

**BY-LAWS OF  
THE DIVISION OF CYBERCRIME**

**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 Chair with at least one (1) week written notice provided to all members by the Chair. 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 Chair, 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. No later than three (3) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting, including the agenda, shall be distributed to all Board members by the Chair or Vice-Chair.

**Article 2. Membership Dues**

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

**Article 3. Annual Membership 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 membership shall be notified by the Chair.
- 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.

**Article 4. Procedure**

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

**Article 5. Nominations and Elections**

- Section 1. Nominations. The Nominations Committee shall be appointed by the Chair with the approval of the Executive Board. The Nominations Committee Chair shall serve a term of three (3) 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 approve a slate of candidates before the beginning of the Annual Meeting.

1. Voting members in good standing for the current calendar year 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 and any member receiving nominations from the joint members of the Executive Board and Committee Chairs of the Division shall be entered in 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-Chair. 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. Ballots can also be 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 when 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 year. 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 express 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 a return date specified by the Executive Board. Candidates for Vice-Chair-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 6. 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 Chair or the Treasurer.

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

#### **Article 7. 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 candidates will be acknowledged by the Division 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 8. 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. Division Awards. The Award Committees are responsible for developing a list of nominees for annual Division awards created by the Division. The Award Committees shall serve a term of two (2) years. Each Committee Chair shall be appointed by the Chair with the approval of the Board. The Chair shall serve a term of three (3) years.

1. Each Committee should develop a list of nominees. Each Committee should request documentation from the nominees; at the very least, obtain a vita and a brief statement as to why the individuals should be considered for 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 Division, 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 members to submit nominees to the various Awards Committees.
9. The Chair formally notifies award recipients.
10. The Award Committees and their charge are to be developed as they are created.

#### **Article 9. Constitution and By-laws Committee.**

Section 1. Structure. The Constitution and By-laws Committee Chair shall be appointed by the Chair 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 10. 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 a 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 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.