

## BY-LAWS OF THE KOREAN SOCIETY OF CRIMINOLOGY IN AMERICA

### 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 one (1) week 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 one third of the Executive Board members to the Executive Director, a special meeting of the Executive Board shall be scheduled within three (3) weeks time.
- Section 4. The Executive Board may render decisions by electronic voting.
- Section 5. Not less than three (3) 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 Administrator.

### 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.
- 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 Society's publications and the Annual Meeting. The membership will be able to raise issues with the leadership of the Society.
- Section 3. Program Committee. The President shall appoint the Program Committee Chair for the Annual Meeting subject to ratification by the Executive Board. The Chair shall serve a term of two (2) years. The Chair is a member of the Annual Meeting "management team" and is expected to not only assist in the strategic planning phase, but also the on-site operational and implementation phase of the meetings. The Committee has duties as follows:
1. Organize the substantive portion of the Annual Meeting. The Program Committee Chair carries out various tasks for the Annual Meeting by working closely with the President and the Executive Director to determine the format and number of presentations organize panel sessions, devise a schedule, and to generally ensure that the Annual Meeting flows smoothly.
  2. Present a verbal report at the first meeting of the Executive Board held in conjunction with the Annual Meeting.
  3. Provide a progress report for the Mid-Year Board Meeting (typically due

- April 15), and a final report by October 15.
4. Set up panels on behalf of KOSCA at the annual ASC/ACJS meetings, and apprising the Board of these activities.

#### **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 in consultation with other editors. Referee panels for manuscript evaluation and selection will be used.
- Section 3. Term. The Editors are appointed for a term of two (2) years.
- Section 4. Publications Committee. The Publications Committee shall consist of the Vice-President as Chair and two members appointed by the President, with the Editor(s) of the society journal(s), Editor(s)-Elect and the Editor of the Society Newsletter in years where such exist as ex officio (non-voting) members. The two (2) appointed Committee members shall serve a term of two (2) years. The Committee has duties as follows:
  1. 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 official society scholarly publications.
  2. May, with Executive Board approval, commission intellectually stimulating works of major importance. Such works may cover the entire range of intellectual activity in criminology.
  3. Provide a final report by October 15.

#### **Article 6. Nominations and Elections**

- Section 1. Nominations. The Nominations Committee shall be appointed by the President with the approval of the Executive Board. The Nominations Committee Chair shall serve a term of two (2) years. The Nominations Committee shall oversee development of a slate of officers. 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 Board Meeting for approval by the Executive Board. The Board is to review, adjust when necessary, and approves a slate of candidates before the beginning of the Annual Meeting.
  1. Voting members in good standing for both the current and immediately previous calendar years shall be notified, and invited to submit additional nominations one (1) month prior to closing nominations.

2. Any member receiving nominations from voting members in good standing any member receiving nominations from the joint members of the Executive Board and Committee Chairs of the Society shall be entered on the ballot for the designated office. The ballot shall include a place for write-in candidates
3. The Committee shall provide the Executive Board with a list of those nominated, along with the preferred candidates – one (1) or more for Vice-President. 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.
4. No seated member of the Nominations Committee can be nominated for an elected office. Those nominated for office must agree to the nomination (the Chair of the Nominations Committee should contact nominees in advance of the Annual Meeting to determine their willingness to run), 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.
5. The final slate, along with brief biographical information and a statement from each candidate is distributed to the membership either by mail or electronically. The membership should be given at least two (2) weeks to submit their ballots. Ballot can be also casted at the Annual Meeting. The ballots are to be counted by the Administrator and at least two (2) other persons.

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 by mail or electronically at least three (3) weeks prior to the Annual meeting of the Society with return date specified by the Executive Board. Candidates for Vice-President-elect receiving the majority 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.

## **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.

Section 2. The Treasurer maintains accurate financial records and explains the budget status to the Executive Board members in the spring and fall. The treasurer answers questions about budget from the Board members at any time.

Section 3. The Treasurer presents an annual financial report and explains the budget to members each year at the Annual Meeting. The treasurer answers questions about budget from members at any time.

#### **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/or criminal justice 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 two (2) 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 Korean Society of Criminology in America".

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 KOSCA 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 Executive Board.. 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 annual KOSCA awards created by the Society. The Award Committees shall serve a term of two (2) years. Each Committee Chair shall be appointed by the President with the approval of the Board. The Chair shall serve a term of two (2) years.
1. Each Committee should develop a list of nominees. 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 of the Award Committees should provide the Board with a report that lists those nominated (in order of merit), a single nominee for the award, and an explanation of the general procedures used to reach that decision. The report should include a statement identifying the main reasons for the recommendations for granting the award. Generally, a copy of the vitae of the Committee's single nominee should also be included in the materials sent to the Board.
  3. Only individuals, not institutions, shall be considered as candidates for any award.
  4. Each Awards 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. 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.
  7. Members of a said award committee are not eligible to receive that said award.
  8. The Board encourages all Divisions to submit nominees to the various Awards Committees.
  9. The President formally notifies award recipients.
  10. The Award Committees and their charge are to be developed as they are created.

#### **Article 11. Constitution and By-laws Committee.**

- Section 1. Structure. The Constitution and By-laws Committee Chair shall be appointed by the President with the approval of the Executive Board. The Chair shall serve a term of two (2) years.
- Section 2. Duties.
1. Ensure that the Society operates in accordance with its Constitution and By-Laws.

2. Recommend revisions in the Constitution and/or By-Laws to meet changing circumstances in the operations of the Society.
3. Provide a final report by October 15.

#### **Article 12. Membership Committee.**

Section 1. Structure. The Membership Committee Chair shall be appointed by the President with the approval of the Board. The Chair shall serve a term of two (2) years.

Section 2. Duties.

1. Reach out to criminology and related disciplines to increase the membership of the Society, periodically conduct membership surveys, assists in the development of brochures, serves as greeters at the Annual Meeting, and obtains mailing lists from other organizations, and contact a wide variety of academic departments and research institutions in an attempt to solicit more members for the Society.
2. Assist in the integration of student members into the activities of the Society, principally at the Annual Meeting, by coordinating the graduate student information exchange activities or arranging special sessions dealing with topics specifically oriented to student interests.
3. Recommend to the Board KOSCA members to be selected as Fellows. Those designated as Fellows are recognized for their scholarly contributions to criminology and/or criminal justice 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 or criminal justice scholars and/or through organizational activities within the Society. Names of all candidates shall be circulated to all members of the Committee. Nominees must be members in good standing of KOSCA; 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 two (2) persons as Fellows annually. The Board may also not elect anyone as a Fellow in a given year.
4. Provide a final report by October 15.

#### **Article 13. Liaisons to Related Societies.**

Section 1. These individuals serve as the Society Liaison with various professional societies that have criminology/criminal justice-related interests worldwide. The Liaisons foster communication between the Society and the various organizations, and are responsible for setting up panels at the meetings of these various societies when requested, and appraising the Board of these activities. Liaisons shall be appointed by the President with the approval of the Board and serve a term of two (2) years.

Section 2. International Liaison - There shall be at least one (1) individual appointed as official KOSCA representatives for a term of two (2) years. These individuals are responsible for contacting and regularly interacting with academic/research institutions, professional associations, governmental agencies, and individual criminologists and criminal justice scholars in other countries including Korea to

inform them of KOSCA activities, coordinate collaborative projects, and promote cooperation between the KOSCA and those entities.

Section 3. The Liaisons are asked to provide a final report by October 15. In addition, they are asked to submit at least one (1) article a year to the Society's newsletter in which they outline their activities, and inform the Society members of the various organizations' activities scheduled and meetings.

#### **Article 14. 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)(3) of the Internal Revenue Code, 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.