ALPHA PHI SIGMA (Pi Epsilon Lambda) Constitution

The Criminal Justice Honor Society

**Article I - Name:**

Pi Epsilon Lambda

**Article II - Purpose:**

Section 1. The Mission of Alpha Phi Sigma Pi Epsilon Lambda chapter is to promote analytical thinking, rigorous scholarship and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training*.*

Section 2. Goals. The Goals of shall be to honor and promote academic excellence, service, leadership and unity.

**Article III - Statement of Compliance:**

Pi Epsilon Lambda abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Pi Epsilon Lambda agrees to annually complete President’s and Treasurer’s Training.

**Article IV - Non-Discrimination Statement:**

Iowa State University and Pi Epsilon Lambda do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article V - Membership:**

The Pi Epsilon Lambda shall have the following members: Collegiate Members and Faculty Members, Honorary Members, and Alumni Members. Criteria for memberships are set forth below.

Section 1. Criteria for Membership. Members of Pi Epsilon Lambda chapter shall meet the following minimum membership criteria.

1. Collegiate Members. Collegiate members shall be students enrolled in a baccalaureate or graduate programs at Iowa State University a regionally accredited institutions with an established Alpha Phi Sigma chapter at the time of initiation. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by Headquarters. The candidate is an "accepted" member when the application has been approved by Headquarters.
   1. Baccalaureate students shall be enrolled at the time of application at Iowa State University, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale, with a minimum GPA of 3.2 in courses in criminal justice related fields and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.
   2. Masters students shall be enrolled at the time of application in a Masters program in the Criminal Justice field at Iowa State University, have completed four courses, and have a minimum GPA of 3.4 on a 4.0 scale. Up to three undergraduate courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.4 GPA or higher, and the cumulative undergraduate degree program GPA is a 3.2 or higher. In addition, all Masters level coursework must equate to a 3.4 GPA or higher at the institution in which the student is enrolled.
   3. Doctoral Students shall be enrolled at the time of application in a Ph.D. program in the Criminal Justice/ related field at Iowa State University, have completed four courses, have a minimum GPA of 3.6 on a 4.0 scale. Up to three Masters courses in Criminal Justice may be used to satisfy the four-course requirement. These courses must equate to a 3.6 GPA or higher, and the cumulative Master’s degree program GPA is a 3.4 or higher. In addition, any Ph.D. level coursework must equate to a 3.6 GPA or higher at the institution in which the student is enrolled.
   4. Students enrolled in law school, must have completed their first academic semester with a grade point average of 2.5 or higher on a 4.0 scale.
   5. Transfer Members. Any Alpha Phi Sigma member who transfers to another college or university shall be accepted into the local chapter at Iowa State University and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of the Pi Epsilon Lambda chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.
2. Faculty Members Faculty and administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses Adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at Iowa State University where they are inducted and elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.
3. Honorary Members. Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the Pi Epsilon Lambda chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. Honorary Members must be elected by a 2/3 vote of the chapter. The Pi Epsilon Lambda chapter may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to, and accepted by Headquarters.
4. Professional Members. Includes College/University graduates not previously initiated into Alpha Phi Sigma.
   1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate student or minimum cumulative 3.4 GPA on a 4.0 scale as graduate student. Academic transcript and personal resume must accompany the application. Membership application packet must be submitted to Headquarters and approved by the Executive Director.
   2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.
5. Alumni Members. Pi Epsilon Lambda Collegiate members in good standing at the time of graduation from Iowa State University are alumni members.
6. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members that have applied for membership in the Alumni Association. There are two categories of Alumni, active and golden.
   1. Active **–** Alumni shall apply for membership and contribute an annual fee to the Alumni Association.
   2. Golden**–** Alumni shall apply for membership and contribute a one-time fee to Headquarters.
7. Faculty members teaching in the field of Criminal Justice and are a chapter

advisor for a minimum of five years, may apply for Golden Alumni Membership.

1. Professional members have the option of being part of the Alumni association, alumni circle, active, or golden.

Section 2. Privileges of Membership. Active, Alumni Members, and Golden Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Pi Epsilon Lambda chapter provided other uniform criteria are met, and shall have such other privileges as the Executive Advisory Board shall determine. Honorary members and Professional members shall have all the privileges of active members except the right to vote, hold office or serve on committees, unless allowed at the chapter level.

1. Faculty members (Other than the Chapter Advisor), Honorary members, Professional members, and Alumni members shall have all the privileges of active members except the right to vote, and hold office.

Section 3. Voting of Active Members. Each Active Member of the Pi Epsilon Lambda chapter is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the constitution of the chapter.

Section 4. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the Executive registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the Executive Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with explanation to the Executive Director. A member resigning shall not be entitled to return of dues.

Section 4. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Executive Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of this constitution or any lawful rule or practice adopted by the Society or other conduct deemed by the Executive Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days’ notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the Executive Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by two thirds vote of the Executive Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

1. Grounds for Removal: Any member not fulfilling the requirement as outlined in the constitution of this organization to the satisfaction of the voting membership or violating Iowa State University policy or the Student Code of Conduct may be removed from membership. A simple majority vote of the total voting membership shall be required for removal of any member. Notice of Charges: The motion to remove a member from this organization must be presented in a meeting to the total voting membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place. Right to Appeal: Appeals relating to the removal of members shall be done through the chapter Advisor(s). Appeals must be made within two weeks after the vote for removal has been taken. Form of Vote: All voting under this section shall be done by secret ballot.

**Article VI - Officers:**

Section 1. Qualifications.  All officers must be full-time students at Iowa State University and must maintain a minimum cumulative GPA as stated in this constitution.

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stage of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet

that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

1. Be ineligible to hold an office should the student fail to maintain the requirements as

prescribed in (a) and (b).

Section 2. Elected Officers.  The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary/Treasurer.

Section 3. Term of Office. An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected. Should an appointment be necessary due to removal or leaving of position by a currently serving officer, and appointee will be named and a vote taken in accordance with the constitution.

Section 4. Elections

1. General elections will be held to replace officers whose terms are due to expire.
2. Special elections shall be held when an office is vacated before a term has expired.
3. Nomination of candidates: A candidate for office must be nominated by a voting member during the first meeting in September, in the case of general elections or during the meeting immediately prior to special elections.
4. Time of Elections: General elections shall be held during the first meeting in September and special elections shall be held as necessary.

1. Form of Vote: All elections shall be by secret ballot.

Section 5. Duties.

* + - 1. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall submit the names of all the officers of Alpha Phi Sigma to Headquarters and to the Iowa State University Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the Pi Epsilon Lambda Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to Headquarters
      2. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; shall be responsible for writing or amending the Constitution of the chapter and submitting them to the Advisor for review and subsequent approval by the total voting membership. Additionally, the VP shall serve as the officer in charge of Risk Management and perform the following task
         1. Help minimize potential risks for club activities
         2. Recommend risk management policies or procedures
         3. To submit documentation to ISU’s Risk Management Office
         4. To ensure that proper waivers and background checks are on file with Risk Management for events
      3. Secretary/Treasurer: Shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma chapter correspondence; shall be the financial officer of the Pi Epsilon Lambda chapter, shall report on accounting of revenues and expenses upon request at any organizational meeting, shall prepare, at the end of each school year, all financial records for audit, shall assist the Advisor and the President in preparation of the requests for funding from theIowa State University Associated Students, and shall sign said request; shall receive and dispense all monies as approved.
      4. Webmaster: Shall be in charge of establishing, maintaining, and updating the Pi Epsilon Lambda social media accounts and webpages.

Section 6. Removal of Chapter Officers. Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Constitution or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of elected chapter officers, for just cause, shall follow the following procedures. For removal of an elected officer for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least a thirty-day notice shall be given, and the officer shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the Executive Advisory Board. The Executive Advisory Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

* + - * 1. Grounds for Removal: Any officer not fulfilling his/her duties as outlined in this constitution to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office. A simple majority vote of the total voting membership shall be required for removal of any officer.
        2. Notice of Charges: The motion to remove an officer from his/her position must be presented in writing to the total membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The officer subject of removal shall have the right to present his/her case to the membership at the meeting in which the removal is to take place.
        3. Right to Appeal: Appeals relating to the removal of officers shall be done through the chapter advisor(s). Appeals must be made within two weeks after the vote for removal has taken place. Form of vote: All voting under this section shall be done by secret ballot.

**Article VII - Adviser:**

Pi Epsilon Lambda chapter shall have a chapter advisor, who is a full-time faculty member. Pi Epsilon Lambda may have assistant advisors, who are full time or part time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors are appointed (or replaced if removed from office) for their interest, ability to work effectively with students, and desire to promote the ideals of the Society by the Department of Sociology and Criminal Justice.

Section 1. Selection/Appointment by department: Pi Epsilon Lambda shall annually designate or affirm an advisor at the time of the regular chapter elections. Said advisor for Alpha Phi Sigma shall be selected from Pi Epsilon Lambda faculty at Iowa State University.

Section 2. Duties: The advisor is the leader of the chapter and coordinates with the officers and chapter to determine the activities and functions of the members. The Advisor shall approve and sign all applications for membership and honor regalia orders. Advisor must communicate with Headquarters and make payments of chapter dues, sign and submit end-of-year Financial and Activity reports. Advisor shall make sure that chapter and members comply with University/College policies, shall approve induction ceremonies, tapping ceremonies, events, and speakers. Advisor needs to guide the students in their chapter activities.

Section 3. Removal of Chapter Advisor. The advisor(s) of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Constitution or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. In the absence of college/university formal policy for the removal of Advisor(s), for just cause, shall follow the following procedures. For removal of an Advisor(s) for cause, it shall be necessary for the Chapter Executive Committee to hold a formal hearing. A statement of the charges shall be sent by registered mail to the last recorded address of the officer, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least a thirty-day notice shall be given, and the Advisor(s) shall have the opportunity to appear in person, or to be represented by counsel, to present any defense to such charges before action is taken. The Chapter Executive Committee shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Chapter Executive Committee shall recommend removal to the Executive Advisory Board. The Executive Advisory Board shall, by majority vote, approve or reject the recommendation of the Chapter Executive Committee either at the next meeting or through an electronic meeting.

1. Grounds for Removal: Any Advisor(s) not fulfilling his/her duties as outlined in this constitution to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office.
2. Notice of Charges: The motion to remove an Advisor(s) from his/her position must be presented in writing to the total membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The Advisor(s) subject of removal shall have the right to present his/her case to the membership at the meeting in which the removal is to take place.
3. Right to Appeal: Appeals relating to the removal of Advisor(s) shall be done through the Director of the Criminal Justice Program. Appeals must be made within two weeks after the vote for removal has taken place.

**Article VIII - Finances:**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 1. Dues. The dues, fees, and assessments for each category of membership shall be determined annually by the Executive Advisory Board. The Executive Advisory Board may use any reasonable method for determining the amount of the dues. Nothing in this section shall prohibit the Executive Advisory Board from setting varying dues amounts based upon different categories of membership.

1. National dues are a one-time $70-dollar fee to be paid to the national headquarters before the candidate is inducted into the chapter.
2. Local chapter dues shall be $50 to be collected at the beginning of each fall semester for current members or whenever a new member is inducted throughout the year. Chapter dues are to benefit the running of the chapter and shall be used strictly under the supervision of the chapter advisor along with the chapter officers. Treasurer must keep records of transactions.

Section 2. Non-Profit Status Pi Epsilon Lambda Chapter is a nonprofit subordinate of Alpha Phi Sigma and is assigned an EIN by the IRS. The Chapter will receive its assigned EIN from Headquarters. Pi Epsilon Lambda Chapter is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. A 990N form is filed by Headquarters on behalf of each chapter. The 990N is documentation that a chapter has not received more than $50,000. The chapter’s Financial Report is used to file the 990N form with the IRS.

Section 3. Use of Funds No part of the net earnings of Pi Epsilon Lambda Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution or statements.)

Section 4. The finances of Pi Epsilon Lambda chapter will come from fund raising projects, individual contributions, dues, chapter awards, the Associated Students of Iowa State University.

Section 5. The Pi Epsilon Lambda chapter shall follow the calendar year for filing both the Activity and Financial reports with Headquarters.

Section 6. The Pi Epsilon Lambda chapter shall pay the annual chapter dues ($50) on or before the due date of January 1 of each year. Chapter dues paid after March 1 of the year will incur a late fee. Chapters that have paid the chapter dues by the due date will have the College/University name and the Chapter name printed on the back of the annual commemorative t-shirt.

Section 7. If the Pi Epsilon Lambda chapter dissolves, any funds will be given to the criminal justice scholarship funds of the Department of Sociology and Criminal Justice at Iowa State University.

Section 8. An annual accounting of the ledgers will be conducted by the outgoing Treasurer and shall be available to the membership for ninety (90) days following the close of the fiscal year.

**Article IX - Amendments and Ratification:**

A proposal to amend the constitution must be presented to the total membership in the form of a motion at least seven (7) days before it is to be voted upon. A proposed amendment must be adopted by a majority of the total voting membership of the chapter and must submitted within 10 days to Student Activities Center for approval.