair(s). The Program Committee Chair(s) generally insures that this substantive program portion of the Annual Meeting is appropriately structured and coherent.

6.21.4.2 The Program Committee Chair(s) carry out the President's theme for the Annual Meeting. In implementing this theme, the Program Chair(s) work closely with the President, and the Executive Director

6.21.4.3 The Program Committee Chair(s) coordinate with the



Deputy Director as the Deputy Director schedules the sessions.

6.21.5 Report. The Program Committee Chair(s) are asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15).

6.22 Publications Committee.

6.22.1 Constitutional Provisions.

VIII. Journal Publications

A. Composition. The Publications Committee shall consist of the Vice President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editor and Editor-Elect, in years where such exists, as ex officio (non-voting) members.

B. Powers. The Publications Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing arrangements. It shall generally oversee the operation of the Society's publishing activities.

6.22.2 By-Laws Provisions

Article 5. Journal Publications

Section 3. Term. The four (4) appointed Committee members shall serve staggered two (2) year terms. During the first year following ratification of this amendment, two (2) members shall be designated as having one (1) year terms.

Section 5. The Editor of *Criminology & Public Policy* shall be an ex-officio (non-voting) member of the Publications Committee.

6.22.3 Board Policy

6.22.3.1 Publications of the Society shall use gender neutral language.

6.22.3.2 The Executive Director shall have the authority to decide whether the Society should exchange advertising with other publications provided that no funds shall be involved. All such exchanges are to be reported to the Executive Board.

6.22.3.3 The Publications Committee, with Executive Board approval, may commission intellectually stimulating works of major importance. Such works may cover the entire range of intellectual activity in criminology.

6.22.4 Board Practice. The Publication Committee's principal role is to oversee the Society's publications activities, and make recommendations to the Executive Board on such matters as editors, editorial policy decisions, publishers, and publishing arrangements for the journals.

6.22.5 Report. The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively.

6.23 Student Affairs Committee

6.23.1 Constitutional Provisions. None

6.23.2 By-Law Provisions. None

6.23.3 Board Policy.

6.23.3.1 The Student Affairs Committee is to assist in the integration of student members into the activities of the Society.

6.23.3.2 The Student Email Mentoring Program is responsible to/reports to the Student Affairs Committee.

6.23.3.3 The Student Affairs Committee is to oversee the student affairs column that appears in *The Criminologist*.

6.23.3.4 The Student Affairs Committee is to arrange for special sessions at the Annual Meeting dealing with topics specifically oriented to student interests.

6.23.4.5 The Chair of the Student Affairs Committee serves as a member of the Program Committee, with specific responsibility for the Professional Development/Students Meet Scholars area.

6.23.4 Board Practice. None

6.23.5 Report. The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively.

6.24 Student Awards Committee

6.24.1 Constitutional Provisions. None

6.24.2 By-Law Provisions. None

6.24.3 Board Policy.

6.24.3.1 Prior Carte Award first place winners are ineligible for any future Carte Student Paper competitions.

6.24.3.2 Previous prize-winning papers (any prize from any organization and or institution) are ineligible.

6.24.3.3 Dual submissions for the Carte Award and any other ASC award in the same year (including division awards) are disallowed. Papers can be submitted to only one ASC student competition in the same year.

6.24.3.4 Students may submit only one paper a year for consideration. This included co-authored works.

6.24.3.5 Multiple authored papers are admissible, as long as all authors are students in good standing at the time of the submission.

6.24.3.6 A student in good standing is defined as a student currently enrolled in a Bachelor's, Master, or PhD program. Those enrolled in Post-Doc programs are ineligible for the Carte Student Paper competition.

6.24.3.7 Papers that have been accepted for publication at the time of submission for the Carte Award are ineligible.

- 6.24.3.8 Papers may be conceptual and/or empirical but must be directly related to criminology.
- 6.24.3.9 Papers may be no longer than 7,500 words (inclusive of all materials).
- 6.24.3.10 All applicants for the Gene Carte Award should receive comments from the Committee.
- 6.24.3.11 The first prize winner shall receive an award of \$500. The second prize winner shall receive an award of \$300. The third prize winner shall receive an award of \$200.
- 6.24.3.12 The first prize winner will also receive a travel award of up to \$500 to help defray costs for attending the Annual Meeting.
- 6.24.3.13 There will not be a separate student paper competition for undergraduate students.

6.24.4 Board Practice.

- 6.24.4.1 The Student Awards Committee coordinates the Gene Carte Student Paper Competition, particularly, selecting first, second, and third place winners, or stipulating that there are no papers that satisfactorily conform to the criteria for selection.
- 6.24.4.2 There should be a strong representation from doctoral granting institutions among the Committee membership.

6.24.4.3 Award winners should be selected no later than August 15 so that their names may be included in the Society Annual Meeting program.

6.24.5 Report. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and submit a final report by August 15.

## 6.25 Teaching Committee

6.25.1 Constitutional Provisions. None

6.25.2 By-Law Provisions. None

6.25.3 Board Policy. The Committee is to engage in three primary activities:

6.25.3.1 Oversee the Teaching Tips Column in *The Criminologist*.

6.25.3.2 Independently and in conjunction with the ASC divisions, organize sessions and workshops at the Annual Meeting.

6.25.3.3 Oversee the web-based syllabi collection project, including the collection of ancillary teaching-related items such as associated assignments, class exercises, film recommendations, etc.

6.25.3.4 In addition, the Committee is asked to take the lead in all teaching related issues that might arise, including serving as a liaison with other relevant entities and organizations that have teaching related functions and interests.

6.25.4 Board Practice. The winner of the Teaching Award is invited to prepare at least one article for the Teaching Tips column that appears in The Criminologist.

6.25.5 Report. The Committee is asked to provide a progress report for the Mid-Year Board Meeting (typically due April 15), and a final report by October 15.

#### 6.26 Workshop Committee

6.26.1 Constitutional Provisions. None

6.26.2 By-Law Provisions. None

6.26.3 Board Policy.

6.26.3.1 The Committee shall (1) identify three workshops to be held on the Tuesday before the annual meeting; (2) identify and confirm instructors for these workshops who have the appropriate expertise; and (3) provide the title, abstract, and instructor name/contact information to the ASC administrative office.

6.26.3.2 Each year, at least one workshop will be qualitative and at least one will be quantitative.

6.26.3.3 The Committee is to review recent past workshop offerings in making their selections.

6.26.3.4 The Chair of the Workshop Committee is a member of the Annual Meeting Program Committee

6.26.4 Board Practice. None

6.26.5 Reports. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

6.27 Committee Appointments

6.27.1 Constitutional Provisions

III. The Executive Board

C. The Executive Board shall:

6. Ratify the appointment of the Publications

Committee and any other committees of the Society;

F. The President, President-Elect, Immediate Past President, and Vice President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

VIII. Journal Publications

A. Composition. The Publications Committee shall consist of the Vice President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editor



and Editor-Elect, in years where such exists, as ex officio (non-voting) members.

6.27.2 By-Law Provisions. None

6.27.3 Board Policy.

6.27.3.1 The incoming President appoints committee chairs and members for all Committees for the coming year, with the approval of the Executive Board. The President-Elect shall circulate proposed committee appointments to Board members well in advance of the Mid-Year Board Meeting so that Board members may communicate with each another about the proposed committee composition and come to the Board Meeting prepared to discuss appointments.

6.27.3.2 The Board may recommend revisions of the proposed committee composition or chairs.

6.27.3.3 Award committee chairs need to have been a member of the said committee the year before they serve as the chair.

6.27.3.4 Award committees need to include at least one previous recipient of the said award, and at least one non-recipient of the said award.

6.27.3.5 All committee chairs and committee members should currently be members of the Society in good standing, or should be willing to join the Society if appointed.

6.27.4 Board Practice.

6.27.4.1 Incoming Presidents are strongly encouraged to consider appointing current committee members of the standing committees as chairs of the said committee for the following year.

6.27.4.2 The incoming President is strongly encouraged to consider the diversity of the Society membership when appointing committee chairs and committee members.

6.27.4.3 The incoming President is urged to work with the Executive Director to develop the proposed committee list and to adhere to the current set of Committee Composition Rules (see Appendix R).

6.28 General Committee Guidelines

6.28.1 Constitutional Provisions. None

6.28.2 By-Law Provisions. None

6.28.3 Board Policy. To enhance continuity between different committees within the Society and within the same committee over successive years, and to create a record of the activities of each committee, the Board has adopted a set of committee guidelines. The guidelines, attached as Appendices L, M, N and O outline the general duties of the Presidents, committee chairs, liaison, and the committees.

6.28.4 Board Practice. None

6.28.5 Reports. While maintaining flexibility in the operations of committees, the guidelines require committee chairs to submit various reports which will be kept at the Society's national headquarters. This procedure will ensure a written record of the committees activities each year that may be used both as a starting point for the work of successive committees and as a historical record of the activities of each committee.

## 7. **PUBLICATIONS**

The Society publishes refereed journals and a newsletter.

### 7.1 Criminology

#### 7.1.1 Constitutional Provisions

VIII. Society Publications. The Society may publish a refereed journal entitled *Criminology: An Interdisciplinary Journal*, and a refereed journal entitled *Criminology & Public Policy*. It may also publish a newsletter. These shall be distributed to all members in good standing.

#### A. Publications Committee:

1. Composition. The Publications Committee shall consist of the Vice-President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editors and Editors-Elect, in years when such exist, of the journals as ex officio (non-voting) members.

2. Powers. The Publications Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing arrangements. It shall generally oversee the operation of the Society's publishing activities.

#### 7.1.2 By-Laws Provisions

##### Article 5. Journal Publications

- Section 1. Composition. The Editors shall appoint and be assisted by Associate, Assistant, departmental and other editors, upon ratification by the Executive Board.
- Section 2. Powers. The Editors will supervise selection of materials for the Journals, generally in consultation with other editors. Referee panels for manuscript evaluation and selection will generally be used.
- Section 3. Term. The Editors are normally appointed for a three (3) year term by the President upon the recommendation of the Publications Committee and upon ratification by the Executive Board.
- Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

Article 10. Award Creation and Criteria Alternations

Section 6. Outstanding Article Award... It shall be the responsibility of the Outstanding Article Award Committee to consider for nomination, each of the articles published in the past calendar year in *Criminology*, ....

7.1.3 Board Policy

7.1.3.1 The Editor of *Criminology: An Interdisciplinary Journal* shall serve a three (3) year term. Editors may serve consecutive terms, but may serve no more than two (2) full terms.

7.1.3.2 The contract can be renegotiated at the instance of the Society in the event that the Editor of *Criminology: An Interdisciplinary Journal* ceases to act as Editor.

7.1.3.3 The Editor of *Criminology: An Interdisciplinary Journal* may request funds, subject to Executive Board approval, to assist with the managing editor position.

7.1.3.4 The Editor of *Criminology: An Interdisciplinary Journal* may receive \$5,000 per year for their service, which can be taken as salary or utilized as an expense account, or some combination thereof, at the Editor's discretion.

7.1.3.5 The Associate and Assistant Editors shall include

- ethnographic editors, and minorities.
- 7.1.3.6 The institutional affiliation of journal Editorial Board members shall be listed in the journal.
- 7.1.3.7 No more than ten (10) percent of the Associate Editors should be from the same institution.
- 7.1.3.8 All Associate Editors must be Society members in good standing.
- 7.1.3.9 Every effort should be made to maintain disciplinary, gender and ethnic diversity on the Editorial Board.
- 7.1.3.10 Representatives from schools outside the U.S. should be appointed to the Editorial Board to maintain a sense of cross-cultural diversity.
- 7.1.3.11 The current President is to be invited by the Editor to submit a manuscript for publication in *Criminology: An Interdisciplinary Journal* by December 15 of the year in which the said Presidential Address was presented. The manuscript will undergo editorial review, but not peer review, with the expectation of publication. The manuscript will be clearly labeled as the Presidential Address when it appears in *Criminology: An Interdisciplinary Journal*.
- 7.1.3.12 The Sutherland Award recipient is to be invited by the Editor to submit a manuscript for publication in

*Criminology: An Interdisciplinary Journal* by December 15 of the year in which the award is granted. The manuscript will undergo editorial review, but not peer review, with the expectation of publication. The manuscript will be clearly labeled as the Sutherland Address when it appears in *Criminology: An Interdisciplinary Journal*.

7.1.3.13 The Society retains copyrights to *Criminology: An Interdisciplinary Journal*, and can grant reprint permission. Reprint permission assumes that the article will be used in full, as is, in print form. No electronic publication of reprints is allowed. There will be a fee, established by the Executive Board, for reprints.

7.1.3.14 The Society retains the copyright to *Criminology: An Interdisciplinary Journal*, and can grant permission for text editors to publish *Criminology: An Interdisciplinary Journal* article abridgements. If text editors wish to publish a *Criminology: An Interdisciplinary Journal* article abridgement in print form (no electronic publication of abridgements is allowed), the text editor must obtain permission, including specific approval of the proposed abridgement, from the lead author. If the lead author is deceased or otherwise unavailable, the 2nd author may grant

approval for use of the abridged article. In the event that the 2nd author is deceased or unavailable, the 3rd, then 4th authors, etc., may grant approval for use of the abridgement. In the event that all authors are deceased or unavailable, the proposed text editor may contact the seated ASC Vice President who may grant approval for the use of the abridgement, as long as the abridgement is a fair and proper representation of the original article as it appeared in full. There will be a fee, established by the Executive Board, for publishing abridgements.

#### 7.1.4 Board Practice

- 7.1.4.1 One of the most important functions of the Society is the publication of *Criminology: An Interdisciplinary Journal*. The Society publishes this referred journal four (4) times each year and distributes it to all members and member institutions in good standing.
- 7.1.4.2 The Publication Committee's principal role is to oversee the Society's publications activities. For example, it makes recommendations to the Executive Board on such matters as editors, publishers, and publishing arrangements for the journal.
- 7.1.4.3 The Editor oversees the publication of the journal. This



oversight includes developing criteria for review of papers for publication, selection of reviewers, ensuring the timely publication of the journal, and maintaining the high standards for quality in publication of the journal.

7.1.4.4 The Board wishes to identify and give appropriate credit to individuals and/or groups who collect data that are used in secondary analyses for articles published by the Society.

The Board's intent is that when authors base their work on data collected by others, the original contributors of data should be identified and given appropriate recognition both by footnote and by citation.

7.1.4.5 In selecting the Editor, the Publications Committee shall:

- A. arrange for a discussion of the candidates as a group, rather than providing input to the Chair alone;
- B. ensure that candidates for Editor be invited to address the Executive Board in situations where the Publication Committee is not in agreement; and
- C. ensure that applicants for Editor submit information on the nature and extent of resources that the proposed host university will provide for activities such as proofreading, copy editing, and managing editor services.

- 7.1.4.6 Some of the factors considered in selecting an Editor include university resources, release time for the Editor from university responsibilities, and collegial support.
- 7.1.4.7 Editors submit the names of Associate and Assistant Editors, which include minorities, to the Executive Board for approval. Associate Editors must be members of the Society in good standing.
- 7.1.4.8 The Society shall place this journal on the web and seek to market this product to a wide readership, beyond the academic community.

## 7.2 Criminology & Public Policy

### 7.2.1 Constitutional Provisions.

#### VIII. Society Publications

The Society may publish a refereed journal entitled *Criminology: An Interdisciplinary Journal*, and a refereed journal entitled *Criminology & Public Policy*. It may also publish a newsletter. These shall be distributed to all members in good standing.

#### A. Publications Committee:

1. Composition. The Publications Committee shall consist of the Vice-President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the

Editors and Editors-Elect, in years when such exist, of the journals as ex officio (non-voting) members.

7.2.2 By-Laws Provisions

Article 5. Journal Publications

Section 1. Composition. The Editor shall appoint and be assisted by Associate, Assistant, departmental and other editors, upon ratification by the Executive Board.

Section 2. Powers. The Editor will supervise selection of materials for the Journal, generally in consultation with other editors. Referee panels for manuscript evaluation and selection will generally be used.

Section 3. Term. The Editor is normally appointed for a three (3) year term by the President upon the recommendation of the Publication Committee and upon ratification by the Executive Board. The four (4) appointed Board members shall serve staggered two (2) year terms. During the first year following ratification of this amendment, two (2) members shall be designated as having one (1) year terms.

Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

Article 10. Award Creation and Criteria Alternations

Section 6. Outstanding Article Award. .... It shall be the responsibility of the Outstanding Article Award Committee to consider for nomination, each of the articles published in the past calendar year in *Criminology*, and *Criminology & Public Policy*, ....

7.2.3 Board Policy

7.2.3.1 The Editor of *Criminology & Public Policy* shall serve a three (3) year term. Editors may serve consecutive terms, but may serve no more than two (2) full terms.

7.1.3.2 The contract can be renegotiated at the instance of the Society in the event that the Editor of *Criminology & Public Policy* ceases to act as Editor.

7.2.3.3 The Editor of *Criminology & Public Policy* may request funds, subject to Executive Board approval, to assist with the managing editor position.

7.2.3.4 The Editor of *Criminology & Public Policy* may receive \$5,000 per year for their service, which can be taken as salary or utilized as an expense account, or some

combination thereof, at the Editor's discretion.

- 7.2.3.5 The Associate and Assistant Editors shall include ethnographic editors, and minorities.
- 7.2.3.6 The institutional affiliation of journal Editorial Board members shall be listed in the journal.
- 7.2.3.7 No more than ten (10) percent of the Associate Editors should be from the same institution.
- 7.2.3.8 All Associate Editors must be Society members in good standing.
- 7.2.3.9 Every effort should be made to maintain disciplinary, gender and ethnic diversity on the Editorial Board.
- 7.2.3.10 Representatives from schools outside the U.S. should be appointed to the Editorial Board to maintain a sense of cross-cultural diversity.
- 7.2.3.11 The Vollmer Award recipient is to be invited by the Editor to submit a policy-based essay for publication in *Criminology & Public Policy* by December 15 of the year in which the award is granted. The essay will undergo editorial review, but not peer review, with the expectation of publication. The manuscript will be clearly labeled as the Vollmer essay when it appears in *Criminology & Public Policy*.

7.2.3.12 The Society retains the copyright to *Criminology & Public Policy*, and can grant reprint permission. Reprint permission assumes that the article will be used in full, as is, in print form. No electronic publication of reprints is allowed. There will be a fee, established by the Executive Board, for reprints.

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representation of the original article as it appeared in full.

There will be a fee, established by the Executive Board, for publishing abridgements.

#### 7.2.4 Board Practice

7.2.4.1 One of the most important functions of the Society is the publication of *Criminology & Public Policy*. The Society publishes this referred journal four (4) times each year and distributes it to all members and member institutions in good standing.

7.2.4.2 The Publication Committee's principal role is to oversee the Society's publications activities. For example, it makes recommendations to the Executive Board on such matters as editors, publishers, and publishing arrangements for the journal.

7.2.4.3 The Editor oversees the publication of the journal. This oversight includes developing criteria for review of papers for publication, selection of reviewers, ensuring the timely publication of the journal, and maintaining the high standards for quality in publication of the journal.

7.2.4.4 The Board wishes to identify and give appropriate credit to individuals and/or groups who collect data that are used in secondary analyses for articles published by the Society.

The Board's intent is that when authors base their work on data collected by others, the original contributors of data should be identified and given appropriate recognition both by footnote and by citation.

7.2.4.5 In selecting the Editor, the Publications Committee shall:

- A. arrange for a discussion of the candidates as a group, rather than providing input to the Chair alone;
- B. ensure that candidates for Editor be invited to address the Executive Board in situations where the Publications Committee is not in agreement; and
- C. ensure that applicants for Editor submit information on the nature and extent of resources that the proposed host university will provide for activities such as proofreading, copy editing, and managing editor services.

7.2.4.6 Some of the factors considered in selecting an Editor include university resources, release time for the Editor from university responsibilities, and collegial support.

7.2.4.7 Editors submit the names of Associate and Assistant Editors, which include minorities, to the Executive Board for approval. Associate Editors must be members of the Society



in good standing.

- 7.2.4.8 The Society shall place this journal on the web and seek to market this product to a wide readership, beyond the academic community.

### 7.3 The Criminologist

#### 7.3.1 Constitutional Provisions.

##### VIII. Society Publications

The Society may publish a refereed journal entitled *Criminology: An Interdisciplinary Journal*, and a refereed journal entitled *Criminology & Public Policy*. It may also publish a newsletter.

These shall be distributed to all members in good standing.

#### 7.3.2 By-Laws Provision. None.

#### 7.3.3 Board Policy

7.3.3.1 The Vice President shall serve as the Editor of *The Criminologist* during the calendar year in which they serve as the seated Vice President.

7.3.3.2 The Vice President shall obtain the lead articles for *The Criminologist* during the calendar year in which they serve as the seated Vice President. The Vice President is invited to author at least one (1) of the lead articles.

7.3.3.3 The Associate Editor, who is to be a member of the Society in good standing, shall serve a three year term and receive a

stipend of \$7,500 a year. The Associate Editor will work under the direction of the Editor, and in conjunction with the Executive Board, the Publications Committee, and the Executive Director.

7.3.3.5 The Associate Editor is responsible for obtaining and editing the bulk of the content of *The Criminologist*, and to ensure that the material is submitted in a timely and suitable format.

7.3.3.3 There shall be no cartoons in *The Criminologist*.

7.3.3.4 Obituaries shall be prepared and published under the direction of the Editor of *The Criminologist* and shall not exceed 2 printed page (approximately 250 words) in length, including photos. More complete (and multiple) obituaries can be posted on the Society web page.

7.3.4 Board Practice. *The Criminologist*, the Society's newsletter, is published six (6) times a year. Among its offerings, *The Criminologist* includes, but is not limited to, timely articles, information regarding activities and events sponsored by other professional organizations, information regarding other professional organizations and institutions, announcements of Society sponsored activities, announcements of Society division activities, information from liaison representatives, information regarding the upcoming Annual Meetings, position announcements, commercial

advertisements, and updates of government data and relevant publications.

7.4 Publication Policies.

7.4.1 Gender Neutral. Publications of the Society shall use gender neutral language.

7.4.2 Advertising Exchanges. The Executive Director shall have the authority to decide whether the Society should exchange advertising with other publications, provided that no funds shall be involved. All such exchanges are to be reported to the President.

7.4.3 Commissioned Works. The Publications Committee, with Executive Board approval, may commission intellectually stimulating works of major importance. Such works may cover the entire range of intellectual activity in criminology.

8. ANNUAL MEETING

One of the key events of the Society is the Annual Meeting, usually held during the month of November. The Annual Meeting provides a forum for discussion and debate of timely issues on theory, research, programs, and practices in the field. In addition, the Meeting provides a time for colleagues to socialize and to exchange ideas face to face in an informal setting. Committees constituted for the upcoming year and Divisions usually meet at least once during the course of the Annual Meeting. Recipients of Society awards generally receive their awards during a plenary session.

8.1 Constitutional Provisions

- II. Purposes and Objectives
  - A. To conduct an Annual Meeting.
  
- III. The Executive Board
  - C. The Executive Board shall:
    - 2. Oversee the Annual Meeting of the Society and the program for this meeting.
  
- IV. Officers
  - A. The President
    - 1. Shall...preside over the Annual Meeting...
  - C. President-Elect and Vice President Elect
    - 2. The President-Elect shall appoint the Program Chair for the Annual Meeting subject to ratification by the Executive Board.
  - D. Executive Director:
    - 1. The Executive Director shall... oversee the management and operation of the Annual Meeting.

## 8.2 By-Laws Provisions

### Article 1. Executive Board Meetings

- Section 2. There shall be at least one (1) Board Meeting between Annual Meetings.

### Article 3. Annual Meetings

- Section 1. A registration fee may be assessed for participants at the Annual Meeting and other Conferences of the Society. The

fee shall be set by the Executive Board and the membership shall be notified by the Executive Director or Deputy Director.

Section 2. During each Annual Meeting, there shall be a Business Meeting open to all members. Included in the meeting will be the announcement of election results, a budget report, and a report on the journals and the Annual Meeting. The membership will be able to raise issues with the leadership of the Society.

Article 8. Fellows

Section 1. .... Fellow status shall be announced each year at the Annual Meeting and the candidates will be acknowledged by the Society with the presentation of a Certificate at the Annual Meeting.

Article 9. Divisions

Section 2. ...a new Division is constituted when it holds its first business meeting at the Annual Meeting.

8.3 Board Policy

8.3.1 Budget. The Annual Meeting Program Chair, in conjunction with the Executive Director and the President-Elect, shall submit a proposed Annual Meeting budget at the Saturday Board Meeting preceding the Annual Meeting that the Program Chair organizes.

### 8.3.2 Presidential Address

8.3.3.1 The current President of the Society shall address the membership in a plenary session at the Annual Meeting.

8.3.3.2 The Presidential Address shall be published in *Criminology: An Interdisciplinary Journal*.

8.3.3.3 The Presidential Address shall be filmed and placed on the Society webpage.

8.3.3.4 The Presidential Address will undergo editorial review, but not peer review. The manuscript will be clearly labeled as the Presidential Address when it appears in *Criminology: An Interdisciplinary Journal*.

### 8.3.4 Sutherland Address

8.3.4.1 The Sutherland Award recipient shall address the membership in a plenary session at the Annual Meeting.

8.3.4.2 The Sutherland Address shall be published in *Criminology: An Interdisciplinary Journal*.

8.3.4.3 The Sutherland Address shall be filmed and placed on the Society webpage.

8.3.4.4 The Sutherland Address will undergo editorial review, but not peer review. The manuscript will be clearly labeled as the Sutherland Address when it appears in *Criminology: An Interdisciplinary Journal*.

8.3.5 Meeting Registration Waivers

8.3.5.1 Individuals who attend sessions at the Annual Meeting must appropriately register for the said Annual Meeting, and display their annual meeting name badge if asked to do so by Society officials. The President, however, may waive registration fees.

8.3.5.2 Credentialed media representatives, if they so request, may receive a program book and a name badge at no cost. The media representatives must present their media credentials to Society officials at the ASC registration desk.

8.3.5.3 The media representatives are asked to submit a copy of their published articles to the Society offices.

8.3.6 Meeting Registration Refund. The refund deadline for meeting registration will be established each year, but is generally October 1.

8.3.7 Exhibit Space Refund. The refund deadline for exhibit space will be established each year, but is generally October 1.

8.3.8 Call for Papers Deadline. The deadline for the Annual Meeting Call for Papers will be established each year, but is generally March 15.

8.3.9 One First Author Appearance Rule. Individuals may submit only one first author presentation. Ordinarily, individuals may make one other appearance as either a chair or discussant on a panel. Appearance on the Program as a co-author, a poster presenter, or a roundtable participant are

unlimited.

8.3.10 Original Papers. Only original papers that have not been published or presented elsewhere may be submitted to the Program Committee for Annual Meeting presentation consideration.

8.3.11 Disputing Authors. The Society provides a forum at its annual meetings for independent researchers and writers to present their findings, perspectives and ideas. It is neither the role nor the function of the Society, as an independent professional association, to resolve disputes between independent authors of papers to be presented at the Annual Meetings. These are private matters that need to be resolved by the authors themselves. If the matter cannot be mutually resolved by the authors prior to the annual meeting in question, the invitation to present will be administratively withdrawn. Such papers may be re-submitted for presentation at future meetings once the dispute is mutually resolved. A formal statement, signed by all parties involved, attesting to the fact that a mutually agreeable resolution has been reached and that the Society is held harmless in the matter, needs to be submitted to the Program Chairs.

8.3.12 Lead Author Responsibility. Is the obligation of senior/lead authors to inform co-authors of any changes in the title and/or listing of authors of papers to be presented at the Annual Meetings. These papers are intellectually and independently owned by the authors, not the Society, and as such the Society has no authorship standing or responsibility.



Notwithstanding, the Society does engage in a measure of due diligence in this context by posting paper information and the overall preliminary program on-line. This allows authors and co-authors the opportunity to verify the accuracy of their respective paper entries, and to subsequently contact the lead author if there is a question or concern.

#### 8.4 Board Practice

8.4.1 Annual Meeting Activities. In addition to the activities noted above, other major activities at the Annual Meeting include the following:

8.4.1.1 Exhibit Hall. The Exhibit Hall enables Society members to examine government publications and to explore current titles in criminal justice, criminology and related disciplines from numerous publishers. A graduate school information booth is to be set up. In addition, at the discretion of the administrative office and the Executive Director, and on a space-available basis, exhibit space is provided for nonprofit, nongovernment journals. Table space is also to be provided for each of the Society Divisions.

8.4.1.2 Employment Exchange. The Employment Exchange provides a forum for employers and employees to meet and discuss professional employment positions in criminal justice and related disciplines.

1. The Employment Exchange Representative is charged

with managing this activity, which includes maintaining accurate financial records.

2. The Representative is responsible for obtaining position announcements and candidate information, organizing the material in a coherent format, and displaying the materials at the Annual Meeting.
3. Employers will be charged for the service, but not applicants.
4. The Representative supervises the area used for displaying loose-leaf books containing the employment information and for conducting interviews.

8.4.2 Annual Meeting Management Team. The President, the Program Chair(s), the Executive Director, and the Administrative staff are considered members of the Annual Meeting "management team". All have a central role in ensuring that the Annual Meeting runs smoothly and successfully. All are expected to assist in not only the strategic planning, but also in the on-site operational/implementation aspects of running the meetings.

8.4.3 Annual Meeting Registration Fees. The Executive Board, in consultation with the Annual Meeting management team, sets the fees for the Annual Meeting.

8.4.4 Annual Meeting Site Selection. Following a general location rotation, the Executive Director, in conjunction with the President, shall have the primary responsibility of identifying future Annual Meeting sites. The Executive Director, in conjunction with the President, will have the primary responsibility for carrying out site visits and conducting hotel negotiations. The Executive Director, in conjunction with the President, will conduct negotiations with other Annual Meeting related business entities. Contracts may be signed by either the President or the Executive Director, after mutual discussion and coordination.

## 9. ELECTIONS

### 9.1 Constitutional Provisions

#### V. Elections

- A. The President with the approval of the Executive Board shall appoint a Nominating Committee of not less than five (5) members to oversee the development of a slate comprised of at least two (2) nominees for each office, such appointments reflecting the diversity of the Society membership. The President will designate one (1) member as Chair.
- B. The announcement of results of the election of officers shall take place during the Annual Meeting of the Society each year.
- C. Newly elected persons shall take office at the close of the Annual Meeting following their election.

## VII. Voting Procedure

- A. Nominations. The Nominations Committee shall oversee development of a slate of officers. The membership shall be notified two (2) months prior to closing of nominations. Any member receiving two (2) percent of the nominations from fellow members shall be entered on the ballot for the office designated. The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations. The list of nominees will then be announced to the membership and members may place nominations from two (2) percent of the membership. Also, a place will be provided on the ballot for write-in candidates.
- B. Voting. All members and member institutions in good standing at the time at which ballots are mailed out shall be entitled to vote. Voting shall be by secret ballot. Tied elections shall be resolved by a run-off election.

### 9.2 By-Laws Provisions

- Article 6. Elections. The election shall be by ballot distributed at least twelve (12) weeks prior to the Annual Meeting of the Society. The membership will be given 45 days to submit their ballots. Candidates for President-Elect and Vice President-Elect each

receiving the larger plurality of 40 percent or more of all votes cast shall be elected. In the event no person receives this plurality, a run-off election by mail will be held between the two (2) candidates who received the most votes. For Counselors, the two (2) candidates who receive the most votes shall be elected.

Should resignation, removal, or death require that more than two (2) Counselors be elected, the candidate(s) with the next highest number of votes shall be elected.

### 9.3 Board Policy

9.3.1 Presentation of Slate. A slate of candidates shall be approved by the Executive Board and presented to the membership. If the members want to nominate a person, this person must obtain the support of 2 percent of the active, non-student membership to be placed on the ballot.

### 9.4 Board Practice.

9.4.1 Four Stage Process. The election process involves four (4) distinct stages - development of a slate of candidates, approval of the slate by the Executive Board, review of candidates by the membership, and election.

9.4.2 Nomination Procedures. It shall be the responsibility of the Nominations Committee to prepare a memorandum outlining the procedures the Committee will follow in obtaining nominations and recommending a slate of candidates to the Executive Board. This

memorandum shall be presented at the Mid-Year Board Meeting for approval by the Executive Board. In an effort to reflect the diversity of the Society membership, the Nominations Committee should consider the following factors in developing the slate of candidates: gender, ethnicity, geographic region, type of academic institution and/or employment setting, and orientation to the field.

9.4.3 Slate Selection. The Nominations Committee must submit a slate of at least two (2) nominees for each office. The Nominations Committee solicits recommendations for candidates from the membership for elections to be held the following calendar year. Usually the Nominations Committee does not submit the names of current Board members as part of the slate. Those nominated for office must agree to the nomination and be willing to run for office, must be active members in good standing at the time of the nomination, and must have been active members in good standing for at least one (1) year prior to nomination. If a member receives nominations from two (2) percent of the members, this person's name must be placed on the ballot. If two (2) members receive nominations from two (2) percent or more of the members for an office, only those two (2) names will be nominated. If no one receives nominations from two (2) percent or more of the members, the Nominations Committee submits a slate of its own to the Executive Board. The Committee proposes a slate

to the Executive Board during the Annual Meeting. The Board approves a slate of candidates before the end of the Annual Meeting.

9.4.4 Slate Review. Shortly after the Annual Meeting the approved slate is submitted to the membership for review. If nominations for additional candidates for any office are received from two (2) percent or more of the members, those names are added to the ballot.

9.4.5 Election. The final slate, along with brief biographical information and a statement from each candidate, is given to the membership at least twelve (12) weeks prior to the Annual Meeting. The membership will be given 45 days to submit their ballots. Typically the ballots are distributed May 1 and the election closes on June 15. The ballots to be counted by at least two (2) persons.

## 10. MEMBERSHIP

### 10.1 Constitutional Provisions:

#### Article VI. Membership

##### A. Active members shall be:

1. Those engaged in the discipline of criminology, as defined in the Preamble.
2. Members in good standing. In order to participate in the nominations and/or voting processes of the Society, a

member of the Society must be an Active, Retired, or Life member in good standing. To maintain membership in good standing, a Society member must pay annual dues for the current calendar year.

B. Student members shall be:

Those studying in appropriate disciplines in colleges and universities.

C. Honorary members shall be:

Those persons who make exceptional contributions to criminology and are so approved by the Executive Board.

D. Retired members shall be:

Those retired persons who have been Active members for not less than ten (10) years.

E. Life memberships shall be:

Available to those who have been Active members for at least five (5) years.

10.2 By-Laws Provisions. None.

10.3 Board Policy. None.

10.4 Board Practice. None.

**11. DUES**

11.1 Constitutional Provisions. None.

11.2 By-Laws Provisions



Article 2. Membership Dues

Section 1. The annual dues for the membership categories shall be determined by the Executive Board.

11.3 Board Policy

11.3.1 Life membership shall be a multiple of twenty-five (25) times the annual dues of your current tier.

11.3.2 Dues for a Life Membership in the Society shall be paid in one (1) lump sum.

11.3.3 Membership dues shall be payable on or before January 1 of each calendar year.

11.4 Board Practice. None.

**12. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

12.1 Constitutional Provisions

A. Due notice of proposed amendments to the Constitution having been given, any section of this Constitution may be amended by two-thirds (2/3) vote of those members who cast a ballot.

B. Procedure for Amending the Constitution

1. Proposed amendments must be presented to the Executive Board which shall vote upon the amendment, and then present the amendment to the Executive Director

2. When presented to the Executive Director, the proposed amendment must bear the signatures of a majority of the members of the

Executive Board, or alternatively, the proposed amendment must bear the signatures of five (5) percent of the members of the Society.

3. The Executive Director shall notify the membership of the pending vote and shall arrange for the ballot.

C. Any By-Laws shall become effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board meetings.

D. At least every five years, the Board will conduct a review of the Constitution, By-Laws, and Policies and Procedures Manual.

12.2 By-Laws Provisions. None.

12.3 Board Policy.

12.3.1 Amending the Constitution. Any member may propose amendments. In practice, proposed amendments are generally submitted to the Constitution and By-Laws Committee for their consideration. Amendments proposed by the Constitution and By-Laws Committee are presented to the Executive Board which votes upon them, and then presents them to the Executive Director for further action.

12.3.2 Changing the By-Laws. Any member may propose a change in the By-Laws. As with constitutional amendments, revisions in the By-Laws are generally submitted to the Constitution and By-Laws Committee for their consideration. Changes proposed by the

Constitution and By-Laws Committee are presented to the Executive Board which votes upon them. Changes in the By-Laws requires a two-thirds (2/3) majority vote of the Board at two (2) consecutive Board Meetings before the change becomes effective.

12.4 Board Practice. None.

**13. Roberts Rules of Order**

13.1 Constitutional Provisions. None.

13.2 By-Laws Provisions

Article 4. Procedure

Section 1. Robert's Rules of Order shall govern the procedure of the Society during all general and committee meetings, unless otherwise designated.

13.3 Board Policy. None.

13.4 Board Practice. Though Board Meetings generally proceed with a certain measure of informality, Robert's Rules of Order serve as the basis upon which the meetings are conducted and do ultimately govern the procedures of all official Society meetings.

## APPENDIX A

### CONSTITUTION OF THE AMERICAN SOCIETY OF CRIMINOLOGY

#### PREAMBLE

The American Society of Criminology is an international organization whose members pursue scholarly, scientific and professional knowledge concerning the measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency.

#### I. NAME OF THE ORGANIZATION

The name of the Society is the American Society of Criminology.

#### II. PURPOSE AND OBJECTIVES

- A. To bring together in one multi-disciplinary society, persons actively engaged in research, teaching, and/or practice in the field of criminology.
- B. To foster criminological scholarship, research, education, and training within academic institutions and within the divisions of the criminal justice system, including public and private agencies concerned with crime, justice, and corrections.
- C. To encourage scholarly, scientific and practical exchange and cooperation among those engaged in criminology.
- D. To serve as a forum for the dissemination of criminological knowledge.
- E. To conduct an Annual Meeting.

#### III. THE EXECUTIVE BOARD

- A. The Executive Board shall administer the affairs of the organization. It shall consist of the following:
  1. The elected officers, who shall be voting members:
    - a. President
    - b. President-Elect
    - c. Immediate Past President
    - d. Vice President
    - e. Vice President-Elect
    - f. Nine (9) elected counselors
  2. The appointed officers, who shall be ex-officio members:
    - a. Executive Director
    - b. Treasurer
- B. Open Meetings:

Members of the Society may attend the Executive Board Meetings without having voting rights. The Board may go into executive session by a vote of a majority of the Board.
- C. The Executive Board shall:
  1. Form the policies and practices of the Society.

2. Oversee the Annual Meeting of the Society and the program for this meeting.
  3. Oversee the budget and audits of accounts of the Society.
  4. Oversee the publications, personnel, and committees of the Society.
- D. A quorum of the Executive Board shall consist of half plus one (1) of the total number of members.
- E. The actions of the Executive Board shall be adopted by a majority vote of the Board, unless specified elsewhere in this document.
- F. The President, President-Elect, Vice President, and Immediate Past President shall constitute an Executive Committee to act on behalf of the Board, at the request of the President, in between meetings of the Board. The Executive Director shall serve as an ex-officio member of the Executive Committee.

#### **IV. OFFICERS**

- A. President:
1. The President shall be the Chief Executive of the Society, shall represent the Society at formal gatherings, shall preside over the meetings of the Executive Board, shall preside over the Annual Meeting, and shall appoint, subject to the approval of the Executive Board, such committees as deemed necessary.
- B. Vice President:
1. The Vice President shall preside over the meeting of the Society in the absence of the President and shall be empowered to conduct all necessary business of the Society in the event that a vacancy exists in the office of the President, or upon the disability of the President.
  2. The Vice President shall chair the Publications Committee.
- C. President-Elect and Vice President-Elect:
1. The President-Elect shall become the President at the end of the predecessor's Presidential term of office.
  2. The President-Elect shall appoint the Program Chair for the Annual Meeting subject to ratification by the Executive Board.
  3. The Vice President-Elect shall become the Vice-President concurrent with the President-Elect assuming the presidency.
  4. In the event that the Vice President must assume the duties of the President, the Vice President-Elect will assume the remaining term of the Vice President and will also serve his/her own term.
  5. If the Vice President-Elect must assume the duties of the President-Elect, the Vice President-Elect will become President when the President-Elect would have taken office unless at the time the President-Elect can serve.
  6. If the Vice President-Elect vacates his/her office for reasons other than replacing the Vice President, the Board may act to fill that position.
  7. If the Vice President vacates his/her office for reasons other than replacing the President, the Board may act to fill that position.

8. In the event an Executive Counselor cannot serve all or part of his or her term, the President shall appoint the next runner-up from the same election for the remainder of the term.
- D. Executive Director:
1. The Executive Director shall coordinate the activities of Society committees, divisions, and representatives, implement Board policies, oversee the operations of the Society office and staff, oversee the disbursement, investment, and accounting of Society funds, oversee the preparation of the annual budget and all other financial documents, reports, and forms, authorize payments and, with the approval of the President, enter into contractual arrangements on behalf of the Society, and oversee the management and operation of the Annual Meeting.
- E. Treasurer:
1. The Treasurer shall be appointed by the Executive Board for a term of three (3) years.
  2. The Treasurer shall serve as the Chief Financial Officer for the Society.
- F. Qualification of Officers:
1. Any active member of the Society in good standing shall be eligible to hold office.
- G. Any officer of the Society may be removed during his/her term by a membership referendum initiated either by three-quarters (3/4) vote of the Executive Board (11 votes) or by a petition of ten (10) percent of the members. Fifty-one percent of the membership shall be required to vote affirmatively for removal to occur.
- H. Current members of the Executive Board shall be ineligible to receive any awards of the Society, including selection as a Fellow, during their term in office. However, if a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

## **V. ELECTIONS**

- A. The President with the approval of the Executive Board shall appoint a Nominating Committee of not less than five (5) members to oversee development of a slate comprised of at least two (2) nominees for each office, such appointments reflecting the diversity of the Society membership. The President will designate one (1) member as Chair.
- B. Newly elected persons shall take office at the close of the Annual Meeting following their election.

## **VI. MEMBERSHIP**

- A. Active members shall be:
1. Those engaged in the discipline of criminology, as defined in the Preamble.
  2. Members in good standing. In order to participate in the nominations and/or voting processes of the Society, a member of the Society must be an Active, Retired, or Life member in good standing. To maintain membership in

good standing, a Society member must pay annual dues for the current calendar year.

- B. Student members shall be:  
Those studying in appropriate disciplines in colleges and universities.
- C. Honorary members shall be:  
Those persons who make exceptional contributions to criminology and are so approved by the Executive Board.
- D. Retired members shall be:  
Those retired persons who have been Active members for not less than ten (10) years.
- E. Life memberships shall be:  
Available to those who have been Active members for at least five (5) years.

## **VII. DIVISIONS:**

- A. Divisions may be organized to represent major professional interests that lie within the scope of the Society as stated in the Preamble of the Constitution.
- B. A Division may be established whenever three (3) percent or more of the members in good standing of the Society petition the Executive Board and receive Board approval.
- C. A Division shall be dissolved by the Executive Board when (a) the number of members with the Division falls below three (3) percent of the members of the Society in good standing averaged over a two (2) year period, or (b) the Division votes to recommend dissolution.
- D. A Division shall have a chair and such officers as it may desire.
- E. A Division shall establish and maintain its own rules of procedure within the framework of the Society's Constitution and By-Laws and shall establish and set dues. Each Division shall file with the Executive Board a copy of its current Constitution, By-Laws, policies and operating procedures, as well as a list of its current officers and committees.
- F. A Division shall not enter into contracts or make public statements on behalf of the Society.

## **VIII. SOCIETY PUBLICATIONS**

The Society may publish a refereed journal entitled *Criminology: An Interdisciplinary Journal*, and a refereed journal entitled *Criminology & Public Policy*. It may also publish a newsletter. These shall be distributed to all members in good standing.

- A. Publications Committee:
  - 1. Composition. The Publications Committee shall consist of the Vice-President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editors and Editors-Elect, in years when such exist, of the journals as ex officio (non-voting) members.
  - 2. Powers. The Publications Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing

arrangements. It shall generally oversee the operation of the Society's publishing activities.

**IX. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- A. Due notice of proposed amendments to the Constitution having been given, any section of this Constitution may be amended by two-thirds (2/3) vote of those members who cast a ballot.
- B. Procedure for Amending the Constitution
  - 1. Proposed amendments must be presented to the Executive Board which shall vote upon the amendment, and then present the amendment to the Executive Director
  - 2. When presented to the Executive Director, the proposed amendment must bear the signatures of a majority of the members of the Executive Board, or alternatively, the proposed amendment must bear the signatures of five (5) percent of the members of the Society.
  - 3. The Executive Director shall notify the membership of the pending vote and shall arrange for the ballot.
- C. Any By-Laws shall become effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board meetings.
- D. At least every five years, the Board will conduct a review of the Constitution, By-Laws, and the Policies and Procedures Manual.

*(Last reviewed and amendments approved by the membership, July 20, 2011)*



## **APPENDIX B**

### **BY-LAWS OF THE AMERICAN SOCIETY OF CRIMINOLOGY**

#### **Article 1. Executive Board Meetings**

- Section 1. Executive Board Meetings shall be open to all members and shall be called at the discretion of the President with at least two (2) weeks written notice provided to all members by the Executive Director. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidentiality matters.
- Section 2. There shall be at least one (1) Board Meeting between Annual Meetings.
- Section 3. Upon petition by at least five (5) members of the Executive Board to the Executive Director, a special meeting of the Executive Board shall be scheduled within four (4) weeks time.
- Section 4. The Executive Board may render decisions by electronic voting.
- Section 5. Not less than ten (10) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting and the agenda shall be distributed to all Board members by the Executive Director or Deputy Director.

#### **Article 2. Membership Dues**

- Section 1. The annual dues for membership categories shall be determined by the Executive Board.

#### **Article 3. Annual Meetings**

- Section 1. A registration fee may be assessed for participants at the Annual Meeting and other Conferences of the Society. The fee shall be set by the Executive Board and the membership shall be notified by the Executive Director or Deputy Director.
- Section 2. During each Annual Meeting, there shall be a Business Meeting open to all members. Included in the meeting will be the announcement of election results, a budget report, and a report on the journals and the Annual Meeting. The membership will be able to raise issues with the leadership of the Society.

#### **Article 4. Procedure**

- Section 1. Robert's Rules of Order shall govern the procedure of the Society during all general and committee meetings, unless otherwise designated.

**Article 5. Journal Publications**

- Section 1. Composition. The Editors shall appoint and be assisted by Associate, Assistant, departmental and other editors, upon ratification by the Executive Board.
- Section 2. Powers. The Editors will supervise selection of materials for the Journals, generally in consultation with other editors. Referee panels for manuscript evaluation and selection will generally be used.
- Section 3. Term. The Editors are normally appointed for a three (3) year term by the President upon the recommendation of the Publications Committee and upon ratification by the Executive Board.
- Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

**Article 6. Nominations and Elections**

- Section 1. Nominations. The Nominations Committee shall oversee development of a slate of officers. Voting members in good standing for both the current and immediately previous calendar years shall be notified, and invited to submit additional nominations two (2) months prior to closing nominations. Persons may submit dues along with names of nominees. Any member receiving nominations from 2 percent of voting members in good standing shall be entered on the ballot for the designated office. The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations. The list of nominees will then be announced to the membership and members in good standing may place additional candidates for each office on the ballot if such candidates receive nominations from two (2) percent of the voting membership in good standing. The ballot shall include a place for write-in candidates.
- Section 2. Voting. All voting members in good standing at the time at which ballots are distributed shall be entitled to vote. Voting shall be by secret ballot. Tied elections shall be resolved by a run-off election. Ballots will be distributed to all voting members in good standing for both the current and immediately past calendar years. Persons who have not yet paid their dues for the current year shall receive a statement to this effect along with the ballot. The statement shall say that they are not members in good standing and may not vote in the current election unless dues are paid before ballots are counted.
- Section 3. Election Procedures. The election shall be by ballot, distributed at least twelve (12) weeks prior to the Annual Meeting of the Society. The membership will be given up to 45 days to return their ballots. Candidates for President-elect and Vice-President elect each

receiving the larger plurality of 40 percent or more of votes cast shall be elected. In the event no person receives this plurality, a run-off election will be held between the two (2) candidates who received the most votes. For Counselors, the three (3) who receive the most votes shall be elected. Should resignation, removal or death require that more than three (3) Counselors be elected, the candidate(s) with the next highest number of votes shall be elected.

Section 4. Elected Officers. Once having been elected to and having served a full term in an elected office (President, Vice President, Executive Counselor), individuals shall not be eligible for reelection to that same elected office. Individuals may, however, stand for election for a different elected office.

**Article 7. Disbursements**

Section 1. The Executive Director oversees the disbursement of Society funds in accordance with the Board approved annual budget. Expenditure that are 10 percent or \$1,000 (whichever is larger) in excess of the total of any line item in the approved budget must be approved by the President or the Treasurer.

**Article 8. Fellows**

Section 1. The title of Fellow is available to members in good standing who have, in the opinion of the Board, achieved distinction in criminology and have complied with such standards as are determined by the Executive Board. Fellow status shall be announced each year at the Annual Meeting and the candidates will be acknowledged by the Society with the presentation of a certificate at the Annual Meeting. No more than four (4) Fellows shall be designated annually, and each shall be elected by the Executive Board.

**Article 9. Divisions**

Section 1. Two-thirds (2/3) affirmative vote of those present at any meeting of the Executive Board is required for the establishment of a new Division. The Board may create a Division provided that (a) the Division represents an active and functionally unitary interest of a group of members, (b) its proposed objectives fall within the scope of those specified in the Society's Constitution, (c) its membership is not restricted on any bases other than interests and Society membership and, (d) the establishment of any new Division is not inimical to the objectives of the Society or any other Division already established. Divisions may use a distinct name, provided they append to it the phrase: "A Division of The American Society of Criminology".

Section 2. A petition for the formation of a new Division shall include in its prefatory statement the following: a statement of the proposed name and purpose of the Division, relevant evidence that the petitioners "represent an active and functionally unitary interest of a group of members", the names of the member or members sponsoring the petition or speaking for the petitioners and a statement that the individual petitioners ask for and will accept membership in the Division if it is established. The names of the petitioners should be followed by their ASC mailing address to assist in the unambiguous identification of the signers. The petition shall be transmitted to the Executive Director with designation of some individual who will speak for the petitioners in further communications. The Executive Board shall determine at its next regular meeting that the petition conforms to the technical requirements of the Rules. If it finds the petition in order, it shall invite the membership to comment in writing to the Board within the next 90 days. At a subsequent meeting, the Board shall consider the petition on its merits, together with supplementary materials and comments, and shall by a two-thirds (2/3) vote either approve or reject the petition. If the petitioners choose, they may submit a statement amplifying the petition to make clear why they seek Division status. Following favorable action by the Executive Board, a new Division is constituted when it holds its first business meeting at the Annual Meeting.

**Article 10. Award Creation and Criteria Alterations**

Section 1. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board Meetings. Award criteria carry the procedural weight of By-Laws.

Section 2. Society Awards. The Award Committees are responsible for developing a list of nominees for the eleven (11) major annual Society awards, as follows:

1. Herbert Bloch Award
2. Ruth Shonle Cavan Award
3. Michael J. Hindelang Award
4. Mentor Award
5. Outstanding Article Award
6. President's Award for Distinguished Contributions to Justice
7. Sellin-Glueck Award
8. Edwin H. Sutherland Award
9. Teaching Award
10. August Vollmer Award
11. Fellow (see Article 8)

- Section 3. Herbert Bloch Award. The Herbert Bloch Award is given for outstanding service contributions to the Society and to the professional interests of criminology. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.
- Section 4. Ruth Shonle Cavan Award. The Ruth Shonle Cavan Award is given to recognize outstanding scholarly contributions to the discipline of criminology by someone who has received the Ph.D., M.D., LL.D., or a similar graduate degree no more than five (5) years before the year of the award, unless exceptional circumstance (ie., illness) necessitates a hiatus in their scholarly activities. If the candidate has multiple of these degrees, the last five-year period is from the date when the last degree was received. The award may be for a single work or a series of contributions, and may include co-authored works. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.
- Section 5. Michael J. Hindelang Award. The Society has established the Michael J. Hindelang Award to be given annually for a book, published within three (3) calendar years preceding the year in which the award is made, that makes the most outstanding contribution to research in criminology. It shall be the responsibility of the Hindelang Book Award Committee to gather nominations for the award and to make a recommendation to the Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. To be considered, books must be nominated by individuals who are members of the American Society of Criminology. The Committee will not consider anthologies and/or edited volumes. The Chair will

need to work with publishers to both acquire enough desk copies of the books to distribute to the Committee, and to acquire them in a timely fashion to meet Committee reporting deadlines. The Committee should request nominators to submit a brief statement as to why the book should receive the award. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the book recommended for the award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 6.

Mentor Award. The Mentor Award is given to recognize exemplary contributions to the discipline of Criminology by mentors in an academic, practitioner, or researcher role. Nominations of individuals at all stages of their academic careers are encouraged. Eligible candidates include all nonstudent members of the ASC and is not limited to those who participate in the ASC mentoring program. Self-nominations are not permissible. Nominations are in the form of a letter(s), generated by peers, students or colleagues, which explain in detail the manner in which the candidate offered extraordinary mentoring to students and colleagues (the latter of which could include post-graduate early scholars). This mentoring can take many forms, such as assistance with publications, course preparation, development of research groups, preparation for annual meetings and seminars, career choices, and the like. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 7.

Outstanding Article Award. The Outstanding Article Award honors exceptional contributions made by scholars in article form. The Award is given annually for the peer-reviewed article published in the previous calendar year that makes the most outstanding contribution to research in criminology (i.e., the 2018-2019 Committee shall review articles published in 2017). It shall be the responsibility of the Outstanding Article Award Committee to

consider for nomination, each of the articles published in the past calendar year in *Criminology*, and *Criminology & Public Policy*, to consider articles of interest published in other journals, to gather additional nominations for the award for articles appearing in other journals, and to make a recommendation to the ASC Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. The Committee should request nominators to submit a brief statement as to why the article should receive the award. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the article recommended for the award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 8. President's Award for Distinguished Contributions to Justice. This award is given annually to an individual or organization who, through either a single initiative or over a longer period of time, has made significant and distinguished contributions to the cause of justice. In the case of joint efforts, co-recipients may be named. The President submits a nominee for Board approval. The President should provide a short statement identifying the main reasons for the recommendation along with the nomination. The Board may accept or reject the nominee. The Society will pay transportation and rooming costs for the recipient to attend the Annual Meeting, but no honorarium. The President is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 9. Sellin-Glueck Award. The Sellin-Glueck Award is given in order to call attention to criminological scholarship that considers problems of crime and justice as they are manifested outside the United States; internationally or comparatively. Preference is given for scholarship that analyzes non-U.S. data, is published predominantly outside of U.S. criminological journals, and in granting the award, brings new perspectives or approaches to the attention of the members of the Society. The recipient need not speak English, however, his/her work must be available in part at least, in the English language (either by original publication or through translation). The Society will seek to provide some support for the Sellin-Glueck recipient to be able to attend the Annual Meeting, but

no honorarium. Support will be in the form of either sleeping room accommodations (preferred) or partial airfare reimbursement. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Board particularly encourages the Division on International Criminology to submit names of nominees for this award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 10. Edwin H. Sutherland Award. The Sutherland Award is given to recognize outstanding contributions to theory or research in criminology on the etiology of criminal and deviant behavior, the criminal justice system, corrections, law, or justice. The distinguished contribution may be based on a single outstanding book or work, on a series of theoretical or research contributions, or on the accumulated contributions by a senior scholar. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 11. Teaching Award. The Teaching Award is a lifetime-achievement award designed to recognize excellence in undergraduate and/or graduate teaching over the span of an academic career. This award is meant to identify and reward teaching excellence that has been demonstrated by individuals either (a) at one educational institution where the nominee is recognized and celebrated as a master teacher of criminology and criminal justice; or, (b) at a regional or national level as a result of that individual's sustained efforts to advance criminological/criminal justice education. Any faculty member who holds a full-or part-time position teaching criminology or criminal justice is eligible for the award, inclusive of graduate and undergraduate universities as well as two- and four-year colleges. In addition, faculty members who have retired are eligible within the first two years of retirement. Faculty may be nominated by colleagues, peers, or students, or they may self-nominate, by writing



a letter of nomination to the chair of the ASC Teaching Awards Committee. Letters of nomination must include a statement in support of nomination of not more than three pages. The nominee and/or the nominator may write the statement. Nominees will be contacted by the chair of the ASC Teaching Award Committee and asked to submit a teaching portfolio of supporting materials, preferably in electronic form. The teaching portfolios should include:

1. a table of contents,
2. curriculum vita, and
3. evidence of teaching accomplishments, which may include:
  - a. student evaluations, which may be qualitative or quantitative, from recent years or over the course of one's career,
  - b. peer reviews of teaching,
  - c. nominee statements of teaching philosophy and practices,
  - d. evidence of mentoring,
  - e. evidence of research on teaching (papers presented on teaching, teaching journals edited, etc.).
  - f. selected syllabi,
  - g. letters of nomination/reference, and
  - h. any other evidence of teaching achievements.

The materials in the portfolio should include brief, descriptive narratives designed to provide the Teaching Award Committee with the proper context to evaluate the materials. Student evaluations, for example, should be introduced by a very brief description of the methods used to collect the evaluation data and, if appropriate, the scales used and available norms to assist with interpretation. Other materials in the portfolio should include similar brief descriptions to assist the Committee with evaluating the significance of the materials. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year meeting (typically due April 15) and to submit a final report by August 15.

Section 12. August Vollmer Award. The August Vollmer Award recognizes an individual whose scholarship or professional activities have made outstanding contributions to justice or to the treatment or prevention

of criminal or delinquent behavior. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 13. Awards Committees.

1. Each of the award committees should develop a list of nominees. Self and member nominations are encouraged. Every candidate nominated will be considered, in line with the submission guidelines. Each committee should request documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered to receive the award.
2. The chair of each award committee needs to communicate the award criteria to all committee members, and discuss the criteria with committee members if necessary. The ranking and voting process articulated in Appendix O, Section 7 is to be used. The chair of the committee must communicate with committee members on procedures and outcomes. If more than one iteration in the ranking process occurs, the results must be communicated to the committee members at each stage. Each award committee is to hold at least one conference call or live electronic meeting to deliberate the outcome.
3. Committee chairs are encouraged to carefully read Appendix O (General Committee Guidelines) and particularly Sections 5, 6 and 7.
4. Each award committee chair is to ensure that individuals are not being considered for awards they have already received.
5. The Board will give due consideration to each committee's nominations for each award, although the Board is not bound by the slate or the nominee of any committee. If the Board rejects the nominee, the award committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.
6. The awards are presented to the recipients by the President at the appropriate Annual Meeting award presentation sessions. The President is to give a brief comment regarding the credentials of each award winner at the said sessions.

7. The President formally notifies award recipients.
8. If possible, the names of the recipients are to be prominently included in the program of the Annual Meeting at which they receive their awards.
9. If a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

**Article 11. Finance Committee.**

Section 1. Structure. The Finance Committee shall consist of the President, President-elect, the Past-President, one member of the Board who will serve a 2 (two) year term and is also a member of the Long Range Planning Committee, and the Treasurer.

Section 2. Duties. This Committee will oversee ASC budgetary and fiscal policy matters, as well as the audits of our financial records. The Committee will ensure that ASC is operating in a financially responsible fashion. There are three particular duties with respect to the audits:

1. Insure that external financial audits are undertaken at least once every three to five years and more frequently if bookkeeping irregularities or improprieties appear.
2. Insure that the financial audits are conducted by a reputable and licensed entity.
3. Review the financial audits and report to the Board.

**Article 12. Dissolution**

Section 1. Upon the dissolution of the corporation, the Board shall, after paying or making provisions for payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes or shall at the time qualify as an exempt organization or organizations under Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the Executive Office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

*(Last amended by the Executive Board, November 2017)*

## APPENDIX C

### GENERAL OPERATIONAL DUTIES AND EXPECTATIONS OF THE SOCIETY PRESIDENT

#### Time Line

#### *Year One*

##### July to October

1. Begin thinking about an Annual Meeting theme.
2. Begin thinking about who is to be your program chair(s).
3. Begin thinking about who is to receive the President's Award for Distinguished Contributions to Justice.
4. You begin service as a member of the Finance Committee, and will stay on this Committee for two ½ years, the last year as the Chair.

##### November

1. Attend the first November Board Meeting as an observer (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the second November Board Meeting as President-Elect (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).
  - a. Present theme of Annual Meeting for Board approval.
  - b. Present name(s) of program chair(s) for Board approval.

##### December to March

1. Begin compiling a list of committee members, including Program Committee members. Be sure to ask all Divisions for recommendations.
2. Contact proposed committee chairs to confirm their willingness to serve.
3. Continue service on the Finance Committee for the year.

##### April

1. Attend the Mid-Year Board Meeting (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 10:00 pm Friday, with dinner thereafter, and from 9:00 am to 3:00 pm on Saturday).
  - a. Present list of standing committee members for Board approval.
  - b. Present list of Program Committee members for Board approval.
  - c. Nominate the Treasurer for Board approval, if necessary; assuming that there are no resignations/early departures, the appointment rotation for the coming years is as follows:
    1. President 2017 - 2018 appoints the Treasurer for the 11/17 - 11/20 term.
    2. President 2020 – 2021 appoints the Treasurer for the 11/20 - 11/23 term
    3. President 2023 – 2024 appoints the Treasurer for the 11/23 - 11/26 term
  - d. Make a brief presentation regarding annual meeting plans.

### May - October

1. In conjunction with the Program Chair(s), prepare a formal *call for papers* document to be inserted in the upcoming Annual Meeting packet and published in the upcoming November/December edition of *The Criminologist* (both due to Columbus by October 1).
2. Contact the Board approved committee chairs and ask the chairs to contact their respective committee members to confirm their willingness to serve.
3. Adjust committee member list based on potential committee members' willingness to serve. Add new members where needed, and then inform the Board.
4. In conjunction with the Director, prepare a budget for the coming year.

### ***Year Two***

#### November

1. Attend the first Board Meeting as President-Elect (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter).
1. Attend the Annual Meeting as President-Elect; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary.
  - b. Attend the Opening Social.
  - c. Attend the Ice Cream Social (and work!!).
  - d. Attend the Friday evening Presidential Plenary and formally assume the office of ASC President (a gavel is passed).
  - e. Attend the President's Reception.
  - f. Attend the Peterson Fellowship Dance.
2. Attend the second November Board Meeting as President (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm). At that meeting:
  - a. Serve as the presiding officer (work with the Director to prepare an agenda in advance of the meeting).
  - b. In conjunction with the Director, present a budget for the coming year (meeting budget and overall budget).
  - c. Serve on the Policy Committee for this year.
  - d. Serve as the Chair of the Finance Committee for this year.

#### January to April

1. Work with Program Chairs in crafting the upcoming annual meeting, and generally deal with the issues of the Society as they arise.
2. Prepare an agenda in advance of the Mid-Year Board Meeting, in conjunction with the Director.
3. Work with the Director to prepare an amended budget if necessary, for presentation at the Mid-Year Board Meeting.
4. Attend the Mid-Year Board Meeting as President (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday, with dinner served thereafter, and from 9:00 am to 3:00 pm

on Saturday). At that meeting:

- a. Serve as the presiding officer (prepare an agenda in advance of the meeting, in conjunction with the Director).
- b. Present a nominee to the Executive Board for the President's Award for Distinguished Contributions to Justice.

### May

1. Formally notify the new ASC award recipients with a letter, and contact the chairs of the said award committees and inform them of the Board's decision regarding their specific nominees.
2. Contact ASC committee chairs and ASC division heads regarding any relevant developments from the Mid-Year Board Meeting.

### June

1. Contact the newly elected President and inform them of the results of the election.

### July-October

1. Formally notify the Gene Carte Student Paper Competition, the Hindelang Award, Mentor, Teaching and the Outstanding Article Award recipient(s).
2. Compose a welcome letter for inclusion in the Annual Meeting program and send it to the Columbus office no later than September 15.
3. Contact the finalists who have been nominated to run for President, and urge them to stand for the election.
4. Prepare an agenda in advance of the Tuesday, November Board meeting, in conjunction with the Director.

### November

1. Attend the first November Board Meeting as President (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter). At that meeting:
  - a. Serve as the presiding officer.
  - b. Make a presentation regarding the upcoming meeting.
2. Attend the Annual Meeting as President; basic on-site Annual Meeting duties:
  - a. Serve as the presiding officer at the award plenary.
  - b. Serve as the presiding officer at other plenary sessions if so desired.
  - c. Attend the Opening Social.
  - d. Attend the Ice Cream Social (and work!!).
  - e. Preside at the Friday evening Presidential Plenary, deliver the Presidential address, and "pass the gavel" on to the next President.
  - f. Attend the President's Reception
  - g. Attend the Peterson Fellowship Dance.

### ***Year Three***

#### November

1. Attend the second Board Meeting as Past President (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).

#### December

1. Submit the Presidential Address to the Editor of Criminology for publication.

#### January to April

1. Attend the Mid-Year Board Meeting as Past President (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday, with dinner thereafter, and from 9:00 am to 3:00 pm on Saturday).

#### May to November

1. Attend the first Board Meeting as Past President (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm, with dinner thereafter).
2. Attend the Annual Meeting as Past President; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary.
  - b. Attend the Opening Social.
  - c. Attend the Ice Cream Social (and work!!).
  - d. Attend the Presidential Plenary
  - e. Attend the President's Reception.
  - f. Attend the Peterson Fellowship Dance.
3. Term in office expires Friday evening of the Annual Meeting

Note that we set aside \$2,000 for President secretarial support.

## APPENDIX D

### GENERAL OPERATIONAL DUTIES AND EXPECTATIONS OF THE SOCIETY VICE PRESIDENT

#### Time Line

#### ***Year One***

##### November

1. Attend the first November Board Meeting as an observer (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner). Attend the Publications Committee Meeting as Vice President-Elect.
2. Attend the second November Board Meeting as Vice President-Elect (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).

##### April

1. Attend the Mid-Year Board Meeting as Vice President-Elect (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday with dinner served, and from 9:00 am to 3:00 pm on Saturday).

##### May - October

1. Begin to develop a theme/plan for the six lead articles in *The Criminologist* for the coming year, one of which can be authored by the seated Vice President. The articles should be in the 3,000 to 3,500 word range, max.
2. Arrange for a Publications Committee Meeting at the Annual Meeting and notify all members.

##### November

1. Attend the first board meeting as Vice President-Elect (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner).
2. Attend the Annual Meeting as Vice President-Elect; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary.
  - b. Attend the Opening Social.
  - c. Attend the Ice Cream Social (and work!!).
  - d. Attend the President's Reception.
  - e. Attend the Peterson Fellowship Dance.
  - f. Attend and preside at the Publications Committee Meeting.

#### ***Year Two***

##### November

1. Attend the second November Board Meeting as Vice President (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).



### November - April

1. As the Chair of the Publications Committee and in conjunction with the Publications Committee, conduct the search for an Editor of *Criminology* on the following time line for the coming years:
  - a. Vice President 2018 - 2019: *Criminology* editorial term of 11/20 - 11/23 (decision and notification made by 4/19).
  - b. Vice President 2021 - 2022: *Criminology* editorial term of 11/23 - 11/26 (decision and notification made by 4/22).
  - c. Vice President 2024 – 2025: *Criminology* editorial term of 11/26 – 11/29 (decision and notification made by 4/25)
2. As the Chair of the Publications Committee and in conjunction with the Publications Committee, conduct the search for an Editor of *Criminology & Public Policy* on the following time line for the coming years:
  - a. Vice President 2017 - 2018: CPP editorial term of 11/19 – 11/22 (decision and notification made by 4/18).
  - b. Vice President 2020 - 2021: CPP editorial term of 11/22 – 11/25 (decision and notification made by 4/21).
  - c. Vice President 2023 – 2024: CPP editorial term of 11/15 – 11/28 (decision and notification made by 4/224)

### November – October

1. Arrange for the submission of camera ready lead articles to *The Criminologist* on the following time line:
  - a. December 15 for the January/February edition.
  - b. February 15 for the March/April edition.
  - c. April 15 for the May/June edition.
  - d. June 15 for the July/August edition.
  - e. August 15 for the September/October edition.
  - f. October 15 for the November/December edition.

### April

1. Attend the Mid-Year Board Meeting as Vice President (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday with dinner served, and from 9:00 am to 3:00 pm on Saturday).
2. As the Chair of the Publications Committee, and if involved in a journal editor search, formally nominate an Editor of *Criminology*, or *Criminology & Public Policy* for Board approval at the Mid-Year Board Meeting.
3. As the Chair of the Publications Committee, and if involved in a journal editor search, formally inform all those who applied for the position of Editor of *Criminology*, and *Criminology & Public Policy* of the Board's decision.

### November

1. Attend the first Board Meeting as Vice President (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner).

2. Attend the Annual Meeting as Vice President; basic on-site Annual Meeting duties
  - a. Attend the Awards Plenary.
  - b. Attend the Opening Social.
  - c. Attend the Ice Cream Social (and work!!).
  - d. Attend the President's Reception.
  - e. Attend the Peterson Fellowship Dance.
  - f. Attend the Publications Committee meeting.
3. Term in office expires Friday evening of the Annual Meeting.

## APPENDIX E

### GENERAL OPERATIONAL DUTIES AND EXPECTATIONS OF THE SOCIETY EXECUTIVE COUNSELORS

Executive Counselors have no specific responsibilities per se, other than those assigned to them by the ASC leadership on an individual basis. The general responsibilities lie in attending and participating in the Board Meetings (nine in all spread out over the three-year term in office), and being involved in the governance of ASC during their term in office. Executive Counselors serve as voting members of the Executive Board. Travel expenses are covered for the mid-year meeting, but not for the November Board Meetings.

#### Time Line

##### *Year One*

##### November

1. Attend the first November Board Meeting as observers (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner).
2. Attend the Annual Meeting as Executive Counselors-elect; basic on-site Annual Meeting activities:
  - a. Attend the Awards Plenary
  - b. Attend the Opening Social
  - c. Attend the Ice Cream Social (and work!!)
  - d. Attend the Presidential Plenary
  - d. Attend the President's Reception
  - e. Attend the Peterson Fellowship Dance
3. Attend the second November Board Meeting as voting members (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).

##### April

1. Attend the Mid-Year Board Meeting as voting members (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday with dinner served, and from 9:00 am to 3:00 pm on Saturday).

##### May - October

1. Carry out specific tasks as assigned.

##### November

1. Attend the first November Board Meeting as voting members (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner).

##### *Year Two*

##### November

1. Attend the Annual Meeting as Executive Counselors; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary

- b. Attend the Opening Social
  - c. Attend the Ice Cream Social (and work!!)
  - d. Attend the Presidential Plenary
  - e. Attend the President's Reception
  - f. Attend the Peterson Fellowship Dance
2. Attend the second November Board Meeting as voting members (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm).

December - April

1. Carry out specific tasks as assigned.

April

1. Attend the Mid-Year Board Meeting as voting members (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 7:00 pm Friday with dinner served, and from 9:00 am to 3:00 pm on Saturday).

November

2. Attend the first November Board Meeting as voting members (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner).

***Year Three***

November

1. Attend the Annual Meeting as Executive Counselors; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary
  - b. Attend the Opening Social
  - c. Attend the Ice Cream Social (and work!!)
  - d. Attend the Presidential Plenary
  - e. Attend the President's Reception
  - f. Attend the Peterson Fellowship Dance
2. Attend the second November Board Meeting as voting members (generally held on the Saturday of the Annual Meeting from 1:00 pm until 5:00 pm; light snacks are served).

December – April

1. Carry out specific tasks as assigned.

April

1. Attend the Mid-Year Board Meeting as voting members (usually held the last weekend in April at a location determined by the seated President; usually held from 3:00 pm to 10:00 pm Friday with dinner served, and from 9:00 am to 3:00 pm on Saturday).

November

1. Attend the first November Board Meeting as voting members (generally held on the Tuesday prior to the Annual Meeting from 3:00 pm until 7:00 pm; includes dinner)

2. Attend the Annual Meeting as Executive Counselors; basic on-site Annual Meeting duties:
  - a. Attend the Awards Plenary
  - b. Attend the Opening Social.
  - c. Attend the Ice Cream Social (and work!!)
  - d. Attend the Presidential Plenary
  - e. Attend the President's Reception.
  - f. Attend the Peterson Fellowship Dance.
3. Term in office expires Friday evening of the Annual Meeting.

## APPENDIX F

### EXECUTIVE DIRECTOR: JOB DESCRIPTION

- A. The Executive Director shall coordinate efforts of the Society committees, divisions, and liaisons/representatives. The Executive Director will specifically communicate with committee and division chairs, and liaisons/representatives, and ensure that they are aware of their charges and reporting responsibilities.
- B. The Executive Director will ensure that the web page is up to date and maintained in a timely and organized fashion.
- C. The Executive Director is to ensure that the office is staffed by professional personnel.
- D. The Executive Director will work with office staff and monitor general office activities and performance.
- E. The Executive Director will ensure that invoices, receipts and all monies due the Society are accounted for and properly recorded. The Executive Director will monitor the flow of Society funds. The Executive Director will be prepared at all times to render an current account of income and disbursements.
- F. The Executive Director will ensure that financial reports are being prepared in an accurate and timely fashion.
- G. The Executive Director shall prepare and submit appropriate financial reports to the Board at the Mid-Year Board Meeting, the first meeting of the Board at the Annual Meeting, and at any other time that the Board deems necessary.
- H. The Executive Director, in conjunction with the President and the Treasurer, shall prepare and present the proposed annual budget to the Executive Board at the second Board Meeting of the Annual Meeting. The budget is to address both expenditures and revenue. The proposed budget must be balanced. The Executive Director, in conjunction with the Treasurer, is to recommend courses of action on financial issues.
- I. The Executive Director in conjunction with the Treasurer, may invest Society funds. The Executive Director and Treasurer are to consult with Tony Hunter or Keith McFarland of Fifth Third Bank before investing Society funds. Mr. Hunter and/or Mr. McFarland are to receive independent confirmation from both the Executive Director and the Treasurer before any funds are invested. Funds are to be placed in two accounts. Account #1 is to be a reserve fund with roughly \$1.25 million. Roughly thirty percent of these funds are to be invested in conservative growth (stock) assets and the remainder in cash or short term assets. The remainder of our investment portfolio is to be invested with a moderate

growth/broadly diversified strategy, i.e., roughly 60 percent in stocks and 40 percent in bonds. Any significant shift in investment strategy require the approval of the Executive Board. The status of all investments shall be reported in each budget statement and in all Society financial reports prepared for the Board. The Executive Director and/or the Treasurer are to provide said financial reports at least twice a year - in advance of the Annual Meeting and in advance of the Mid-Year Board Meeting.

- J. The Executive Director will ensure that the printed and published versions of the organizational Constitution, By-Laws, and Politics and Procedures are kept current and up to date.
- K. The Executive Director may sign checks and otherwise authorize payments for all Society expenses.
- L. The Executive Director, in conjunction with the President, is authorized to sign contracts on behalf of the Society.
- M. The Executive Director, in conjunction with the President, shall select future Annual Meeting locations and attend to all relevant Annual Meeting contract negotiations.
- N. The Executive Director is expected to attend and participate in all Board Meetings and Executive Committee discussions as an ex-officio member of these bodies.
- O. The Executive Director shall oversee electronic Board votes. The usual model is to allow several days for Board discussion before calling for the final electronic vote.
- P. The Executive Director will ensure that the office space, furnishings and equipment (computers, printers, software, fax, photocopy, etc.) are kept in good working order and are sufficient for the organizational needs.
- Q. The Executive Director will ensure that the membership rolls are being maintained in an accurate and timely fashion.
- R. The Executive Director, in conjunction with the administrative office, will undertake activities designed to increase the membership of the Society.
- S. The Executive Director shall function as the Advertising and Exhibits Coordinator. The Advertising and Exhibits Coordinator devises and implements an advertising and marketing strategy, encourages potential advertisers to buy space in the Society=s publications, arranges for a drayage company for each Annual Meeting, and encourages publishers to procure booth space and to sponsor social events and refreshment breaks at the Annual Meeting.
- T. The Executive Director shall function as the Meeting Manager for the Annual Meeting. In that capacity, the Executive Director has the following responsibilities:

1. Oversee drayage operations;
2. Oversee the exhibit hall layout;
3. Oversee efforts to coordinate with external groups who wish to have a presence at the meetings;
4. Oversee logistics for Society sponsored social events;
5. Oversee and coordinate Society division meetings arrangements and social events;
6. Oversee and coordinate Society committee meeting arrangements;
7. Oversee meeting registration activities;
8. Oversee the master food order for the hotel catering office;
9. Oversee the audio-visual operations;
10. Oversee meeting room set-ups;
11. Oversee the arrangements with publishers who exhibit and advertise;
12. Oversee comp room logistics;
13. Oversee hotel billing matters; and
14. Oversee meeting logistics as needed.

U. The Executive Director is considered a staff member of the Society, and as such has the following benefits:

1. Will have a comp room at the Annual Meeting;
2. Will have transportation expenses covered to attend the Annual Meeting;
3. Will have food expenses covered while attending the Annual Meeting;
4. Will have Society related long distance phone and fax expenses covered;
5. Will have Society related shipping and postage expenses covered;
6. Is a member of the Society site visit/meeting planning team and will have all expenses covered for site visit activities; and
7. Will have all expenses covered to attend Board Meetings.



## **APPENDIX G**

### **DEPUTY DIRECTOR: JOB DESCRIPTION**

The responsibilities of the Deputy Director are to oversee the day-to-day operations of the Society office and must know all office procedures and the overall operations of the office and the Society. The Deputy Director is responsible for:

#### **A. OFFICE MANAGEMENT**

1. Coordinates the workload of the office and manages all deadlines.
2. Maintains inventory record of equipment, journals, newsletters, brochures, membership counts, office supplies and Society files.
3. Types occasional correspondence for Society officers.
4. Serves as the first point of contact for telephone and email inquiries about Society activities, membership, and the like.

#### **B. MEMBERSHIP**

1. Maintains membership records of the Society including, but not limited to, managing the membership database.
2. Prepares and distributes annual dues statement to members.
3. Prepares distribution mailing lists quarterly for the Society's two journals.

#### **C. ANNUAL MEETING**

1. Coordinates the processes with the Program Co-chairs the prior year of their meeting:
  - a. Meets with the Program Co-chairs and team to produce a schedule/timeline of activities for the next year.
  - b. Maintains contact throughout the year including, but not limited to, training and sending emails.
2. Goes on site visits with Annual Meeting program team to coordinate logistics with the hotel and drayage.
3. Prepares annual meeting information packet and distributes to program participants and Society members.
4. Works with vendors to purchases bags, name badges and other meeting supplies.
5. Arranges the creation and distribution of ASC Award plaques with award winners and plaque vendors.
6. Assist with the preparation of materials for on-site distribution.
7. Oversees shipment and delivery of materials to meeting site.
8. Serves as the Advertising and Exhibits Coordinator:
  - a. Negotiates and reviews contract with drayage company.
  - b. Prepares and distributes an advertising packet of information and reservation forms.
  - c. Meets with the drayage contact at the meeting site visit.

- d. Maintains exhibitor and advertising records.
  - e. Coordinates with the drayage company on the exhibit hall, layout, drapes and such.
9. Annual Meeting Program Duties:
- a. Coordinates with the online submission company for the set-up of the home page and submission site each year in preparation for scheduling.
  - b. Serves as the contact person for any problems or changes needed within the submission site throughout the year.
  - c. In coordination with the hotel and ASC personnel, is responsible for handling the scheduling of all sessions and events at the meetings, including all miscellaneous and external group events (ie., committee meetings, division meetings, school receptions, journal editorial board meetings, sister professional association events, etc). Sends final scheduling grid to the hotel.
  - d. Obtains estimates for the final printed program costs and works with the printing company in the final preparation of the program.
  - e. Prepares print program including, but not limited to, program cover design, formatting and placement of advertising.
10. Meeting APP:
- a. Submits application to become Apple Developer for the meeting app.
  - b. Negotiates and reviews contract with app company.
  - c. Coordinates with the app company on development to create the meeting app including, but not limited to, graphics, content information and efficient flow of information for users.
  - d. Verifies specifications for app usage and communicates this information with users.
11. Arrange extra office help at meeting time.
12. On-Site: Serves as the Assistant Meeting Manager for the Annual Meeting assisting the Executive Director as needed in the exhibit hall and other areas, as well as oversee the registration desk, staff and student volunteers.

D. DIVISIONS

- 1. Maintains a list of division members.
- 2. Sends monthly memberships lists to the division chairs.

E. COMMITTEES

- 1. Assists in the preparation of correspondence for President and President-Elect to committee appointments.
- 2. Assists committees in the preparation of materials to be distributed to the membership.

F. ARCHIVES

1. Maintains archival records of the Society (journals, newsletters, relevant documents and reports).

G. MICELLANEOUS DUTIES

1. Purchases office supplies and handles all printing matters - letterheads, envelopes, brochures, office equipment, programs, etc.
2. Mails supplemental issues of journals and newsletter to members and/or subscribers as necessary.
3. Prepares and ship membership mailing labels as requested, giving appropriate paperwork to the Senior Accountant for invoicing.
4. Handles reprint permission requests.
5. Prepares and distributes journal/brochures for marketing purposes.
6. Assists all office staff as necessary.
7. In coordination with the Executive Director, signs checks and otherwise authorize payments for all Society expenses.
8. Reviews invoices being paid from Society before they are sent.
9. Completes Ad Hoc projects as needed

K. STAFF BENEFITS

The Deputy Director is considered a staff member of the Society, and as such has the following benefits:

1. Will have all benefits as outlines in Appendix K;
2. Will have a comp room at the Annual Meeting;
3. Will have transportation expenses covered to attend the Annual Meeting;
4. Will have food expenses covered while attending the Annual Meeting; and
5. Is a member of the Society site visit/meeting planning team and will have all expenses covered for site visit activities.

## APPENDIX H

### ASSOCIATE DIRECTOR: JOB DESCRIPTION

The responsibilities of the Associate Director are to work with the Administrator in the day-to-day operations of the Society office and to know all office procedures and the overall operations of the office and the Society. The Associate Director is responsible for:

#### A. ASC WEBSITE

1. Manages website and perform continual maintenance;
2. Conducts and oversees website project management;
3. Provides web space for individuals and businesses;
4. Performs marketing and site promotion of website;
5. Secures payment information for paid web space/advertising (Employment Exchange);
6. Submits payment information to Senior Accountant for invoicing/processing;
7. Maintains physical and electronic records of advertising requests;

#### B. ANNUAL MEETING

Assists with the Annual Meeting as follows:

1. Assists with meeting registration activities, including, but not limited to, maintaining pre-registration list, preparing receipts and name badges in ASC office, and assisting with on-site registration;
2. Generally assists staff and officers as needed.

#### C. SOCIETY NEWSLETTER

Serves as the managing editor of the Society newsletter, *The Criminologist*, as follows:

1. Prepares and organizes material for the newsletter;
2. Coordinates with the Editor and Vice President for newsletter content;
3. Works with the printer to arrange for printing;
4. Collects mailing lists for mail house, works with printer to submit;
5. Handles all advertising for newsletter, including securing payment information;
6. Submits payment information to Senior Accountant for invoicing/processing;
7. Maintains physical and electronic records of advertising requests;
8. Distributes electronic communication to members of newsletter availability;
9. Maintains recordkeeping of newsletter distribution.

#### D. ELECTIONS

The ASC Election is a combination of paper and electronic votes.

1. Communicates with nominees to gather statements, photos, and bio-sketches for ballots and ensures they are current members.
2. Prepares and distributes paper ballot materials to membership.
3. Oversees the electronic voting system, including creating the ballot for the current year election and sending out username and password emails to members for voting.
4. Ensures that any paper ballots are properly handled and counted.
5. Provides results to the Executive Director at the close of the voting deadline.

#### E. MISCELLANEOUS DUTIES

1. Purchases office supplies and handles all printing matters - letterheads, envelopes, brochures, office equipment, programs, etc.
2. Mails supplemental issues of journals and newsletter to members and/or subscribers as necessary.
3. Prepares and ships membership mailing labels as requested, giving appropriate paperwork to the Senior Accountant for invoicing.
4. Assists all office staff as necessary.
5. Completes Ad Hoc projects as needed.

#### F. STAFF BENEFITS

The Associate Director is considered a staff member of the Society, and as such has the following benefits:

1. Will have all benefits as outline in Appendix K;
2. Will have a comp room at the Annual Meeting;
3. Will have transportation expenses covered to attend the Annual Meeting;
4. Will have food expenses covered while attending the Annual Meeting; and
5. Is a member of the Society site visit/meeting planning team and will have all expenses covered for site visit activities.

## **APPENDIX I**

### **SENIOR ACCOUNTANT: JOB DESCRIPTION**

- A. **FINANCIAL/HUMAN RESOURCES**
1. Handles all Accounts Receivable, including preparing and sending all invoices to customers as well as collections.
  2. Handles all Accounts Payable, including paying all bills and/or fulfilling officer reimbursements; gives payables to Deputy Director for review.
  3. Process all credit card transactions for membership dues, meeting registration fees, and other miscellaneous payments.
  4. Sends receipts as necessary.
  5. Prepares and makes bank deposits.
  6. Completes monthly bank reconciliation and sends report to Executive Director for review.
  7. Makes general journal entries as necessary, including monthly investment statements.
  8. Maintains the Society's financial records and assists in the preparing of monthly and yearly financial reports.
  9. Assists Society accountant as necessary during audits and yearly tax form preparation.
  10. Maintains financial security by following internal controls.
  11. Prepares and maintains payroll records and payments to all employees; sends monthly payroll report to Deputy Director for review.
  12. Pays monthly payroll taxes.
  13. Prepares and files quarterly and annual payroll tax reports.
  14. Prepares and files employee W-2's and 1099-Misc forms.
  15. Serves as the plan administrator for the Society's 403(b)(7) retirement plan.
- B. **ANNUAL MEETING**
1. Pre-registration: Process all registration fee payments and keep financial records of attendees.
  2. On-site: Participates as part of the registration staff team with the primary responsibility being in the fiscal area.
  3. Assists in the general operations for the meetings as needed.
- C. **DIVISIONS**
1. Maintains Division financial records.
  2. Sends monthly accounting report to Division Chairs.
- D. **MISCELLANEOUS DUTIES**
1. Provides technical support to office staff and serves as IT liaison to external support company when needed.

2. Opens mail and distribute to appropriate persons.
3. Purchases office supplies and handles printing matters - letterheads, envelopes, brochures, office equipment, programs, etc.
4. Mails supplemental issues of journals and newsletter to members and/or subscribers as necessary.
5. Prepares and ships membership mailing labels as requested.
6. Assists the rest of the office staff as necessary.
7. Completes Ad Hoc projects as needed.

E. **STAFF BENEFITS**

The Senior Accountant is considered a staff member of the Society, and as such has the following benefits:

1. Will have all benefits as outlined in Appendix K.
2. Will have a comp room at the Annual Meeting.
3. Will have transportation expenses covered to attend the Annual Meeting.
4. Will have food expenses covered while attending the Annual Meeting.

## APPENDIX J

### ANNUAL MEETING PROGRAM CO-CHAIRS: JOB DESCRIPTION AND TIME LINES

Primary Responsibility: Appointed by the President-Elect, the Program Co-chairs duty is to develop and then oversee the substantive program for the meetings in conjunction with the President, the Program Committee, and the Executive Office. This includes appointing a Program Committee comprised of Area Chairs and Sub-Area Chairs; hold a meeting the year preceding the relevant meeting with your Program Committee to cover upcoming processes, formulating, comprising, and scheduling all of the presidential plenary sessions; giving a list of sessions that may need special attention with scheduling and attending the annual meetings to ensure that the program unfolds as productively as possible.

Time Line and Specific Duties:

- A. Prior to April Board meeting in the year preceding the relevant meetings, the Program Co-chairs, in consultation with the President, must appoint Area Chairs and Sub-Area Chairs to serve on the Program Committee. The President forwards the complete list of the recommended Program Committee to the Executive Director and Office such that it can be approved by the Board at the April Board meeting (typically due on or before April 15). The list should include the name, affiliation and email for each area/sub-area they will serve as Program Committee member.
- B. Once the Board approves the Program Committee, the Program Co-chairs must send emails to each Area Chair and Sub-Area Chair inviting him/her to serve on the Program Committee, and identifying replacement committee members for those individuals who decline the invitation.
- C. The Program Co-chairs will hold a Program Committee Meeting with your team at the annual meeting, the year preceding the relevant meeting. After the annual meeting the Program Co-chairs sends a follow-up memo to all of the members of the Program Committee to remind them of the tasks, deadlines, expectations for communications with participants, and various ASC rules including; as per section 6.3.14 of the American Society of Criminology's Policies & Procedures, "Committee members should be members of the Society in good standing during the time they serve.". In addition, the memo reminds the Area and Sub-Area Chairs to organize some panels they would like to see listed within their Sub-Area and have a current ASC membership the year they will serve on the committee. Recognizing that not all of the members of the Program Committee are able to attend the annual meetings, this is another time to get the entire team on the same page and set the procedural and substantive agenda for upcoming year.
- D. Prior to the deadline for submissions, the Program Co-chairs set deadlines for the Sub-Area Chairs and Area Chairs to complete their work. Typically, the Area Chairs are given two (2) weeks longer than the Sub-Area Chairs, as they have the responsibility to double-check, confirm, and correct the work of the Sub-Area Chairs under their Area. Area Chairs and Sub-Area Chairs will be given access from the



ASC office after the deadlines. At that time they will also be given a printout of instructions to navigate the submission system. They will need to organize the panels within their respective Sub-Areas. They must also assess whether the proposed submission/panel of submissions is a fit for the Annual Meeting. Typical submissions that are cause for question are based on one of two criteria: the paper or panel violates the one first author appearance rule or the content does not address the legitimate concerns of the Society, broadly defined. The one first author appearance rule is as follows: Individuals may submit only one first author presentation. Ordinarily individuals may make one other appearance as either a chair or discussant on a panel. A person may coauthor an unlimited number of papers as a junior author, but can only be the first author on one paper. Appearances on the program as a co-author, a poster presenter, or a roundtable participant are unlimited. Please note – the Sub-Area chairs may not have access to this information if the individual submitted papers in two different sub-areas. Likewise, Area Chairs will not have access to this information if the individual submitted in two different Areas. There has not been a feasible way for Area Chairs and Sub-area Chairs to check this. The Program Co-chairs can pull a report on this but due to the huge amount of the submissions entered its quite time consuming to go through every individual who has submitted to present at the meeting. Sub-Area Chairs should consider all of the unsolicited papers that arrive by the deadline and, if accepted, organize them into panels with a maximum of three presentations and a discussant or, alternatively, four presentations and no discussant. There should be a Chair assigned to each panel, if none is listed add a person from the last paper to be presented as Chair. After organizing the submissions into panels, the organizers need to attach a title to each panel and estimate the number of people who may be expected to attend the panel (if useful, Sub-Area Chairs can use the following categories: minimally attended = less than 10; well-attended = 11-40; and big hit=41 or more). If Sub-Area Chairs have papers leftover after organizing their panels, they should forward them to their Area Chair as orphans. No submissions are rejected by Area or Sub-Area Chairs. If there is a submission in question they are to contact the Program Co-Chairs.

- E. While the Sub-area chairs are completing their work, they will transfer “orphan” papers to the Area Chair. These include papers that were submitted to their Sub-area but are an ill-fit with the Sub-area, and papers that do not otherwise fit on the available panels. Area Chairs have the following responsibilities:
  1. To deal with orphaned papers in one of three ways:
    - (a) transfer orphaned papers to the Area Chair in their area. The Area Chair will then decide what Area they will transfer it to where it will a better fit,
    - (b) combine orphaned papers such that new panels are created, or,
    - (c) when this is not possible, to transfer the orphaned papers to the Program Co-Chairs
    - (d) check that all acceptance emails have been sent in each of their sub-areas

2. To ensure as much as possible the one first author appearance rule, as described above, is not violated
  3. Upon completion of the Sub-area Chairs' work, to double-check and organize the information received from the Sub-area Chairs to ensure that all papers in each sub-area have been placed in a session and all panels are complete and the contact information is complete.
- F. It is imperative that the Area Chairs complete their work by the established deadlines. The Area Chairs ensure the one first author appearance rule, as described above, is not violated; double-check and organize the information received from the Area Chairs to ensure that the panels are complete and the contact information is complete, including checking that all titles have been corrected to title font (first letter in each word with a capital letter, except 'and', 'of', 'to,' etc.); combine orphans such that new panels are created and no orphans remain. When this is complete they are to send an email that work is completed.
- G. From the time the Area and Sub-area Chairs have completed their work, the ASC office will continue to facilitate responding queries and complaints of the preliminary program. These will include queries about missing papers and panels, requests for contact information, requests for schedule changes, and complaints about everything from the nature of ones co-presenters to the lack of representation of various constituencies within the ASC to the unacceptable presentation dates and times. It is the duty of the Program Co-chairs to approve or deny changes to the preliminary program. The ASC office will contact the President or Program Co-chairs for any emails they feel they need may need extra input. Once the final program is finalized and sent for typesetting (typically September 1), the ASC office will keep a list of any additional changes (e.g., dropped papers and/or panels, cancellations, replacement chairs, etc.) in order to create a program addendum that will be posted near registration at the meeting.
- H. The Program Co-chairs attend the annual meetings and, while there, respond to any last minute details related to the substance of the program.
- I. In addition to the tasks described above, the duties of the Program Co-chairs include:
1. Submit a report to the Board for the Mid-Year meeting.
  2. Develop plenaries in consultation with the President.
  3. Facilitate the programmatic wishes of the President.

## **ANNUAL MEETING TIMELINE**

### **Year before the Meetings:**

#### **FEBRUARY/MARCH**

- Finalize Program Committee list for the Board.

#### **APRIL/MAY**

- Draft an e-mail to the proposed program committee members requesting their participation on

the program.

- Send follow-up e-mails to those you do not hear from to try and confirm their participation.
- Reply to each e-mail from committee, including occasional detailed descriptions of the nature of the work.

#### JUNE

- Locate replacement Program Committee members for those sections/areas in which there is either no reply, or are told no.
- Finalize Program Committee list and send to Deputy Director in Excel format she will give you when you tell her your list is ready.
- Work to finalize the Call for Papers.

#### SEPTEMBER

- Send final Call for Papers to Deputy Director.
- Send program committee an invite to discuss the upcoming year at the annual meeting.

#### OCTOBER

- Fall meeting meet & greet with Deputy Director to discuss the schedule/timeline for our activities over the next year.
- Review Annual Meeting Timeline.
- Discuss goal for submission site to be ready.
- Set timelines for the Program Committee to begin and complete their work.

#### NOVEMBER

- Hold a Program Committee Meeting with your team at the annual meeting.
- Call for Papers to be included in the current meeting bag and posted on the ASC website after the meeting.

#### DECEMBER

- Work with Deputy Director to finalize the All Academic website before going live to work out the numerous bugs.
- Draft submission site opening email to be sent from ASC office. (Deputy Director can give you 1<sup>st</sup> draft to work from)

### **Year of the Meetings:**

#### JANUARY

- Deputy Director will instruct and give written instructions to navigate the All Academic system for submitting any panels. She is also available at any time to talk you through any of the instructions. This would depend on your ease of navigating through it.
- Post the All Academic site live, if not done in December.
- Email sent from ASC office to the membership that the submission site is open.
- Coordinate dates with Deputy Director for sending other e-mail reminders.

#### FEBRUARY

- Email reminder to be sent from ASC office of paper, thematic/regular panels and author meets

critics. (Deputy Director will give you 1<sup>st</sup> draft to work from)

#### MARCH

- Email reminder to be sent from ASC office approximately a week before deadline of paper, thematic/regular panels and author meets critics.
- Online submission site shut down with All Academic for session/paper/author meets critic submissions
- Announcement placed on the ASC website the deadline has passed for session/paper/author meets critic submissions.
- After the submission deadline the ASC office will grant access for the Program Committee into the All Academic system as Unit Planners to do their work and send an email to each after they have access along with print out instructions.

#### APRIL

- Email reminder to be sent from ASC office to the Program Committee regarding deadlines for the completion of their work.
- Program Committee should be doing their work.

#### MAY

- ASC office to un-grant access to the committee members after their deadline to have panels, papers and author meets critics work completed.
- Email reminder to be sent from ASC office to the Area Chairs about the deadlines for completion of their work and reminding them they should also review submissions in all their sub-areas to check for any uncompleted work.
- Review submissions in every area and every section to check for any uncompleted work and (1) organize and create panels for all loose papers; (2) place session chairs on any needed panels.
- Correct all titles that have not been done by the program committee. All titles are to be in title font (first letter in each word with a capital letter, except 'and', 'of', 'to,' etc.)
- Draft e-mail reminder for ASC membership on the poster/roundtable deadline and the deadline for making editorial changes. (Deputy Director can give you 1<sup>st</sup> draft to work from)
- Online submission site shut down with All Academic for poster/roundtable submissions
- Announcement placed on the ASC website the deadline has passed for all submissions.

#### MAY/JUNE

- Once Program Committee members' work is complete, the ASC office will begin scheduling of program.
  - \*The All Academic system does not automatically schedule, send a list any sessions you feel special attention with scheduling to the ASC office.
- Draft e-mail for participants only on the deadline for making editorial changes. (Deputy Director can give you 1<sup>st</sup> draft)

#### JUNE

- ASC office to un-grant access to the committee members after their deadline to have roundtable work completed.
- Finalize any last minute submissions, presidential panels, etc.

## JULY

- Submissions should all be finalized by Program Co-chairs
- ASC office will finalize scheduling.
- Preliminary/Searchable program placed on ASC website the end of July

## AUGUST

- Email sent by ASC office of preliminary program online to ASC Membership
- Provide Deputy Director with final program welcome greeting for print program.
- Provide Deputy Director with final program welcome greeting for APP (400 character/space limit)
- Provide Deputy Director with list of any program committee members you would not like listed in the program
- Print program taken off All Academic site to finalize for the print program. At this point no changes in submission in the All Academic site will reflect in print program

## SEPTEMBER-NOVEMBER

- If you'd like to include a one page insert in the meeting bag it must be given to the ASC office in .pdf format on or before September 1<sup>st</sup>
- Attend the annual meeting

## APPENDIX K

### ASC EMPLOYEE BENEFITS

All ASC personnel who have full-time employment status are eligible for the following:

1. Paid Parking - ASC will purchase employees a yearly Ohio State University Area WB parking permit.
2. Paid Holidays - New Year's, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If ASC work is undertaken on any of those days, a comp vacation day may be taken. The comp day does not count against accrued vacation days. Paid Holiday comp days may be taken in increments of one (1) day and may accrue up to a maximum of 10. Comp days should be scheduled after consulting with the Executive Director.
3. Paid Sick Leave - Beginning year 2, 5 days a year, which will accrue if not used with no upper limit. Sick leave days may be taken in increments of half-days.
4. Retirement/Pension Fund - ASC will contribute 20 (twenty) percent of the employee's yearly salary to a pension fund.
5. Vacation - Vacation days may accrue if not used for up to a maximum of 60 days. Vacation days may be taken in increments of one (1) day and should be scheduled after consulting with the Executive Director. Vacation days are allotted as follows:
  - Beginning year 2: 5 days paid vacation
  - Beginning year 3: 10 days paid vacation
  - Beginning year 5: 15 days paid vacation
6. Annual Meeting Comp Days - Since the Annual Meeting requires Saturday ASC-related work, one (1) comp day may be taken. This comp day does not count against accrued vacation days. Annual Meeting comp days may be taken in increments of one (1) day and may accrue up to a maximum of 10. Comp days should be scheduled after consulting with the Executive Director.

#### MEDICAL AND FAMILY LEAVE

ASC provides medical leaves of absence without pay of up to 16 weeks during any 24-month period to eligible employees who become unable to work due to a serious health condition. Medical leave may be taken intermittently when medically necessary.

ASC also provides family leaves of absence without pay of up to 16 weeks during any 24-month period to eligible employees for the birth of a child of the employee, the placement of a child with the employee for adoption or foster care, the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility, or the care of a family member of the employee who has a serious health condition. Family leave may be taken intermittently when medically necessary.

For purposes of medical leave and family leave (i) a serious health condition means a physical or mental illness, injury, or impairment that involves inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment of supervision at home by a health care provider or other competent individual; (ii) a family member means a person to whom the employee is related by blood, legal custody, or marriage; a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; or a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

Any family leave due to the birth and care of a child or the placement of a child for adoption or foster care must be completed within 12 months of the date of birth or placement of the child. Regular full-time employees and regular part-time employees are eligible to request medical and/or family leave as described in this policy provided that the employee has been employed by ASC for one (1) year without a break in service and has worked at least 1,000 hours during the 12-month period immediately preceding the request for family and/or medical leave.

Eligible employees should make requests for medical and/or family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to ASC. Employees requesting family leave related to the serious health condition of a family member may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Employees are required to use any accrued paid annual leave and/or personal leave and such paid leave shall count against the 16 weeks of allowable unpaid family and 16 weeks of allowable medical leave provided under this section.

Employees on unpaid medical and/or family leave shall not accrue annual leave, personal leave, retirement, or other benefits. Upon return from medical or family leave, the employee shall be restored to the position held by the employee when the leave commenced, or to an equivalent position for which the employee is qualified.

Employee on medical or family leave are requested to provide ASC with at least two (2) weeks advance notice of the date the employee intends to return to work.

If an employee fails to report to work promptly at the end of the medical leave, ASC will assume that the employee has resigned.

## APPENDIX L

### COMMITTEES: CHARGES AND REPORTING SCHEDULES

Each of the award committees should develop a list of nominees. Self and ASC member nominations are encouraged. Award committee members cannot nominate individuals for awards given by the award committees on which they serve. Every candidate nominated will be considered, in line with the submission guidelines. Each Committee should request documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered to receive the award.

The chair of each award committee needs to communicate the award criteria to all committee members, and discuss the criteria with committee members if necessary. The ranking and voting process articulated in Appendix O, Section 7 is to be used. The chair of the committee must communicate with committee members on procedures and outcomes. If more than one iteration in the ranking process occurs, the results must be communicated to the committee members at each stage. Each award committee is to hold at least one conference call meeting (phone/Skype, etc.) to deliberate the outcome. The final report to the ASC Executive Board should include a *detailed* description of the ranking procedures and decision-making process, along with the final outcome.

The report should include:

- A. The names of each committee member, with the chair identified.
- B. The number of individuals nominated by others *and* the number self-nominated.
- C. A list of those nominated in order of merit, and an explanation of the general procedures used to reach that decision.
- D. A detailed discussion of the ranking and decision-making procedures.
- E. Identification of a single nominee and a justification/reasons for the committee decision.
- F. Any other information that the chair would like to provide, including any advice for future committees.

Generally, a copy of the vitae of the Committee's single nominee should also be included in the materials sent to the Board.

Awards committee members are allowed to vote on candidates who are former or current students, previous or current mentors, and departmental colleagues. However, they also should recuse themselves if they feel they cannot be objective.

Award decisions will be based on the strength of the nominees' qualifications and not on the number of nomination endorsements received for any particular candidate (or manuscript in the context of the Hindelang and Outstanding Article awards).

When a member of an award committee resigns or is non-responsive, the President may



appoint a new member to the said committee.

Only individuals, not institutions, shall be considered as candidates for any award (except the President's Award for Distinguished Contributions to Justice).

Each Awards Committee Chair is to ensure that individuals are not being considered for awards they have already received (except for the Hindelang and Outstanding Article Award winners who can receive these respective awards more than once). A complete list of previous ASC award recipients is available at [www.asc41.com/awdwinrs.html](http://www.asc41.com/awdwinrs.html).

The Board will give due consideration to each Committee's nominations for each award, although the Board is not bound by the slate or the nominee of any Committee. If the Board rejects the nominee, the Award Committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.

Current members of the Executive Board shall be ineligible to receive any awards of the Society, including selection as a Fellow, during their term in office. However, if a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

Members of a said award committee are not eligible to receive that said award.

Award committee members cannot nominate individuals for awards given by the award committees on which they serve.

The President formally notifies award recipients.

If possible, the names of the recipients are to be prominently included in the program of the Annual Meeting at which they receive their awards.

The Awards Committees and their charge are as follows:

#### **HERBERT BLOCH AWARD COMMITTEE**

##### ***Charge -***

The Herbert Bloch Award is given for outstanding service contributions to the American Society of Criminology and to the professional interests of criminology.

The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the

nominee's resume and a brief statement as to why the candidate should receive the award.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

**RUTH SHONLE CAVAN AWARD COMMITTEE**

***Charge -***

The Ruth Shonle Cavan Award is given to recognize outstanding scholarly contributions to the discipline of criminology by someone who has received the Ph.D., M.D., LL.D., or a similar graduate degree no more than five (5) years before the year of the award, unless exceptional circumstance (ie., illness) necessitates a hiatus in their scholarly activities. If the candidate has multiple of these degrees, the last five-year period is from the date when the last degree was received. The award may be for a single work or a series of contributions, and may include co-authored works.

The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The following supportive materials needs to be submitted with a nomination:

1. a letter evaluating the nominee's contributions and relevance to this award
2. a vitae (short version preferred)
3. no more than 3 published works, which may include a combination of articles and 1 book (send a hard copy of the book to the Committee Chair).

Those interested in being considered or in nominating someone for this award should submit the above noted information in electron format to the Committee Chair by March 1.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

**MICHAEL J. HINDELANG AWARD COMMITTEE**

***Charge -***

The Society has established the Michael J. Hindelang Award to be given annually for a book, originally published within three (3) calendar years preceding the year in which the award is made, that makes the most outstanding

contribution to research in criminology. The Hindelang Award shall be presented during the Annual Meeting of the Society.

It shall be the responsibility of the Hindelang Book Award Committee to gather nominations for the award and to make a recommendation to the Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. To be considered, books must be nominated by individuals who are members of the American Society of Criminology. Self-nominations by ASC members are acceptable.

The Committee will not consider anthologies and/or edited volumes.

The Chair will need to work with publishers to both acquire enough hard desk copies of the books to distribute to the Committee, and to acquire them in a timely fashion to meet Committee reporting deadlines. The responsibility for distributing the hard desk copies to the Hindelang Committee members rests with the publishers and/or the authors.

The Committee should request nominators to submit a brief statement as to why the book should receive the award.

Current members of the ASC Board are ineligible to receive this award. However, if a current member of the Board is nominated for this award, their nomination shall be considered in the first year following their service on the Board

It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the book recommended for the award and to establish eligibility criteria (other than year of publication, defined as the officially noted copyright date). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for its recommendations. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates.

***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

**MENTOR AWARD**

***Charge*** – The Mentor Award is designed to recognize excellence in mentorship in the discipline of Criminology and Criminal Justice. Nominations of individuals at all stages of their academic careers are encouraged.

Any nonstudent member of the ASC is an eligible candidate for the ASC Mentor Award, including persons who hold a full or part time position in criminology, practitioners and researchers in nonacademic settings. The award is not limited to those who participate in the ASC mentoring program.

Nonstudent members may be nominated by colleagues, peers, or students but self-nominations are not allowed. A detailed letter of nomination should contain concrete examples and evidence of how the nominee has sustained a record of enriching the professional lives of others, and be submitted to the Chair of the Mentor Award Committee.

The mentorship portfolio should include:

1. A table of contents
2. Curriculum Vita and
  - Detailed evidence of mentorship by supporting, encouraging and promoting Scholarly research
  - Academic publication
  - Professional development
  - Teaching
  - Career guidance
  - research and professional networks
  - And other evidence of mentoring achievements.

The letter should specify the ways the nominee has gone beyond his/her role as a professor, researcher or collaborator to ensure successful enculturation into the discipline of Criminology and Criminal Justice, providing intellectual professional development outside of the classroom and otherwise exemplary support for Criminology/Criminal Justice undergraduates, graduates and post-graduates.

The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates.

***Report –***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

## **OUTSTANDING ARTICLE AWARD**

### ***Charge -***

The Outstanding Article Award honors exceptional contributions made by scholars in article form. The Award is given annually for the peer-reviewed article published in the previous calendar year that makes the most outstanding contribution to research in criminology (ie., the 2018-2019 Committee shall review articles published in 2017). The Outstanding Article Award shall be presented during the Annual Meeting of the Society.

It shall be the responsibility of the Outstanding Article Award Committee to consider for nomination, each of the articles published in the past calendar year in *Criminology*, and *Criminology & Public Policy*, to consider articles of interest published in other journals, to gather additional nominations for the award for articles appearing in other journals, and to make a recommendation to the ASC Executive Board concerning the recipient(s).

The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. Self-nominations by ASC members are acceptable. The Committee should request nominators to submit a brief statement as to why the article should receive the award.

Current members of the ASC Board are ineligible to receive this award. However, if a current member of the Board is nominated for this award, their nomination shall be considered in the first year following their service on the Board.

It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the article recommended for the award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates.

### ***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

## **RUTH D. PETERSON FELLOWSHIP COMMITTEE**

### ***Charge -***

The Committee is to identify potential recipients of the Ruth D. Peterson Fellowship for Racial and Ethnic Diversity. In this latter capacity, the Committee should acquire the following documentation from the Fellowship

applicants:

1. proof of acceptance into a program of doctoral studies in the general area of criminology or criminal justice;
2. up-to-date curriculum vitae;
3. personal statement from the applicant as to their race or ethnicity;
4. copies of undergraduate and graduate transcripts;
5. statement of need and prospects for financial assistance for graduate study;
6. a letter describing career plans, salient experiences, and nature of interest in criminology and criminal justice; and
7. three letters of reference.

The Ruth D. Peterson Fellowship for Racial and Ethnic Diversity is designed to encourage students of color, especially those from racial and ethnic groups underrepresented in the field, including but not limited to, Asians, Blacks, Indigenous peoples, and Latinas/os, to enter the field of criminology and criminal justice, and to facilitate completion of their degrees. Applicants need not be members of the American Society of Criminology. Individuals studying criminology or criminal justice issues are encouraged to apply. The recipients of the Fellowships must be accepted into a program of doctoral studies in the general area of criminology or criminal justice. Individuals may reapply for the award if they have not received it previously. Merit is to be the most important factor in making the recommendations, and among those of high merit, consideration will be given to financial need, the relationship of the individual's interest to those of the Society, and the existing dis-proportionality of ethnic minorities in the field. In addition to the official award guidelines specified above, the members of the Committee have, while exercising their professional judgment, generally use other criteria in reaching a decision, such as motivation for pursuing the degree based upon articulated desires and experiences, capabilities as demonstrated by GPA and recommendations, research topics related to race and ethnicity as applied to crime and justice issues, demonstrated financial need, ASC affiliation and activity, other professional association activity, etc. The Committee is asked to evaluate and rank order all applicants, and to identify three (3) persons to receive the award each year.

The Committee is also asked to collect the admission fees at the annual Peterson Fellowship Dance.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

## **PRESIDENT'S AWARD FOR DISTINGUISHED CONTRIBUTIONS TO JUSTICE**

### ***Charge-***

This award is given annually to an individual who, through either a single initiative or over a longer period of time, has made significant and distinguished contributions to the cause of justice. In the case of joint efforts, co-recipients may be named. The President submits a nominee for Board approval. The President should provide a short statement identifying the main reasons for the recommendation along with the nomination. The Board may accept or reject the nominee. The Society will pay transportation and rooming costs for the recipient to attend the Annual Meeting, but no honorarium.

### ***Report -***

The President is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

## **SELLIN-GLUECK AWARD COMMITTEE**

### ***Charge -***

The Sellin-Glueck Award is given in order to call attention to criminological scholarship that considers problems of crime and justice as they are manifested outside the United States; internationally or comparatively. Preference is given for scholarship that analyzes non-U.S. data, is published predominantly outside of U.S. criminological journals, and in granting the award, brings new perspectives or approaches to the attention of the members of the Society. The recipient need not speak English, however, his/her work must be available in part at least, in the English language (either by original publication or through translation).

The Society will seek to provide some support for the Sellin-Glueck recipient to be able to attend the Annual Meeting, but no honorarium. Support will be in the form of either sleeping room accommodations (preferred) or partial airfare reimbursement.

This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Board particularly encourages the Division on International Criminology to submit names of nominees for this award.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

**EDWIN H. SUTHERLAND AWARD COMMITTEE**

***Charge -***

The Sutherland Award is given to recognize outstanding contributions to theory or research in criminology on the etiology of criminal and deviant behavior, the criminal justice system, corrections, law, or justice. The distinguished contribution may be based on a single outstanding book or work, on a series of theoretical or research contributions, or on the accumulated contributions by a senior scholar.

This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

**TEACHING AWARD**

***Charge -***

The Teaching Award is a lifetime-achievement award designed to recognize excellence in undergraduate and/or graduate teaching over the span of an academic career. This award is meant to identify and reward teaching excellence that has been demonstrated by individuals either (a) at one educational institution where the nominee is recognized and celebrated as a master teacher of criminology and criminal justice; or, (b) at a regional or national level as a result of that individual's sustained efforts to advance criminological/criminal justice education. Any faculty member who holds a full-or part-time position teaching criminology or criminal justice is eligible for the award, inclusive of graduate and undergraduate universities as well as two- and four-year colleges. In addition, faculty members who have retired are eligible within the first two years of retirement. Faculty may be nominated by colleagues, peers, or students, or they may self-nominate, by writing a letter of nomination to the chair of the Teaching Awards Committee. Letters of nomination must include a statement in support of



nomination of not more than three pages. The nominee and/or the nominator may write the statement. Nominees will be contacted by the chair of the Teaching Award Committee and asked to submit a teaching portfolio of supporting materials, preferably in electronic form. The teaching portfolios should include:

1. a table of contents,
2. curriculum vita, and
3. evidence of teaching accomplishments, which may include:
  - a. student evaluations, which may be qualitative or quantitative, from recent years or over the course of one's career,
  - b. peer reviews of teaching,
  - c. nominee statements of teaching philosophy and practices,
  - d. evidence of mentoring,
  - e. evidence of research on teaching (papers presented n teaching, teaching journals edited, etc.).
  - f. selected syllabi,
  - g. letters of nomination/reference, and
  - h. any other evidence of teaching achievements.

The materials in the portfolio should include brief, descriptive narratives designed to provide the Teaching Award Committee with the proper context to evaluate the materials. Student evaluations, for example, should be introduced by a very brief description of the methods used to collect the evaluation data and, if appropriate, the scales used and available norms to assist with interpretation. Other materials in the portfolio should include similar brief descriptions to assist the Committee with evaluating the significance of the materials. Letters of nomination (including statements in support of nomination) should be submitted in electronic format and must be received by April 1. The nominee's portfolio and all other supporting materials should also be submitted in electronic format and must be received by June 1.

The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates.

***Report –***

The Committee is asked to prepare a progress report for the Mid-Year meeting (typically due April 15) and to submit a final report by August 15.

## **AUGUST VOLLMER AWARD COMMITTEE**

### ***Charge -***

The August Vollmer Award recognizes an individual whose scholarship or professional activities have made outstanding contributions to justice or to the treatment or prevention of criminal or delinquent behavior. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a short statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee=s resume and a brief statement as to why the candidate should receive the award.

### ***Report -***

The Committee is asked prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

The standing committees and their charge are as follows:

## **COLLABORATIVE RESEARCH INITIATIVE COMMITTEE**

### ***Charge –***

The Collaborative Research Initiative Committee is to examine the operational parameters of continuing and expanding our collaborative research initiatives with various governmental and non-governmental entities, and to actively pursue the establishment of such agreements, with Board approval.

### ***Report –***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15, with interim reports and recommendations submitted as occasion requires.

## **CONSTITUTION AND BY-LAWS COMMITTEE**

### ***Charge -***

The Constitution and By-Laws Committee ensures that the Society operates in accordance with its Constitution and By-Laws. The Committee recommends revisions in the Constitution and/or By-Laws to meet changing circumstances in the operations of the Society.

### ***Report -***

The Committee does not file a regular report with the Executive Board, but is asked to do so when they deem necessary and/or when asked by the Executive Board.

## **CRIME AND JUSTICE RESEARCH ALLIANCE**

### ***Charge –***

The CJRA consists of eight individuals (half representing ASC and half representing ACJS), and is responsible for lobbying and educational efforts that focus on strengthening free and independent scientific inquiry, and the support for crime and justice research. The CJRA will operate under the direction of the ASC and ACJS Executive Boards, with major activities and goals being approved by the ASC and ACJS Boards.

### ***Report –***

The CJRA is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically those reports would be due April 15 and October 15 respectively, with interim reports and recommendations submitted as occasion requires.

## **DIVERSITY AND INCLUSION COMMITTEE**

### ***Charge -***

The Committee is to explore means and mechanisms that can encourage participation of historically under-represented racial and ethnic groups in the field of criminology.

### ***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as occasion requires.

## **ETHICS COMMITTEE**

### ***Charge -***

The Committee is to place timely articles in the Society and division newsletters, and is to maintain an ethics page on the Society website. The Chair of the Ethics Committee shall serve as the Chair of the Program Committee Ethics Area, and in that capacity will be responsible to organize sessions and possible workshops at the Annual Meetings.

### ***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as occasion requires.

## **FELLOWS COMMITTEE**

### ***Charge -***

The Fellows Committee recommends to the Executive Board Society members to be selected as Fellows. Those designated as Fellows are recognized for their scholarly contributions to criminology and distinction in the discipline.

Longevity alone is not sufficient. In addition, a Fellow must have made a significant contribution to the field through the career development of other criminologists and/or through organizational activities within the American Society of Criminology. Nominees must be members in good standing of the Society; for purposes of this Committee, a member in good standing is one who has paid dues in the year in which the nomination will be considered. The Board may elect up to four (4) persons as Fellows annually. The Board may also not elect anyone as a Fellow in a given year. Award decisions are to be based on the strength of the nominees' qualifications and not on the number of nomination endorsements received for any particular candidate.

***Report -***

The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

**FINANCE COMMITTEE**

***Charge -***

This Committee will oversee the Society budgetary and fiscal policy matters, as well as the audits of our financial records. The Committee will ensure that the Society is operating in a financially responsible fashion. There are three particular duties with respect to the audits:

1. Insure that audits are undertaken at least once every three to five years, and more frequently if concerns arise which would necessitate more frequent external reviews.
2. Insure that the audits are conducted by a reputable and properly licensed entity.
3. Review the audit and report to the Executive Board.

***Report -***

This Committee is asked to prepare a report for the Board subsequent to their review of the audit, and at any other time as they deem necessary.

**LIAISONS TO RELATED SOCIETIES**

***Charge –***

These individuals serve as the Society liaison with various professional organizations that have criminology-related interests. The Liaisons foster communication between the Society and these various professional entities. They are responsible for setting up panels at the meetings of these various organizations when requested, and appraising the Board of these and other relevant activities that would have a bearing on the Society and the field of criminology in general. While various organizations may utilize the representative terminology, Society Liaisons do not represent the Society, nor the Society leadership in the literal sense of the word, i.e., they cannot speak for

the Society, nor can they enter into any binding agreement on behalf of the Society. Liaisons generally serve a three (3) year renewable term.

Two of the Liaisons have specific duties, as follows:

1. AAAS - This individual is responsible for setting up panels on behalf of ASC at the annual AAAS meetings, and appraising the Board of these activities.
2. United Nations - This individual works with the Society Divisions and individual members to inform them of relevant U.N. meetings, and attends and reports on these meetings. They are also to organize sessions at the ASC Annual Meetings that have United Nations Office of Drugs and Crime (UNODC) activity relevance, and/or are of interest to the larger mission of the United Nations. See Appendix N for more details.

***Report –***

The Liaisons are asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and submit a final report by October 15. In addition, the Liaisons are asked to submit at least one (1) article a year to *The Criminologist* in which they outline their activities, and inform the Society members of the various organizations= activities, schedules, and meetings.

## **LOCAL ARRANGEMENTS COMMITTEE**

***Charge -***

The Committee provides the administrative office with a camera-ready handout, listing local attractions that may be of interest to meeting attendees, ie. - police stations, courts, juvenile facilities, prisons, jails, local historical sights and landmarks, cultural activities, restaurants, etc. The list should include a street address, phone number, email address if possible, cost estimates, perhaps some explanation regarding the best way to travel to the said site/activity; in short, any information that might be of help to the conference attendees who may wish to take the tour/go to these locations. The Committee is urged to connect with the local Chamber of Commerce in this venture. The Committee may also be called upon by Society personnel to assist with various annual meeting logistic matters that may arise, though this activity is generally quite minimal. In addition, the Committee may be asked to identify students who would be willing to work at the meetings (there is a particular need for student assistance on Monday).

***Report -***

The Committee does not file a regular report with the Executive Board. The Committee is asked to have the web page on-line by May 1.

## **LONG RANGE PLANNING COMMITTEE**

***Charge-***

The Committee will examine how well the Society is achieving its major goals, recommend ways it might better achieve those goals, and consider additional

goals that the Society might pursue. In addressing this broad charge, the Committee is asked to both consult individuals within the Society, and to examine the goals and activities of other social and behavioral science organizations.

***Report –***

The Committee does not file a regular report with the Executive Board, but is asked to do so when they deem necessary and/or are asked by the Executive Board.

**MEMBERSHIP COMMITTEE**

***Charge -***

The Membership Committee reaches out to criminology and related disciplines to increase the membership of the Society. The Committee periodically conducts membership surveys, assists in the development of brochures, serves as greeters at the Annual Meeting, obtains mailing lists from other organizations, and contacts a wide variety of academic departments and research institutions in an attempt to solicit more members for the Society. The Committee is encouraged to coordinate efforts with the Student Affairs Committee. Of special importance is the need to maintain a significant measure of gender, racial and ethnic diversity in the society, and efforts should be undertaken to achieve this end.

***Report -***

The Committee is asked to prepare a report for the Annual Board Meeting. Typically, the report is due October 15.

**MENTORING COMMITTEE**

***Charge -***

The Mentoring Committee is to connect students and young scholars with more experienced professionals who have volunteered to serve as mentors. This is done primarily through the on-line mentoring site, based on the ASC webpage. The Mentoring Committee is to provide periodic updated information for the on-line mentoring site. The Mentoring committee may host a social at the annual meeting to facilitate mentee and mentor interaction. The Mentoring Committee serves as the ASC liaison with other professional organization mentoring programs.

***Report -***

The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively.

## **NOMINATIONS COMMITTEE**

### ***Charge -***

The Committee shall oversee development of a slate of officers. The Committee shall provide the Board with a list of those nominated, along with the preferred candidates (two (2) for President; two (2) for Vice-President; six (6) for Executive Counselor). It shall be the responsibility of the Nominations Committee to prepare a memorandum 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 at the first Board Meeting that is held in conjunction with the Annual Meeting for approval by the Executive Board. The Board is to review, adjust when necessary, and approves a slate of candidates before the end of the Annual Meeting.

In an effort to reflect the diversity of Society membership, the Nominations Committee should consider the following factors in developing the slate of candidates: gender, ethnicity, geographic region, type of academic institution and/or employment setting, and orientation to the field.

Usually the Nominations Committee does not submit the names of current Board members as part of the slate. Members of the Nominations Committee may not self-nominate, and cannot be considered as candidates for any elected office. Those nominated must agree to the nomination and be willing to run for office, must be active members in good standing at the time of the nomination, and must have been active members in good standing for at least one (1) year prior to nomination.

Nominations Committee members are encouraged to submit nominations, but those nominations must be submitted before the nomination deadline. Nominations from Nomination Committee members can be considered after the deadline only if an insufficient number of nominations have been received and/or an insufficient number of individuals agree to run for office (two candidates for each position, ie., two for President, two for Vice President, and two for each Executive Counselor position).

The Chair of the Nominations Committee is to contact those nominated for Vice President and Executive Counselor and ascertain their willingness to run for office. The current ASC President is to contact those nominated for President and ascertain their willingness to run for office.

Shortly after the Annual Meeting the approved slate is submitted to the membership for review. If nominations for additional candidates for any office are received from two (2) percent or more of the active members via petition, those names are added to the ballot. Petition deadline is usually in mid-March.

Typically, in early Spring, the final slate, along with brief biographical information and a statement from each candidate, is mailed to the membership. Voting generally opens May 1. Members are given 45 days to submit their ballots.

***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and submit a final report by October 15.

**POLICY COMMITTEE**

***Charge -***

The Policy Committee shall consider issues related to crime and justice policy and make recommendations to the ASC Executive Board that further the ASC's abiding interest in strengthening free and independent scientific inquiry, and support for crime and justice research.

***Reports -***

The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically those reports would be due April 15 and October 15 respectively, with interim reports and recommendations submitted as occasion requires.

**PROGRAM COMMITTEE**

***Charge -***

The Program Committee has the responsibility to organize the substantive content (ie., the sessions) of the Annual Meeting, in coordination with the Program Committee Chair(s). The Program Committee Chair(s) generally insure that this substantive program portion of the Annual Meeting is appropriately structured and coherent. The Program Committee Chair(s) carry out the President's theme for the Annual Meeting. In implementing this theme, the Program Chair(s) work closely with the President, and the Executive Director. The Program Committee Chair(s) coordinate with the Deputy Director as the Deputy Director schedules the sessions.

***Report -***

The Program Committee Chair(s) are asked to prepare a formal progress report for the Mid-Year Board Meeting (typically due April 15).

**PUBLICATIONS COMMITTEE**

***Charge -***

The Publication Committee's principal role is to oversee the Society's publication activities. For example, it makes recommendations to the Executive



Board on such matters as editors, publishers, and publishing arrangements for the journal.

The Publication Committee shall consist of the Vice President as Chair, the Vice President-Elect, and four (4) members appointed by the President, with the Editor and Editor-Elect, in years where such exists, as ex officio (non-voting) members.

The Publication Committee shall recommend to the Executive Board of the Society on such matters as editors, publishers, and publishing arrangements. It shall generally oversee the operation of the Society's publishing activities.

The four (4) appointed Board members shall serve staggered two (2) year terms. During the first year following ratification of this amendment, two (2) members shall be designated as having one (1) year terms.

The Publication Committee, with Executive Board approval, may commission intellectually stimulating works of major importance. Such works may cover the entire range of intellectual activity in criminology.

***Report –***

The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively.

**STUDENT AFFAIRS COMMITTEE**

***Charge -***

The Student Affairs Committee is to assist in the integration of student members into the activities of the Society. More specifically, the Committee is to oversee the student affairs column that appears in the *The Criminologist*. The Student Affairs Committee is to arrange for special sessions at the Annual Meeting dealing with topics specifically oriented to student interests. The Chair of the Student Affairs Committee serves as a member of the Annual Meeting Program Committee, with specific responsibility for the Professional Development/Students Meet Scholars area.

***Report -***

The Committee is asked to prepare a report for the Mid-Year and Annual Board Meetings. Typically, those reports would be due April 15 and October 15 respectively.

## **STUDENT AWARDS COMMITTEE**

### ***Charge -***

The Student Awards Committee is responsible for managing the Gene Carte Student Paper Competition, particularly selecting first, second, and third place winners, or stipulating that there are no papers that satisfactorily conform to the criteria for selection.

### ***Report -***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and submit a final report by August 15.

## **TEACHING COMMITTEE**

### ***Charge -***

The Committee is to engage in three primary activities:

1. Oversee the Teaching Tips Column in *The Criminologist*.
2. Independently and in conjunction with the ASC divisions, organize sessions and workshops at the Annual Meeting.
3. Oversee the web-based syllabi collection project, including the collection of ancillary teaching-related items such as associated assignments, class exercises, film recommendations, etc.

In addition, the Committee is asked to take the lead in all teaching related issues that might arise, including serving as a liaison with other relevant entities and organizations that have teaching related functions and interests.

### ***Report -***

The Committee is asked to provide a progress report for the Mid-Year Board Meeting (typically due April 15), and a final report by October 15.

## **WORKSHOP COMMITTEE**

### ***Charge -***

The Committee shall (1) identify three workshops to be held on the Tuesday before the annual meeting; (2) identify and confirm instructors for these workshops who have the appropriate expertise; and (3) provide the title, abstract, and instructor name/contact information to the ASC administrative office. Each year, at least one workshop will be qualitative and at least one will be quantitative. The Committee is to review recent past workshop offerings in making their selections.

### ***Report –***

The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), a final report by October 15, and to submit interim reports and recommendations as occasion requires.

## APPENDIX M

### ROLE OF ASC REPRESENTATIVES AND LIAISONS

ASC representatives and liaisons are asked:

1. To generally serve as a pro-active ambassador of good will, interacting with the rank and file as well as the organizational leadership of the sister organization. The goal is to build networks to enhance research in criminology and to develop informational exchanges that will be beneficial for the membership in our respective associations and societies.
2. To serve as the Society liaison, and not as an official representative per se. While various organizations and entities may utilize the “representative” terminology, Society liaisons do not represent the Society, nor the Society leadership in the literal sense of the word. They cannot speak for the Society.
3. To carry a number of ASC publications and brochures to the meeting of the sister organization, and display them on a table in the Exhibit Hall (these items will be mailed to you by the ASC office upon your request). In addition, the liaison should spend some time at the ASC table in the exhibit hall (if there is one), and visiting with conference attendees about ASC and what it has to offer.
4. When practical, to serve as the host of a social event sponsored by ASC at the meeting of the sister organization. Check with the ASC office before moving forward with this. The ASC offices will make all of the advance arrangements for the social event.
5. To consider taking part in some capacity in the formal program of the sister organization’s meetings. Note that as a representative of ASC, you may be asked to participate in a highlighted session.
6. To contact the ASC offices from time to time and share contact information and other items that would be of particular interest to the ASC Executive Board and the general membership of the ASC.
7. To write a small piece for *The Criminologist* at least once year that details your experience at the sister organization’s annual meeting and/or generally share information that would be of particular interest to the general membership of the ASC.

The Society will generally reimburse up to \$1,000 in Liaisons' costs related to their work (travel, meeting registration, etc). The two United Nations Liaisons will receive up to \$2,000 each.

## APPENDIX N

### UNITED NATIONS LIAISON DUTIES

Operationally, we ask the United Nations liaison(s) to do the following:

1. Get information about upcoming UN activities/meetings out to the membership via the ASC web page and newsletter, and the relevant ASC division listserves and newsletters. The liaisons should consider getting a table/booth at the ASC Annual Meetings to promote the UNODC activities, the United Nations Crime Congresses. In general, they are to increase the awareness of ASC members as to the activities and functions of the United Nations in the crime and criminology arena.
2. Attend the annual UNODC Crime Commission meetings (usually held in Vienna in April), as the ASC representative(s), and acquire an understanding of the most pressing policy-relevant research issues faced by the relevant UN agencies. Prepare a report of the event for the Board, write a piece in the 500 word range for *The Criminologist*, and pass this same article on to the DIC in particular and other ASC divisions who may have an interest.
3. Organize sessions at the ASC Annual Meetings that have United Nations Office of Drugs and Crime (UNODC) activity relevance, and/or are of interest to the larger mission of the United Nations.
4. Collaborate with UNICRI (United Nations Interregional Research Institute) in the preparation of at least one annual publication (ie., UNICRI Research Series on International Crime Issues) based on the paper presentations in one or more of the UN-focused panels held at ASC (see point 3). This publication will not bear the formal imprint of the ASC, but will acknowledge in the Introduction, that the papers were presented at a panel at the ASC annual meeting.
5. Organize one or more sessions at the United Nations Crime Congresses (held every 5 years). These will not be noted as ASC organized sessions per se, but the ASC representative(s) will organize them as a service to our members, and as a service to the UNODC.
6. Attend other United Nations meetings of interest as the ASC representatives, such as the Alliance meetings in New York City, the ISPAC meetings in Courmayeur, and other UNODC and ECOSOC meetings relevant to our field. Prepare a report of the events for the Board, write a short article for *The Criminologist* when appropriate, and pass this article on to the DIC in particular and other ASC divisions that may have an interest.
7. In general, establish and maintain contact with officials from UNODC and other UN-related offices and branches, as well as with officials from other NGO's who

have crime and justice interests.

## APPENDIX O

### GENERAL COMMITTEE GUIDELINES

#### 1. Introduction

These guidelines include seven (8) sections: introduction, purpose, duties of the chair, duties of the committee, special provisions for award committees, award committee voting procedures, Nominations Committee voting procedures, and year-end reports.

The intent of the guidelines is to provide consistency across committees and continuity within each committee over successive years. The intent is not to impose a rigid structure on committees. However, some structure, such as required deadlines and a year-end report, and some attention to order are required to ensure that the work gets done in a timely and reasonable manner.

#### 2. Purpose

The purposes of these guidelines are to:

- A. Enhance the continuity between different committees of the Society;
- B. Enhance the continuity within each committee over successive years;
- C. Provide incoming committees with an understanding of the work of the committee the previous year and guidance for the current year; and
- D. Create a record of the activities of each committee that will be maintained at the administrative office.

#### 3. Duties of the Committee Chairs

The chair of each committee shall contact each member of the committee prior to the Annual Meeting and shall ensure that each member has agreed to serve on the committee. In the event that a committee member declines to serve and has not informed the President-Elect, it shall be the duty of the chair to so inform the President-Elect, so that the President-Elect may appoint another committee member as a replacement before the Annual Meeting.

The chair shall convene the committee at the Annual Meeting when appropriate. The chair has the responsibility of working with the ASC office to set up a time and place to hold the meeting, and to contact each committee member and inform them of the details regarding the said committee meeting.

If the chair fails to set up a time and place to meet at the Annual Meeting, any two (2) committee members, if appropriate, may choose to assemble the committee at the Annual Meeting. They would then have the responsibility to work with the Columbus office to set up a time and place to hold the meeting, and to contact each committee member and inform them of those details.

The chair should take an active, lead role in developing the discussions and activities of the committee.

The chair shall act as the secretary of the committee unless the chair appoints or the committee elects another person.

If a committee member resigns or is non-responsive, the chair is to contact the President, who will then appoint a new member to the committee if need be. This applies particularly to the award committees.

The chair shall prepare and submit the year-end report to the Executive Director, with a copy sent to all members of the committee.

#### **4. General Duties of the Committees**

In general, Robert's Rules of Order shall govern committee meetings. However, formalities such as motions to close or limit debate, limitations on the number of times a member may speak, rising to address the chair, seconds on motions, etc. are not required.

Unless otherwise agreed to by general consent, all questions must be put to a vote.

If a committee is asked to write or to review a report, after the paper has been accepted by the committee members, the committee shall adopt it as their report and shall direct the chair or some other person to present it to the Executive Board. When committees are appointed to investigate or to report on certain matters, the report should close with or should be accompanied by one (1) or more formal resolutions that cover all recommendations, so that when the report is made to the Executive Board the only motion required is one to adopt the resolutions. The report may consist simply of one or more resolutions. The preparation of resolutions to carry out the recommendations of the committee is one of the most important duties of the committee.

Each award committee is to hold at least one conference call or live electronic meeting to deliberate the outcome.

#### **5. Special Provisions for Award Committees**

Each of the award committees should develop a list of nominees. Award committee members cannot nominate individuals for awards given by the award committees on which they serve. Every candidate nominated will be considered, in line with the submission guidelines. Each committee should request documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered to receive the award.

The chair of each award committee needs to communicate the award criteria to

all committee members, and discuss the criteria with committee members if necessary. The ranking and voting process articulated in Appendix O, Section 6 is to be used. The chairs of the said award committees must communicate with committee members on procedures and outcomes. If more than one iteration in the ranking process occurs, the results must be communicated to the committee members at each stage. Each award committee is to hold at least one conference call or live electronic meeting to deliberate the outcome. The final report to the ASC Executive Board should include a *detailed* description of the ranking procedures and decision-making process, along with the final outcome. The report should include:

- A. The names of each committee member, with the chair identified.
- B. The number of individuals nominated by others *and* the number self-nominated.
- C. A list of those nominated in order of merit, and an explanation of the general procedures used to reach that decision.
- D. A detailed discussion of the ranking and decision-making procedures.
- E. Identification of a single nominee and a justification/reasons for the committee decision.
- F. Any other information that the chair would like to provide, including any advice for future committees.

Generally, a copy of the vitae of the committee's single nominee should also be included in the materials sent to the Board.

Awards committee members are allowed to participate in the discussion and/or vote on candidates who are former or current students, previous or current mentors, and/or departmental colleagues. However, they should recuse themselves if they feel they cannot be objective.

The ASC offices will take the lead in placing a “call for nominees” announcement in *The Criminologist* (including information regarding award deadlines, requirements, etc.), in the annual meeting packet, and on the ASC webpage. If any award committee chair wishes to alter the announcement narrative, they will need to coordinate with the ASC offices. If any award committee wishes, they may send the call for nominees to the ASC divisions. If this is the decision, the committee is to send that call for nominees to all of the ASC divisions.

Award decisions will be based on the strength of the nominees' qualifications and not on the number of nomination endorsements received for any particular candidate (or manuscripts in the context of the Hindelang and Outstanding Article awards).

When a member of an award committee resigns or is non-responsive, the President may appoint a new member to the said committee.



Only individuals, not institutions, shall be considered as candidates for any award (except the President's Award for Distinguished Contributions to Justice).

Each awards committee chair is to ensure that individuals are not being considered for awards they have already received (except for the Hindelang and Outstanding Article Award winners who can receive these respective awards more than once). A complete list of previous ASC award recipients is available at [www.asc41.com/awdwinrs.html](http://www.asc41.com/awdwinrs.html).

The Board will give due consideration to each committee's nominations for each award, although the Board is not bound by the slate or the nominee of any committee. If the Board rejects a particular nominee, that particular award committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.

Current members of the Executive Board shall be ineligible to receive any awards of the Society, including selection as a Fellow, during their term in office. However, if a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

Members of a said award committee are not eligible to receive that said award.

## **6. Voting Procedures for Award Committees**

This voting procedure was selected both for its simplicity and desirable properties, including its ability to minimize "gaming" (e.g., sabotaging the top-ranked candidates of others by assigning them a very low ranking, as may happen when candidates are ranked from low to high and average rankings are then calculated).

### **Voting Steps**

- A. After committee members have reviewed the nominees (people/books/articles), have a conference call or live electronic exchange in which the Committee Chair opens the floor for discussion of the award and the nominees (e.g., criteria for judging nominees, the top nominees, the case for or against particular nominees, the number of awards that should be given where multiple awards are possible). If a conference call or a live electronic exchange is not possible, have a period in which members can exchange emails regarding the nominees (e.g., a one week period).

- B. Each member then casts a single vote for their top nominee. If a nominee gets a majority of votes, they win. If not, a second round is held with members voting on the top three candidates from the first round. If no one gets a majority of votes, a third round is held with members voting on the top two candidates from the second round. This voting may be done in a conference call or via live electronic exchange (including a live email exchange). If a tie occurs, the Chair will arrange another conference call, or live electronic exchange with Committee members to discuss options (e.g., another round of voting after further discussion of the top candidates, splitting the award).
- C. If there are multiple winners, Step #2 is repeated until all winners have been selected. (Note: There is a limit of three Gene Carte Student Paper Award winners, three Minority Fellowship recipients, and four Fellows.)

Special Circumstances:

- A. If there are a very large number of nominees and the nominees are not easily evaluated (e.g., books, articles), the pool of nominees may first be reduced by having subgroups of the committee evaluate a portion of the nominees – indicating which should be considered by the full committee and which should not (to be considered, a nominee must receive a majority of yes votes from the subcommittee.)
- B. If members believe that none of the nominees (or remaining nominees where there are multiple winners) are deserving of the award in question, they may abstain from voting. Winners must receive a majority of votes from those on the committee.

## **7. Nominations Committee Voting Procedures**

The Nominations Committee is charged with selecting a slate of two individuals to run for the Office of President, two for Vice-President, and six individuals for the office of Executive Counselor. The voting procedure used to identify the slate is not mandated, but left to the professional discretion of the Committee. Typically a rank-order model of all nominees has been used.

## **8. Year-End Report**

Following the reporting timetable set forth for each committee, the chair shall submit to the Executive Director a report of the work of the committee during the year. At a minimum, this year-end report shall include the following information:

- A. The name of the committee;
- B. The year the committee served;
- C. The names of each committee member, with the chair identified;
- D. A brief synopsis of each of the activities undertaken and each of the issues discussed during the year;

- E. A brief description of any relevant background information as to why the issue or activity was undertaken and its significance for the Society;
- F. If the committee dealt with issues, a statement as to whether each issue was resolved and how it was resolved;
- G. A list of any outstanding issues or activities and any additional issues or activities that the incoming committee should consider;
- H. Recommendations for handling any unresolved issues or activities.

**APPENDIX P**  
**OFFICE POLICIES**

1. All ASC officials and office staff are encouraged to report any and all irregularities and/or improprieties to the Executive Director and/or any member of the Executive Board, with no repercussions forthcoming to the Awhistleblower.
2. All financial records and other sensitive documents are to be retained for seven (7) years, and are then to be either shredded or burned.
3. ASC officers and office staff are expected to recuse themselves in any potential conflict of interest context that may arise.
4. All reimbursed travel expense requests are to be formally submitted to the ASC offices, with accompanying receipts and/or formal documentation. University approved per diems can be utilized in place of receipts with respect to mileage and meals. No entertainment expenses are reimbursed.
5. ASC will not enter into any business relationship with family members of ASC officials nor office staff.
6. All ASC members are informed that they may opt out of having their names and contact info listed on the ASC on-line membership directory.
7. All ASC members are informed that they may opt out of having their names and contact info included in the membership lists that ASC sells to external entities.
8. All ASC Annual Meeting registrants are informed that they may opt out of having their names and contact info listed on the ASC on-line meeting attendee directory.
9. The list of ASC Annual Meeting attendees is not sold or distributed to external entities.
10. Due diligence efforts are undertaken by to ensure that the membership management software used by the ASC staff is continually in compliance with the General Data Protection Regulations, and Canada's Anti-Spam Laws.

**APPENDIX Q**  
**CODE OF ETHICS\***

**I. PREAMBLE**

- (1) Criminology is a scientific discipline and criminologists subscribe to the general tenets of science and scholarship. They also recognize that the discovery, creation, transmission, and accumulation of knowledge in any scientific discipline involve ethical considerations at every stage.
- (2) The Code of Ethics of the American Society of Criminology (ASC) sets forth General Principles and Ethical Standards that provide criminologists with professional responsibilities and conduct in the context of our everyday professional activities, and will serve as guidelines for professional conduct.
- (3) The General Principles contained in this Code of Ethics express the values and ideals of the American Society of Criminology for ethical behavior in the context of the professional activities of ASC members, and should be considered by ASC members in arriving at ethical courses of action in specific situations.
- (4) The Ethical Standards set forth guidelines, written broadly, to apply to ASC members in varied roles. The Ethical Standards are not exhaustive: conduct that is not included in the Ethical Standards is not necessarily ethical or unethical. Ethical standards are not simply determined by whether an action is legally actionable; behavior that is technically legal may still be unethical. The Ethical Standards of the American Society of Criminology must be interpreted in the context of the General Principles and in ways that enhance the credibility of and foster public trust in the profession of criminology.

**II. GENERAL PRINCIPLES**

- (5) In their professional activities, ASC members are committed to enhancing the general well being of societies and of the individuals and groups within them. Thus, ASC members have an obligation to avoid forms of social injustice such as discrimination, oppression, or harassment in their own work. ASC members also must be careful to avoid incompetent, unethical, or unscrupulous use of criminological knowledge.
- (6) ASC members recognize the great potential for harm that is associated with the study of crime and criminal justice and disclose such potential to all involved in their studies or research. Although some of the work done by ASC members involves risk, ASC members will not knowingly place the well-being of any participant in jeopardy in their professional work. ASC members fully apprise researchers, interviewers, and other staff of potential risks and only involve those who consent once this information has been disclosed.

- (7) ASC members are honest and accessible in their professional dealings with others. They are committed to free and open access to knowledge, to public discourse on findings, and to sharing sources of those findings whenever possible. They do not knowingly present false, misleading or deceptive accounts of their own or other peoples' professional work for any purpose or for any reason.
- (8) ASC members strive to maintain high levels of competence in their work. Such competence includes familiarity with current ideas, literature, and research in the subject area. ASC members recognize the limits of their expertise and undertake those tasks for which they are qualified through education, training, and experience.
- (9) ASC members respect the rights, dignity and worth of all people, including students, research participants, colleagues, crime victims, and those accused or convicted of crimes. They do not discriminate on the basis of age, gender, race, ethnicity, national origin, immigrant status, religion, sexual orientation, gender identification, gender expression, health or physical condition, or domestic status. They are sensitive to individual, cultural, and role differences among people(s). They acknowledge the rights of other people and groups who endorse values, attitudes, and opinions that are different from their own.
- (10) ASC members do not force, coerce, or obtain through manipulation personal favors, sexual activity or economic or professional advantages from any person including faculty, students, research respondents, clients, patients, research assistants, clerical staff or colleagues. ASC members will not engage in workplace harassment, aggression, or bullying of any kind.

### **III. ETHICAL STANDARDS**

- (11) The following Ethical Standards clarify these general principles as ethical courses of action. Individual ASC members should evaluate the ethical requirements of a specific situation, actively seek a range of alternatives, consult with colleagues and experts on the matter, decide on ethical courses of action, and take responsibility for those actions.

#### **A. ASC MEMBERS AS RESEARCHERS**

*ASC Members Strive to Maintain Objectivity and Integrity in the Conduct of Criminological Research.*

- (12) ASC members adhere to the highest possible technical standards in their research, including:
  - a. setting forth ex ante the limits of their knowledge and the disciplinary and personal limitations that may affect the validity of their findings;
  - b. fully reporting findings, including relevant null findings contrary to the researcher's expectations, preferences, or conclusions, and fully reporting details of their theories, methods, and research designs that might bear upon interpretations of research findings;

- c. fully reporting all sources of financial support and other sponsorship;
  - d. completing work according to negotiated time frames.
- (13) ASC members do not accept grants, contracts or research assignments that violate the principles enunciated in this Code, and will dissociate themselves from the research when a violation is discovered and they are unable to correct it.
- (14) ASC members involved in a joint project with others (students, assistants, and other employees) will develop and modify as appropriate mutually accepted, explicit (protected in writing) agreements with respect to the division of work, compensation, access to data, rights of authorship, and other rights and responsibilities. Authorship of a completed research product should reflect the relative contribution of authors. Students are normally the principal authors of work that substantially derives from their theses or dissertation.
- (15) ASC members disseminate their research findings, excluding those likely to cause harm to clients, collaborators or participants, those which violate formal or implied promises of confidentiality, or those which are proprietary under a formal or informal agreement.
- (16) ASC members should freely share their data and documentation as a regular practice, so that others may re-analyze or otherwise investigate their work and conclusions, consistent with prior commitments of confidentiality. Parties who use data first gathered or analyzed by other researchers (secondary data) explicitly acknowledge the role and contribution of the original researchers in all presentations and publications related to these data. Authors should supply data and programs when requested, within a reasonable time from the completion of data collection, for archival material.

*ASC Members Respect the Rights of Research Populations.*

- (17) ASC members conform their study design and information gathering techniques to regulations protecting the rights of human participants as outlined by the American Association of University Professors (AAUP) in "Regulations Governing Research On Human Subjects: Academic Freedom and the Institutional Review Board," *Academe*, December 1981: 358-370. Specifically, they:
- a. comply with appropriate federal and institutional requirements pertaining to the proper review and approval for research that involves human research subjects, materials, and procedures;
  - b. do not mislead respondents to purposes for which research is being conducted;
  - c. ensure participants' rights of personal anonymity unless they are otherwise waived;
  - d. ensure confidentiality of any data not obtained from records open to public scrutiny;

- e. anticipate potential threats to confidentiality, including the Freedom of Information Act, and adopt various means of coding, storing, and maintaining data to protect the confidentiality of research participants;
  - f. fully inform potential participants in cases in which they are unable to guarantee confidentiality;
  - g. make every effort to ensure the safety and security of respondents and project staff;
  - h. obtain informed consent when the risks of research are greater than the risks of everyday life;
  - i. take special efforts when individuals studied are illiterate, are mentally ill, are minors, have low social status, are not comfortable or familiar with the language being used in the research, are under judicial or penal supervision, or are unfamiliar with social research and its constraints and purposes.
- (18) ASC members do not use their positions as professionals, researchers or faculty, as a pretext for gathering intelligence for any organizations (including consulting firms and nonprofit groups) or governments. ASC members will not consult or use their research in any way that would support espionage, spying, torture and other activities that violate human rights or civil liberties in the US or elsewhere.
- (19) ASC members respect research collaborators' expressed wishes or needs for anonymity.
- (20) Research administrators and chief investigators ensure that access to confidential information is restricted, and to instruct research staff members that the ethical obligations above apply to all members of research organizations (interviewers, transcribers, coders, clerical staff, etc.).

## **B. PUBLICATIONS AND REVIEW PROCESS**

*ASC Members are Ethical in their Roles as Editors and Authors.*

- (21) ASC members must acknowledge people who contribute to their research and publications. The ordering of authorship and acknowledgments accurately reflects the contributions of participants in the research and writing (except in those cases where such ordering or acknowledgment is determined by an official protocol). ASC members must not list as authors individuals who did not contribute substantially to the research and writing process.
- (22) ASC members must use appropriate citations to identify data and material taken from another person's published or unpublished work, verbatim or otherwise, including methodological techniques such as instruments, scales, and statistical tools.



- (23) ASC members diligently follow the procedures specified by journals when submitting work for publication, including refraining from multiple submission of papers to journals with exclusive submission policies.
- (24) Editors must show respect for the professional integrity of criminologists who submit their work for consideration. They:
- a. apply professional standards equitably without personal or ideological malice;
  - b. provide prompt decisions to authors of submitted manuscripts;
  - c. abide by commitments to publish manuscripts, and work to publish accepted papers expeditiously.

*ASC Members are Ethical in the Review Process.*

- (25) ASC members must decline requests for reviews of work by others where conflicts of interest are involved, which may occur when a person is asked to review work by teachers, friends, or colleagues for whom there is an overriding sense of personal obligation, competition, or enmity, or when such requests cannot be fulfilled on time, or when the work is in an area the individual is unqualified to review.
- (26) Materials sent for review are read conscientiously, carefully, and confidentially. Evaluations are justified and explained clearly and are free from insulting or unnecessarily negative comments. ASC members should conduct conscientious and confidential reviews.
- (27) ASC members who are asked to review manuscripts and books they have previously reviewed will make this fact known to the editor requesting review.
- (28) ASC members will not share review materials with others without first obtaining consent of the editor or author. Also, ASC members should not appropriate the text or the ideas of others whose work they are editing or reviewing.

**C. TEACHING AND SUPERVISION**

*ASC Members Honor the Dignity of Students and Others.*

- (29) ASC members do not harass students and others they supervise on the basis of gender, race, age, national origin, immigrant status, religion, sexual orientation, gender expression, gender identity, health or physical condition, or domestic status.
- (30) When acting as administrators, ASC members:
- a. ensure that instructors are qualified to teach the courses to which they are assigned;

- b. ensure the equal and fair treatment of all students by adhering, both in spirit and content, to established equality of opportunity guidelines;
- c. provide graduate students explicit policies and criteria regarding conditions for admission into the graduate program, program requirements, financial assistance, employment, funding, evaluation, and possible dismissal.

(31) When acting as teachers or administrators, ASC members:

- a. provide students with an honest statement of the scope and perspective of their courses, clear expectations for student performance, and fair, timely and easily accessible evaluations of their work;
- b. make decisions concerning textbooks, course content, course requirements, and grading solely on the basis of professional criteria without regard for financial or other incentives;
- c. refrain from disclosure of personal information concerning students where such information is not directly relevant to issues of professional competence; and
- d. do not let their personal animosities or intellectual differences interfere with students' contact with other professionals.

(32) ASC members do not coerce or obtain through manipulation personal or sexual favors or economic or professional advantages from any person, including all students (not just those currently in a professor-student relationship), respondents, clients, patients, research assistants, clerical staff, or colleagues.

#### **D. ASC MEMBERS AS EVALUATORS, EMPLOYERS, AND EMPLOYEES**

*ASC Members are Ethical in the Workplace.*

- (33) ASC members enumerate the requirements of appointment, promotion and tenure, and communicate these requirements thoroughly to colleagues and prospective colleagues.
- (34) ASC members ensure equal opportunity and fair treatment to all people at all levels of employment and include input that is sensitive to cultural diversity when adopting employment practices.
- (35) ASC members who are employers or administrators establish fair grievance procedures and communicate these procedures to colleagues to protect the rights of employees who initiate complaints.
- (36) ASC members who seek employment provide prospective employers with accurate information on their relevant professional qualifications and experiences.

- (37) ASC members employed in practice and research settings negotiate a clear understanding of any constraints on their research and scholarly activity, and keep those constraints consistent with the professional obligations contained in this Code.
- (38) ASC members will provide their employers with adequate notice of intention to leave their employment.
- (39) In helping to secure employment for students and trainees, ASC members should make every attempt to avoid conflicts of interest, and fully disclose any conflicts of interest to those seeking employment.

#### **E. ASC MEMBERS AS EXPERTS**

- (40) ASC members who are requested to render a professional judgment will accurately and fairly represent their areas and degrees of expertise. They will forbear situations and pressures that might lead to the misuse of their expert judgment.

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\*This code and these procedures were developed using the American Sociological Association's Code of Ethics, with its permission. This code was approved by the American Society of Criminology membership in March of 2016.

## APPENDIX R

### COMMITTEE COMPOSITION RULES

*(December 2017)*

1. Award committee chairs need to have been a member of the said committee the year before they serve as the chair.
2. Award committees need to include at least one previous recipient of the said award, and at least one non-recipient of the said award.
3. At least one-third of the Fellows Committee members need to be Fellows, and the remainder must be non-student members (including at least one non-recipient per item #2).
4. The Chair of the Student Affairs Committee is a member of the Program Committee (under the Professional Development/Student Meets Scholar area).
5. The Chair of the Policy Committee is a member of the Program Committee.
6. The Chair of the Ethics Committee is a member of the Program Committee
7. The Chair of the Teaching Committee is our representative to the Observatory on Academic Criminology Programs.
8. Appoint 2 individuals to the Publications Committee for 2 year terms.
9. Appoint 2 individuals to the Policy Committee for 3 year terms (one of whom might be the Chair).
10. Appoint 2 individuals to the Diversity and Inclusion Committee for 3 year terms (one of whom might be the Chair).
11. Depending on the year, appoint 1 or 2 individuals to the Crime and Justice Research Alliance for a 2 or 3 year term, one of whom may be the Chair (we exchange Chair duties with ACJS every 3 years). At least one member of the Diversity and Inclusion Committee shall serve as a member of the CJRA. At least one member of the Policy Committee shall serve as a member of the CJRA.
12. An Executive Counselor needs to be a member of both the Long Range Planning Committee and the Finance Committee. They serve a 2 year term in this dual capacity.
13. Check with Chris to see if any of the Liaisons, the ASC Board member of the Long Range Planning and Finance Committee, the non-ASC Board member of the Long-Range Planning Committee, or the Treasurer's position needs to be appointed/re-

appointed.

14. The United Nations reps serve 2 year terms, and typically serve two terms.
15. The AAAS, COSSA and IACP reps serve 3 year terms.
16. The President-Elect serves on the Finance Committee, and that individual continues to serve on this committee as President and as Past-President...a 3 year term.
17. The President serves as Chair of the Finance Committee, and as a member of the Policy Committee.
18. The Past-President serves on the Finance Committee and on the Long Range Planning Committee.