

**CONSTITUTION FOR THE DIVISION ON WOMEN AND CRIME
OF THE AMERICAN SOCIETY OF CRIMINOLOGY**
Revised and Approved September 2013

I. Name of the Organization:

The name of the organization is The Division on Women and Crime.

The Division is a constituent unit of the American Society of Criminology [hereinafter ASC] and will function in accordance with the Constitution, bylaws and policies of the ASC.

II. Purposes and Objectives:

- A.** To bring together members interested in discussing issues related to women who are professionals, victims and/or offenders in the criminal justice system.
- B.** To facilitate and encourage research and theory development about girls, women and gender issues as professionals, victims, and/or offenders in the criminal justice system.
- C.** To encourage appropriate and effective teaching techniques and practices and to stimulate the development of curricula for courses on women/gender and crime, and/or curricular materials about women/gender and crime for inclusion in mainstream criminology/criminal justice courses.
- D.** To serve as a resource network for, and encourage interaction among, academic, research, practitioner and policy-making sectors in order to further the understanding of problems faced by women of all ages who are professionals, victims and/or offenders in the criminal justice system.
- E.** To organize conference sessions related to issues on women and crime.
- F.** To raise awareness of issues regarding gender and crime among members of ASC, to bring these issues to the attention of the ASC Executive Board and/or appropriate ASC committees, and to recommend appropriate courses of action to resolve these matters.

III. Membership:

Membership in this Division will be open to all ASC members in good standing. A member in good standing is one who is current in her/his dues. Members who have paid Divisional dues will be considered eligible for voting at Divisional meetings and for the election of Divisional officers, and for holding office.

IV. Executive Board:

- A.** There will be an Executive Board comprised of the Division's current officers, immediate past Chair and five Executive Counselors. This Board will form policies for the Division, provide advice to the chair, decide the budget for the Division, and approve committees and committee chairs.

B. The Division Chair will serve as the convener of the Executive Board.

V. Officers:

A. Chair

1. The Chair will provide executive direction for the Division and will preside over Division meetings. The Chair will also sit ex-officio on the Executive Board of the journal *Feminist Criminology*.
2. The Chair or her/his designee will serve as liaison with the ASC Annual Meeting Program Chair to ensure the inclusion of panels relating to issues on women and crime in the program.
3. The Chair or her/his designee shall bring issues regarding gender and crime, and recommendations for their resolution, as decided by the Division, to the attention of the ASC Executive Board and/or appropriate ASC committees for their consideration.
4. The Chair will appoint all committees and committee chairs, with the approval of the Executive Board.

B. Vice-Chair

1. The Vice-Chair will preside over Division meetings in the absence of the Chair and shall be empowered to conduct all necessary business of the Division if the office of Chair is vacant or if the Chair is unable to serve.
2. The Vice-Chair or her/his designee will be responsible for assistance to, and oversight of, the Newsletter Committee.

C. Secretary/Treasurer

1. The Secretary/Treasurer will keep the records and minutes of the Division.
2. The Secretary/Treasurer will record minutes of each meeting of the Division and will forward a copy to each member of the Executive Committee and the Newsletter Committee Chair for publication in the next issue of the Division newsletter.
3. The Secretary/Treasurer will maintain a separate account in the ASC treasury for the Division. The Secretary/Treasurer will inform the Division membership of the Division's balance, debts, credits, etc., at the Division's Annual Membership Meeting. The Secretary/Treasurer will notify the Executive Board of any financial issues that arise between Annual Membership Meetings.

D. Executive Counselors

1. There will be five Executive Counselors, with elections of officers in alternating years (three in the first year/odd numbered year, two in the second year/even numbered year). Two Executive Counselors shall be selected from among members who are untenured or otherwise in the early stages of their careers, two Executive Counselors shall be selected from among members who are tenured or otherwise in the later stages of their careers, and one Executive Counselor shall be selected from among members who are current graduate students.
2. Executive Counselors will assist the Chair with executive decisions for the Division, and each will chair at least one committee of the Division.

VI. Elections:

A. Nominations

The Executive Board will appoint a Nominations Committee consisting of two members in good standing of the Division. The Committee will receive names in nomination for each office to be filled the following year. From these names, the Nominating Committee will select two names to be included on the ballot for each office. These names will be forwarded to the ASC Executive Office for inclusion on the Division ballots.

B. Qualifications

Nominees and elected officers must be members in good standing of the Division.

C. Term of Office

1. The term of office for all officers and Executive Counselors will be two years. The term of office of each incoming officer will begin with the close of the Division's Annual Membership Meeting following their election.
2. Elected officers may serve a maximum of two consecutive terms in the same office. Upon completion of the second consecutive term of office, a person must wait for a period of at least one full term before running again for the same office.
3. Elections of Officers and Executive Counselors shall be staggered in the following manner: Year One/odd numbered year elections will be held for Chair and three (3) Executive Counselors. Year Two/even numbered year elections will be held for Vice Chair, Secretary/Treasurer, and two (2) Executive Counselors.

D. Procedure

1. Names of those nominated will be placed on the Division ballot and sent to all members in good standing by the Executive Office of the ASC. Ballots may also be sent to members electronically by the Chair and received electronically as long

as measures are taken which ensure that no member may submit more than one completed ballot. Completed ballots will be returned and counted by the Nominating Committee.

2. The Nominating Committee will notify the Division Chair of the election results. Results will be published in the Division Newsletter and otherwise announced to the membership, as the Chair deems appropriate.

E. Vacancies

1. Vacancies that occur during the term of office for the Vice-Chair, Secretary/Treasurer or Executive Counselor of the Division, shall be filled until the next election by appointment of the Chair, with the approval of the Executive Board.

2. Vacancies may be filled in either Year One or Year Two elections, and shall be filled for the remainder of the term of office.

VII. Amending the Constitution and Bylaws:

A. Amendments may be proposed by any member of the Division, but all such proposed amendments may only go forward under one of the following conditions:

1. The petitioner receives the written support of one-fifth of the division membership in good standing;

2. The proposed amendment is introduced at the Division's Annual Membership Meeting, and receives a two-thirds affirmative vote of those present to refer the proposal to a Constitutional Revision Committee; or

3. The Executive Board creates a Constitutional Revision Committee to review the Constitution and Bylaws and to make appropriate recommendations. A proposal for an amendment that meets any of the requirements above shall be determined to be qualified by the Executive Board.

B. An amendment will be approved when it receives a two-thirds vote by mail or electronic ballot submitted to Division members in good standing. Voting may be done electronically as long as measures are taken which ensure that no member may submit more than one ballot. The results will be reported to the Executive Board no later than the next Annual Membership Meeting.

C. Approved amendments shall take effect immediately following the next Annual Membership Meeting. Amendments are subject to the approval of the ASC Executive Board.

BYLAWS OF THE DIVISION ON WOMEN AND CRIME OF THE AMERICAN SOCIETY OF CRIMINOLOGY

I. Dues:

Dues will be determined by the Executive Board. Any increases must be ratified by vote of the members at the Division's Annual Membership Meeting. Dues are subject to the approval of the Executive Board of the ASC, and will be due at the time annual dues to the ASC are paid.

II. Committees:

A. Standing Committees

There will be six standing committees: Nomination Committee, Newsletter Committee, Outreach Committee, Programming Committee, Student Affairs Committee, and Special Events Committee.

B. Other Committees

The Executive Board will create such other committees, as it deems appropriate to carry out the purposes and objectives of the division. Members of such committees will be appointed by the Chair of the Division with the approval of the Executive Board.

C. Committee Chairs

Committee Chairs will be appointed by the Division Chair with the approval of the Executive Board, and announced at the Division's Annual Membership Meeting or electronically to the membership. Committee Chairs will serve for one year and may be reappointed.

D. DWC Archivist

The Division Chair, with the approval of the Executive Board, will appoint a DWC member to serve in the role of DWC Archivist.

III. Meetings:

A. Executive Board

The Executive Board shall meet at least once a year, on the first day of the ASC Annual Meeting. Such other meetings may be called as are needed.

B. Membership

The general membership of the Division shall meet at least once a year, at the time and place of the ASC's Annual Meeting. Such meeting shall be designated the Division's Annual Membership Meeting.

C. Rules of Order

Meetings will be conducted in a manner determined by the Chair. In the event of a conflict, Robert's Rules of Order will be determinative.

D. Quorum

- 1.** A quorum will consist of one-fifth of the Division's members in good standing. All votes will be determined by a simple majority of those present, unless provided otherwise by this document.
- 2.** In the event a quorum is not present at the general membership meeting(s), a majority of those present will be sufficient for action. Such action may be challenged by a member in good standing not in attendance at the ASC Annual Meeting. In case of a challenge, a ratification vote will be offered to the general membership in the next Division Newsletter and/or electronically by the Chair. A ratification vote may be conducted by mail ballot or electronically as long as measures are taken to ensure that no member may submit more than one ballot.