

**CRIMINAL JUSTICE FIRE SCIENCE ALLIANCE
BY-LAWS
(AS AMENDED MAY 2010)**

ARTICLE I – NAME AND LOCATION

The name of the Organization is the **Criminal Justice Fire Science Alliance** and its principal location will be at Lake Superior State University in Sault Ste. Marie, Michigan.

ARTICLE II – MISSION STATEMENT

The Mission of the **Criminal Justice Fire Science Alliance** is to facilitate and extend the training and experience of criminal justice/fire science students. The **Criminal Justice Fire Science Alliance** will provide co-curricular activity of the highest quality to all members so that each member is enhanced in spirit and ability and will become more proficient and marketable in the criminal justice/fire science fields.

ARTICLE III – GOALS AND PURPOSES

Section 1

The goals of the Organization are:

- 1) To develop and provide a well-rounded criminal justice and fire science club at Lake Superior State University.
- 2) To maintain an organization that will be respected by the Criminal Justice/Fire Science Department of the University and the surrounding communities of Sault Ste. Marie, Michigan and Sault Ste. Marie, Ontario.
- 3) To assist in the recruitment, retention, and promotion of the criminal justice/fire science students and programs at Lake Superior State University.
- 4) To stress and encourage physical, mental, and academic excellence to all members.

Section 2

In furtherance of the aforesaid goals, this Organization may solicit, borrow, purchase, or otherwise receive funds and other property, real, personal and mixed, and interests therein. This organization may hold, manage, administer, expend, return and sell,

convey, or otherwise apply such funds and other property subject to such conditions and limitation, if any, as may be expressed in any instrument evidencing such gift, transfer, device, or bequest.

Section 3

No part of the income or principal of this Organization shall be given for the benefit of or be distributed to any member, advisor, or officer of this Organization or any other private individual. Any and all reimbursements must be approved by four-fifths (4/5) majority vote of the Executive Board members. In the event of dissolution of this organization, all assets remaining after payment of legal obligations shall be distributed by the Executive Board members to the Department of Criminal Justice/Fire Science at Lake Superior State University, Sault Ste. Marie, Michigan for the benefit of current and future criminal justice/fire science students.

Section 4

The **Criminal Justice Fire Science Alliance**, its members and any or all representatives of the Organization shall adhere to the Michigan Commission on Law Enforcement Standards Code of Conduct as applied to students enrolled in the MCOLES certification program at Lake Superior State University. The latest version of the aforementioned Code of Conduct, as amended by Lake Superior State University will be the model administered by the Organization with a few additional amendments, which will be approved at the beginning of each academic school year by the Executive Board. The Executive Board must approve the Code of Conduct before the first meeting for the new academic school year. Furthermore, once the Student Code of Conduct has been approved for that academic year it remains in effect until the following academic school year.

Any Executive Board member or other member of the Organization involved in a break of conduct will be brought before the Executive Board during a closed confidential meeting, where appropriate disciplinary action will be taken. If the Executive Board deems the infraction to be of a serious enough nature, the board may consult with the faculty advisor(s) of the Organization for an appropriate course of action. Refer to current Code of Conduct for addition and current rulings.

ARTICLE IV – MEMBERSHIP

Section 1

Any student or faculty of Lake Superior State University desiring to promote the goals of the Organization and to expand their experiences and knowledge in the criminal justice/fire science fields are eligible for membership. New members are welcome to join the Organization at time during the fall and spring academic semesters.

Section 2

Membership dues of an amount to be determined by the Executive Board at the beginning of each fiscal year are to be paid annually within the first three (3) meetings of admission into the Organization. The Captain of Finance will collect dues and deal with any delinquent or deferred payments.

Section 3

A schedule of general meetings of the membership shall be determined by the Executive Board at the beginning of each semester. The fiscal year of the Organization shall be from May 01 – April 30. The Organization will be dormant from regular activity from the end of the spring semester to the beginning of the fall semester, as determined by Lake Superior State University.

ARTICLE V – EXECUTIVE BOARD

Section 1

The Executive Board shall consist of the Chief, Assistant Chief, Captain of Finance, Captain of Records, and Lieutenant of Public Relations. All positions will be elected for terms of one (1) year. Elections will occur at the end of the spring semester but before finals week. Current Executive Board members can be submitted for re-election for any position including the position they are currently holding.

Section 2

General meetings of the Executive Board shall be determined at the beginning of each semester. The board will discuss administrative operations of the Organization and the Chief will prepare an agenda for the general meeting and will conduct the meeting.

Section 3

At every regular Executive Board meeting, an oral financial report will be given to the Board by the Captain of Finance and an oral review of the previous Executive Board meeting will be given by the Captain of Records.

Section 4

A special meeting of the Executive Board may be called by the Advisor(s), any Executive Board member, any Organization member or other organizations. Special meetings that are requested must be approved by the Chief. Advance notice of 24 hours is required for special meetings, except in the case of the Advisor(s) calling for such a meeting.

Section 5

At all meetings of the Executive Board, business shall be transacted by three-fifths (3/5) majority vote of all Executive Board members. Any action taken shall be deemed the action of the full Executive Board.

Section 6

In the case of a vacancy on the Executive Board for any reason whatsoever, the board will take over the duties of the vacant position(s) until such time that a replacement is elected for membership. Election for the vacant position(s) shall be transacted by four-fifths (3/5) majority vote by the current Executive Board. The vacant position(s) can only be filled by current members of the Organization.

Section 7

The Executive Board shall be responsible to the membership of this Organization for the management, policies, properties, and finances of this Organization.

Section 8

The Executive Board members of the Organization shall have and exercise the powers and duties as specified below and shall consist of the following:

- A. Chief (President) who shall be responsible to the Executive Board and the overall function of the Organization. The Chief shall preside at all meetings of the Organization and of the Executive Board and assume command at all

times. The Chief must come to each meeting with an agenda and is the final check and balance for decisions of the Organization. When in question on matters involving activities of the Organization, the Chief will be the deciding factor and his or her instructions will be exercised. In the event of a tied vote, the Chief will have the deciding vote in both general meetings and Executive Board meetings. The Chief will be in charge of the Assistant Chief, Captain of Finance, Captain of Records, and Lieutenant of Public Relations ensuring that their duties are carried out. The Chief will represent the Organization at all President's Council meetings of Lake Superior State University's Student Government, or will appoint the Lieutenant of Public Relations or a different member of the Organization to be his/her representative. The Chief will submit monthly reports of the Organization status to the Faculty Advisor(s). The Chief shall be and remain a member of the board and Organization during his or her term in office. The Chief is the only Executive Board member who reports to the alliances advisor(s).

- B. Assistant Chief (Vice President) shall perform all the duties and exercise all of the authority pertaining to the Chief in the absence of the Chief and other such duties as may be assigned to him or her by the Chief. The Assistant Chief is responsible for keeping order at all Organization-sponsored activities, for keeping the by-laws in order and maintained and for keeping all activities in a schedule so activities will not overlap. The Assistant Chief shall be and shall remain a member of the Executive Board and the membership of the Organization during his or her term of office. The Assistant Chief reports only to the Chief.

- C. Captain of Finance (Treasurer) shall receive all contributions, dues, payments, and other funds for and in the name of this Organization and deposit them in such bank or banks as the Executive Board may select and shall draw thereon by check for payment of bills approved by the Chief or the majority of the Executive Board. The Captain of Finance shall keep records of budgets and all appropriations authorized to the Executive Board and maintain regular books/spread sheets of account(s). The Captain of Finance shall submit detailed oral reports as to the state of the finances of the Organization at each Executive Board meeting and a brief summary of account balances at the general meetings. Written reports of the financial activity of the Organization will be submitted and approved by the Chief at the first Executive Board meeting of each month. The Captain of Finance shall be and shall remain a member of the Executive Board and the membership of the Organization

during his or her term of office. The Captain of Finance reports to the Chief and the Assistant Chief.

- D. Captain of Records (Secretary) shall record and take custody of the minutes of all the meetings of the Organization and of the Executive Board and perform such duties as may be assigned by the Chief. The Captain of records will keep track of attendance and points for each member, including the Executive Board. The Captain of Records shall be and shall remain a member of the Executive Board and the membership of the Organization during his or her term of office. The Captain of Records reports to the Chief and the Assistant Chief.

- E. Lieutenant of Public Relations (Liaison) shall be the contact person between the Organization and other on-campus or off-campus organizations, businesses, or departments. The Lieutenant of Public Relations shall be and shall remain a member of the Executive Board and the membership of the Organization during his or her term of office. The Lieutenant of Public Relations shall attend all Presidents' Council meetings of Lake Superior State University's Student Government and reports to the Chief.

Section 9

Each Executive Board member of this Organization shall be and shall remain in good standing during his or her term of office.

Section 10

Any Executive Board member other than the Chief may resign at any time by giving written notice to the Chief to that effect. The Chief may resign at any given time by giving written notice to the Executive Board to that effect. All resignations must be recognized by the board before they are effective. Any Executive Board member may be removed from office/term, with due cause and due process, by a three-fifths (3/5) majority vote of the entire Executive Board and a three-fourths (3/4) majority vote of the entire Organizations members in attendance.

Section 11

All Executive Board members are expected to attend all Executive Board, general, and special meetings of the Organization. Furthermore, all board members are also expected to attend all events, activities and gatherings associated with the Organization. In the event that an absent is necessary, the Chief must be notified in person or by telephone within twenty-four (24) hours before or after the meeting in question. All absences must have a valid excuse as determined by a three-fifths (3/5) majority vote of the entire Executive Board in attendance at the meeting following the absence. Five (5) total absences each semester will result in the Executive Board member be brought in front of the attending members at the next general meeting for review and possible dismissal from their position, depending on a three-fourths (3/4) majority vote of the attending members of the Organization.

ARTICLE VI – COMMITTEES

The Chief or Assistant Chief may appoint, with approval of the Executive Board, such standing or special committees as may be required from time to time to assist the Organization. Membership of the committees will consist of volunteers from the general membership and the Executive Board.

ARTICLE VII – PROCEDURES

Section 1

Election of Executive Board members shall be governed by the following set of guidelines:

- A. All parties interested in running for a position on the Executive Board of the Organization must make their interest known to the membership by the first general meeting after Spring Break, as determined by Lake Superior State University.
- B. Elections will be held in the month of March. All contested positions will be asked to make a brief speech. Candidates will be voted into position by a majority vote of the entire general membership of the Organization in attendance. All tie breakers will be decided by the current terms Executive Board.

- C. Candidates for the position of Chief must remain in good academic standing and must have at least one (1) year of experience on the Executive Board of the Organization. In the event that no one with Executive Board experience is willing to run for the Chief position, then all candidates who at least have one (1) year of experience as a member of the Organization.
- D. Candidates for the positions of Assistant Chief, Captain of Finance, Captain of Records and Lieutenant of Public Relations must also remain in good standing but does not require any experience within the Organization.
- E. Elected parties shall work under the current Executive Board members to gain an understanding of the positions to which they were elected. At the end of the fiscal year, the elected will assume all responsibilities of their respective positions.

Section 2

Allocation of Organization funds shall be governed by the following guidelines:

- A. Amounts not exceeding \$100.00 (one hundred dollars, U.S. funds) may be approved by a three-fifths (3/5) majority vote of the Executive Board. Amounts exceeding \$100.00 (one hundred dollars, U.S. funds) require a three-fourths (3/4) majority vote of the membership in attendance for approval. A unanimous vote by the Executive Board may replace or overrule a membership vote if the situation requires a decision before the membership can be assembled.
- B. Special events for fund-raising, investments, guest expenses and other special events as classified by the Executive Board shall not exceed seventy percent (60%) of the total budget at any time. Miscellaneous expenses of copies, postage, telephones calls, office equipment or other expenses classified as miscellaneous by the Executive Board shall not exceed thirty percent (30%) of the total budget at any time. Changes to either of these areas requires a three-fourths (3/4) majority vote of the membership in attendance.

ARTICLE III – AMENDMENTS TO BY-LAWS

- A. The by-laws of this Organization or any part thereof may be amended by the Executive Board without notice, with a three-fifths (3/5) majority vote or by a unanimous membership vote in attendance.

ATTACHMENT TO BY-LAWS

LAKE SUPERIOR STATE UNIVERSITY CRIMINAL JUSTICE FIRE SCIENCE ALLIANCE STUDENT CODE OF CONDUCT

HISTORY

Founding Fathers

David B. Salamas
Kevin A. Kellems
Jason Schewe

Founded September, 1996

2009 – 2010 EXECUTIVE BOARD

Chief: Cutis Walters
Assistant Chief: Nicholas Harrington
Captain of Finance: Kevin Dugan
Captain of Records: Olivia Garlick
Lieutenant of Public Relations: Chris Larson
Advisor(s): Dr. James Schafer and Prof. Herbert Henderson