



# WESTERN SOCIETY OF CRIMINOLOGY BYLAWS

Current through September 2016 Amendments

## **Bylaw 101: Executive Board Meetings**

- A. Executive Board meetings shall be called at the discretion of the President with at least two weeks written notice provided to all members of the Board by the Secretary or Secretary/Treasurer.
- B. Upon petition by at least ten members of the Executive Board to the Secretary or Secretary/Treasurer a special meeting of the Executive Board shall be scheduled within four weeks.
- C. Any member of the Executive Board who will not be able to attend an Executive Board meeting shall be able to vote by written proxy given to any voting member of the Board.
- D. Any member of the Executive Board who is absent from two Board meetings within one year without prior notice to the President, will be considered, in effect, to have resigned. At the next regularly scheduled meeting, the Board shall vote to accept this resignation and be informed of the Presidential appointment of a replacement to serve the remainder of the term.
- E. Not less than ten days prior to a scheduled Board Meeting, all available documents to viewed at the forthcoming meeting and the agenda shall be mailed to all Board members by the Secretary or Secretary/Treasurer.
- F. In the case of a permanent vacancy on the Board for any reason, the President shall appoint a replacement to complete the term. The President will use the ranking of remaining candidates from the previous election to select the replacement. The position will be offered to candidates in rank order on the basis of number of votes received in the previous election. If none of the candidates are willing, or able, to serve, the President will fill the vacancy from the general membership with the approval of the Board.
- G. The Executive Board shall insure that the WSC officers file any and all necessary paperwork with federal and state agencies to insure that the Board remains in compliance with regulations governing tax-exempt charitable organizations, including, but not limited to, the following documents (or their successors as amended by statutory or regulatory law):

1. An annual “Registration Renewal Fee Report” with the California State Attorney General’s Registry of Charitable Trusts, along with the applicable filing fees.
2. An annual Form 990, 990-EZ, or Form 990-N with the U.S. Internal Revenue Service, or other federal tax documents as determined by an accountant hired by the WSC, along with the applicable filing fees.
3. A bi-annual Form SI-100 with the California Secretary of State, along with the applicable filing fees.

Unless otherwise advised by legal and/or accounting professionals, these documents shall be filed no later than four months after the close of the fiscal year. Since the WSC’s fiscal year runs from June 1<sup>st</sup> through May 31<sup>st</sup>, these documents should be filed no later than October 1<sup>st</sup> each year, when applicable.

### **Bylaw 102: Membership Dues**

- A. Annual or life-time dues for all classes of membership shall be determined by the Executive Board.
- B. Regular members who qualify as students shall pay less dues than regular members who qualify as professionals.
- C. Honorary members shall be relieved of the requirement to pay annual dues.
- D. The membership year shall be the calendar year and dues shall not be pro-rated.
- E. The Executive Board shall have the authority to use membership dues to support any and all the operations of the WSC, including, but not limited to, website design and maintenance costs, accounting and legal fees, running elections, recognizing contributions to the field and the Society through awards, and providing financial support for the operations of the *Western Criminologist* and the *Western Criminology Review*.
- F. In recognition for their leadership of the WSC, in any fiscal year during which revenues exceed operational expenses, the Executive Board is authorized to use revenues, including those from membership dues, to fund all or a portion of the travel expenses of Executive Board members to attend and participate in Board meetings and site-selection activities.

### **Bylaw 103: Awards and Criteria**

- A. The WSC may confer awards at its Annual Meeting upon one or more persons whose achievements can be confirmed by the Awards Committee as satisfying the appropriate award criteria.

- B. All awards shall be approved by the Executive Board.
1. Paul Tappan Award may be conferred upon those persons who have made outstanding contributions to the field of criminology by creating or developing generally accepted knowledge that has been validated over time by peer review and use.
  2. J.D. Lohman Award may be conferred upon those persons who have significantly enhanced the welfare of the WSC through outstanding service as officers, committee members, and members of the WSC.
  3. Morrison-Gitchoff Award may be conferred upon those persons whose actions have significantly improved the quality of justice in the United States or in other countries.
  4. Fellow Award may be conferred upon those academics and practitioners generally associated with the Western region who have made important contributions to the field of criminology and who may not be members of the WSC.
  5. W.E.B. Du Bois Award may be conferred upon those persons who have significantly contributed to scholarship or activism on the intersection of crime and race or ethnicity.
  6. The Meda Chesney-Lind Award may be conferred upon those persons who have significantly contributed to scholarship or activism on women and crime.
  7. The Richard Tewskbury Award may be conferred upon those persons who have significantly contributed to scholarship or activism on the intersection of crime and sexuality or gender identity.
  8. A special award can be conferred by the Executive Board on a person of special merit whose accomplishments do not fit the requirements for any of the existing award listed above.
  9. President's Award may be conferred upon a person whose achievements are directly related to the improvement of the field of criminology and who has personally influenced the career of the current President.

#### **Bylaw 104: Registration Fees**

- A. A registration fee may be assessed for participants at the Annual Meeting and other activities of the WSC. All fees shall be set by the Executive Board and the membership shall be notified by the Secretary or Secretary/Treasurer or conference program chair.
- B. In addition to using funds generated by conference registration fees for actual conference expenses, the Executive Board shall be vested with the authority to use such funds to support any other WSC-related activity authorized by these Bylaws, including, but not limited to, holding meetings; paying for awards; supporting the operations of the Society's newsletter,

journal, website, and social media presence; ; providing student scholarships and travel grants; and paying for operation costs, such as insurance, accounting, and legal fees. The Board may also elect to carry-over funds for use at the following year's annual meeting of the WSC. Finally, if conference revenue exceeds conference expenses, such money may be used to reimburse all or a portion of the travel expenses of Executive Board officers who attend and participate in Board meetings in recognition of their service to the Society.

### **Bylaw 105: Resolutions**

- A. The WSC shall express its position on criminological issues through written resolutions, which shall be widely disseminated beyond its membership.
- B. Resolutions shall be formulated by the Resolution Committee, or by individual members who may forward them to the Resolution Committee either directly or through the Executive Board.
- C. The Resolution Committee shall present all original resolutions to the Executive Board for approval.

### **Bylaw 106: Publications**

- A. Newsletter Editor and Journal Editor(s)
  - 1. The Newsletter Editor/Communications Director shall oversee the publication of the WSC's official newsletter (or its any successor form of regular communication with members).
  - 2. The Journal Editor(s) shall oversee the publication of the WSC's scholarly journal.
- B. The Publications Committee is responsible for support and coordination of WSC publications, including its newsletter, its scholarly journal, its website, its social media presence, and all related matters. The Publications Committee will be composed of the Editors of the Society's scholarly journal; the Editor of the WSC's newsletter (or the Communications Director; one voting member of the WSC Executive Board who is neither of the above and who will serve as Chairperson; and two at-large WSC members. The Publications Committee shall not abridge the autonomy and control of the Editor over the review and publication of the scholarly journal.
- C. *Criminology, Criminal Justice, Law & Society (CCJLS)* is the official journal of the WSC. *CCJLS* is a scholarly journal that assesses the quality of publications through anonymous peer review.

- D. The purpose of the Editorial Advisory Board is to advise the *CCJLS* Editor(s) as to the suitability of manuscripts for publication in the journal. Members should have sufficient experience and time to provide reasoned, timely, and unbiased decisions about the quality of papers submitted to the journal. Editorial Advisory Board members may be replaced before their term expires. The Editor(s) will appoint the Editorial Advisory Board to three year terms. Editorial Advisory Board appointments are subject to approval by the Executive Board.
- E. The *CCJLS* Editor(s) shall serve a three-year term and shall have sufficient experience in scholarship and publication to carry out the duties as an editor of an electronic publication.

#### **Bylaw 107: June Morrison Fund**

The June Morrison Fund, comprised of individual donations and the proceeds from special events, shall be used to recognize student accomplishments and to assist student attendance at the Annual Meeting. The Executive Board shall determine the amount and manner in which funds shall be dispersed.

#### **Bylaw 108: Use of Personal Vehicles for WSC-Related Business**

- A. From time to time, WSC Officers, Executive Board members, and other volunteers who are not WSC Board members may need to use personal vehicles for WSC-related business.
- B. Prior to the use of any personal vehicle for WSC-related business, the driver shall obtain formal approval from the WSC. To gain such approval, the driver shall:
  - 1. Provide copies of a valid driver's license, current vehicle registration, and proof of insurance to either the WSC President, Secretary-Treasurer, or Executive Director (if any); and
  - 2. Accept the terms of the WSC's Personal Vehicle Use Policy by signing, dating, and submitting it for approval in advance of the use of a personal vehicle.
  - 3. All of the documentation specified in Bylaw 108, Sections B(1) and B(2) shall be kept on file for a period of three (3) years.
- C. In the event that the WSC President, Secretary-Treasurer, or Executive Director will be using his or her own vehicle for WSC-related business, under no circumstances may he or she self-authorize such use. Rather, a different WSC Officer must authorize the use of another officer's personal vehicle for WSC-related business.

#### **Bylaw 109: Amendments to the Bylaws**

These bylaws may be amended by two-thirds of those Executive Board members voting, either in-person or electronically, on any proposed bylaw amendment(s), assuming a quorum of the Board participates in such a vote.