

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

Revised and Proposed September 8, 2020

PREAMBLE

The Division on Women & Crime is a unit of the American Society of Criminology whose members have scholarly and professional interests related to gender, crime, and justice, and/or who use feminist perspectives to examine offending, victimization, and the criminal legal system. The official journal of the Division on Women & Crime is *Feminist Criminology*. The Division on Women & Crime functions in accordance with the constitution, by-laws, and policies of the American Society of Criminology.

I. NAME OF THE ORGANIZATION

The name of the organization is the Division on Women and Crime [hereinafter DWC] of the American Society of Criminology [hereinafter ASC].

II. PURPOSE AND OBJECTIVES

- A. To unite ASC members with scholarly and professional interests related to gender, crime, and criminal/social justice, and/or who use feminist perspectives to examine offending, victimization, and the criminal legal system.
- B. To create professional networking and mentorship opportunities within the DWC and between the DWC and other entities, including collaboration between academics, researchers, practitioners, and policy-makers.
- C. To facilitate research and theory development about how gender, along with other systems of power such as race and class, shapes individuals' experiences as victims, offenders, and/or professionals in the criminal legal system.
- D. To encourage effective teaching techniques and practices for course content related to gender, crime, and criminal/social justice and/or feminist criminological perspectives.
- E. To raise awareness and promote discussion of issues related to gender, crime, and justice and feminist criminological perspectives at ASC annual meetings through conference sessions, workshops, and other opportunities.
- F. To create opportunities for DWC members to use and share their expertise in the development of evidence-based public policy.

III. MEMBERSHIP

- A. DWC membership is open to all ASC members in good standing; that is, individuals who are current in their ASC dues.
- B. All DWC members must abide by the ASC Code of Ethics. Revocation of an individual's ASC membership for an ASC Code of Ethics violation also will result in revocation of DWC membership if that person is a DWC member.

Commented [ABP1]: This document contains portions of text compiled from several sources:

- ~ the existing (2013) constitution & bylaws
- ~ the proposed constitution of the 2019 CRC
- ~ proposed changes suggested by the 2016 CRC
- ~ Amy & Amanda's experience as chairs and long-serving members of DWC

Commented [ABP2]: This is new. Neither the existing Constitution nor the proposed 2019 version has a preamble.

Commented [ABP3]: This section has been revised and updated and made more inclusive.

- C. There are two types of DWC membership: regular and student. Student membership is available to individuals currently enrolled in undergraduate or graduate degree programs at colleges and universities.
- D. To be in good standing and have voting privileges, student and regular members must have paid both their ASC and DWC dues by April 1 of a given year. All student and regular members in good standing are eligible to vote in DWC elections and ballot measures.
- E. Student members may serve on DWC committees but may not serve alone as committee chairs. Student members may co-chair committees with regular DWC members.
- F. Eligibility to run for voting (officer) positions on the Leadership Council is limited to regular (non-student) members with the exception of the Graduate Student Leadership Councilor position, which shall be filled by a graduate student DWC member.

IV. LEADERSHIP COUNCIL

- A. The Leadership Council [hereinafter LC] shall administer the affairs of the DWC and consist of the following members:
 - 1. Voting (officer) members:
 - a) Chair
 - b) Chair-Elect
 - c) Vice Chair
 - d) Secretary/Treasurer
 - e) Five Leadership Councilors: two Senior Leadership Councilors, two Junior Leadership Councilors, and one Graduate Student Leadership Councilor.
 - 2. Non-voting (ex-officio) members:
 - a) Immediate Past Chair
 - b) *Feminist Criminology* editor
 - c) Website Administrator
 - d) Archivist
- B. The LC shall form policies for the DWC, determine DWC budget allocations pending ASC approval, oversee DWC committee operations, and otherwise make leadership decisions on behalf of the DWC.
- C. The LC shall meet at least four times a year, approximately once per quarter. One LC business meeting is to be held in person at the ASC Annual Meeting in November; the remaining LC meetings may be conducted remotely.
- D. A quorum is required for LC business meetings and voting to proceed. A quorum is achieved when half-plus-one of the total voting LC members is present.
- E. LC initiatives shall be adopted by a majority vote of LC members, unless otherwise specified in this document.

Commented [ABP4]: Current title: Executive Council

Proposed title from 2019 CRC: Leadership Board

Amy & Amanda's proposed compromise: Leadership Council.

We recommend retaining our current title (Executive Council) to stay aligned with ASC's language. But, if the current EC members prefer otherwise, we have proposed this compromise to alleviate the impasse that arose during the last round of revisions.

- F. The LC may issue public statements on behalf of the LC, but may not make such statements on behalf of the entire DWC. Any public statement must be approved by a unanimous vote of LC members and authorship must be credited to the “Leadership Council of the Division on Women and Crime of the American Society of Criminology.”
- G. An LC member may be removed for inability or failure to perform the duties of their position if (a) the LC member requests to step down or (b) attempts to informally address an LC member’s underperformance are unsuccessful. Removal of an LC member requires a majority vote of LC not including the officer facing removal, who shall not vote. Following a removal, the Chair shall appoint another DWC member in good standing to serve in that position on an *interim* basis for the remainder of the term. The Chair’s appointment to fill an LC vacancy (following removal or after an LC member voluntarily steps down) requires a majority vote approval of the LC. If the Chair is the removed member, the Vice-Chair shall become interim Chair for the remainder of the Chair’s term and shall appoint an interim Vice Chair. After the interim Chair’s term is complete, the Chair-Elect shall transition into the Chair position and the Vice Chair may return to complete their term if applicable.
- H. An LC member may request a temporary leave from their position of up to three months without the need for an interim replacement to be named. Following a temporary leave, the Chair may appoint another DWC member in good standing to serve in that position on an *acting* basis until the elected member is able to resume their duties. If the LC member requires a leave of longer than three months, the member shall be removed from their position and the Chair shall appoint an interim member to serve for the duration of the term.
- I. New ex-officio positions may be added to the LC if needed. To add an ex-officio position, the LC must first approve creation of the new position, including a specification of term length, by a majority vote. If approved, the Chair shall appoint a DWC member in good standing to serve in the newly-created position. The Chair’s appointment of a new ex-officio LC member must be approved by a majority vote of the LC.

V. LEADERSHIP COUNCIL MEMBERS

A. Voting (Officer) Members

1. Chair

- a) The Chair shall provide leadership direction for the DWC and preside over LC and DWC business meetings.
- b) The Chair shall maintain regular communication with the ASC Executive Director, members of the ASC Executive Board, and, when appropriate, other Division Chairs.
- c) The Chair shall serve as an ex-officio member of the *Feminist Criminology* Editorial Board.
- d) The Chair shall appoint chairs for all standing and ad hoc DWC committees. The Chair’s committee chair appointments must be approved by a majority vote of the LC.

- e) The Chair and appointed committee chairs shall solicit volunteers for and assign members to all standing and ad hoc DWC committees. Unlike committee chair appointments, the Chair's assignment of committee members does not require LC approval.
- f) The Chair shall, if necessary, appoint individuals to serve in vacated LC positions. The Chair's appointments to fill LC vacancies must be approved by a majority vote of the LC.
- g) If the Chair is unable to fulfill their duties, the Vice-Chair shall take over for the remainder of the Chair's term, after which time the Chair-Elect shall transition into the Chair position for the following year.
- h) The Chair shall oversee the operations of the standing Diversity & Inclusion Committee, the standing Elections Committee, and the ad hoc Constitutional Review Committee.
- i) The Chair shall maintain regular communication with DWC members about the business of the Division. This communication should include authoring a Chair's Letter for each issue of the DWC newsletter and regular use of email correspondence with DWC members and listserv subscribers.
- j) The Chair shall prepare and submit reports to ASC as required by ASC policy, and shall ensure that reports submitted to ASC also are published to the DWC webpage and shared with the DWC membership (e.g., via the electronic mailing list).
- k) The Chair is a voting (officer) member of the LC.
- l) The term of the Chair is one year.

2. Chair-Elect

- a) The Chair-Elect shall automatically assume the position of Chair at the end of their predecessor's one-year term.
- b) The Chair-Elect shall work closely with the Chair to become familiar with the duties and responsibilities of the Chair position.
- c) The Chair-Elect shall oversee the operations of the standing Programming Committee.
- d) The Chair-Elect is a voting (officer) member of the LC.
- e) The term of the Chair-Elect shall be one year, to be elected each year.

3. Vice Chair

- a) The Vice Chair shall preside over DWC and LC business meetings in the absence of the Chair.
- b) The Vice Chair shall provide support to the Chair and assist the Chair in making DWC leadership decisions.
- c) The Vice Chair shall be responsible for issues related to DWC membership. Duties include but are not limited to communicating with ASC administrative

personnel about DWC membership totals and ensuring that DWC members are advised of their membership status (i.e., whether they are in good standing by having paid their ASC and DWC dues by April 1 of each year).

- d) The Vice Chair shall oversee the standing Outreach Committee, and shall oversee and serve as a member of the ad hoc *Feminist Criminology* and Siegel Graduate Fellowship Awards Committee.
- e) The Vice Chair is a voting (officer) member of the LC.
- f) The term of the Vice Chair is two years, to be elected in even-numbered years.

Commented [ABP5]: Current practice is for this committee to include the Chair, *FC* Editor, and 2-3 additional senior DWC members. We wanted to fortify the VC role, which we feel is historically underutilized. This is our suggestion for doing so.

4. Secretary/Treasurer

- a) The Secretary/Treasurer shall prepare minutes for LC and DWC business meetings. Once completed, the Secretary/Treasurer shall submit meeting minutes to the Chair for review.
- b) The Secretary/Treasurer shall keep accounting of DWC's financial transactions and prepare a financial report for LC and DWC business meetings.
- c) The Secretary/Treasurer shall oversee the ad hoc Finance & Fundraising Committee.
- d) The Secretary/Treasurer is a voting (officer) member of the LC.
- e) The term of the Secretary/Treasurer is two years, to be elected in odd-numbered years.

Commented [ABP6]: Please note this committee does NOT currently exist. We would need to decide to create it, and detail what it will do, if we are going to give this role to the S/T.

5. Leadership Councilors [hereinafter LCs]

- a) There shall be five total LCs: two Senior LCs, two Junior LCs, and one Graduate Student LC. LCs will have oversight of at least one standing DWC committee as detailed below.
- b) Senior Leadership Councilors (2)
 - a. The two Senior LCs shall be selected from among DWC members who are tenured and/or have advanced-career status (defined as 10 or more years of employment or professional experience).
 - b. The two Senior LCs shall oversee the standing External Nominations Committee, the standing Internal Awards Committee, the standing Newsletter Committee, and the standing Student Paper & Poster Awards Committee.
 - c. One Senior LC shall be elected in odd-numbered years; the other shall be elected in even-numbered years.
 - d. The two Senior LCs are voting (officer) members of the LC.
 - e. The term of the Senior LC is two years.

- c) Junior Leadership Councilors (2)
 - a. The two Junior LCs shall be selected from among DWC members who are untenured and/or have early-career status (defined as less than 10 years of employment or professional experience).
 - b. The two Junior LCs shall oversee the standing Teaching & Pedagogy Committee, the ad hoc Christine Rasche Mentoring Committee, the ad hoc Special Events Committee, and the ad hoc Social Media Committee.
 - c. One Junior LC shall be elected in odd-numbered years; the other shall be elected in even-numbered years.
 - d. The two Junior LCs are voting (officer) members of the LC.
 - e. The term of the Junior LC is two years.
- d) Graduate Student Leadership Councilor (1)
 - a. The Graduate Student Leadership Councilor shall be selected from among DWC members who are current graduate students.
 - b. The Graduate Student LC shall oversee the work of the standing Student Affairs Committee.
 - c. The Graduate Student LC shall be elected in odd-numbered years.
 - d. The Graduate Student LC is a voting (officer) member of the LC.
 - e. The term of the Grad Student LC is two years.

Commented [ABP7]: Is this currently functionally separate from the Mentoring Committee? Is there a need for both, or should/can they be collapsed?

E. Non-Voting (Ex-Officio) Members

- 1. Immediate Past Chair
 - a) The Immediate Past Chair will remain on the LC for the year immediately following their term as Chair to help guide the incoming Chair and advise the LC.
 - b) The Immediate Past Chair is expected to participate in LC business meetings.
 - c) The Immediate Past Chair is a non-voting (ex-officio) member of the LC.
 - d) The term of the Immediate Past Chair is one year.
- 2. *Feminist Criminology* Editor
 - a) The *Feminist Criminology* Editor shall remain on the LC for the duration of their editorship.
 - b) The *Feminist Criminology* Editor shall provide input and guidance to the LC especially around issues related to the journal and/or the journal-funded scholarship programs.
 - c) The *Feminist Criminology* Editor shall be a standing member of the ad hoc *Feminist Criminology* and Siegel Graduate Fellowship Award committee.
 - d) The *Feminist Criminology* Editor is expected to participate in LC business meetings.

- e) The *Feminist Criminology* Editor is a non-voting (ex-officio) member of the LC.
3. Web Administrator
- a) The Web Administrator shall be appointed by the Chair and shall serve at the Chair's discretion.
 - b) The Web Administrator shall oversee the maintenance of the DWC's webpage and electronic mailing list, and shall be responsible for posting newsletter issues, committee reports, and other relevant documents to the DWC webpage.
 - c) The Web Administrator shall be a standing member of the ad hoc Social Media Committee.
 - d) The Web Administrator may participate in LC business meetings but is not required to do so unless requested by the Chair.
 - e) The Web Administrator is a non-voting (ex-officio) member of the LC.
4. Archivist
- a) The Archivist shall be appointed by the DWC Chair and shall serve at the Chair's discretion.
 - b) The Archivist shall be responsible for compiling electronic and paper copies of DWC records and documents (e.g., meeting minutes, committee reports, etc.), ensuring that DWC records and documents are scanned into the DWC digital archive (currently housed at the University of North Florida), and collecting and compiling photographs and summaries of DWC events or other DWC-related archival information.
 - c) The Archivist may participate in LC business meetings but is not required to do so unless requested by the Chair.
 - d) The Archivist is a non-voting (ex-officio) member of the ELC.

VI. ELECTIONS

A. Nominations

1. The Chair will appoint at least two regular DWC members in good standing to the ad hoc Elections Committee. The Elections Committee will receive the nominations, which may include self-nominations, for each officer position on the ballot for that year's election. The Elections Committee will confirm that each nominated individual is willing to accept their nomination and is eligible to serve in the position for which they have been nominated.
2. The Elections Committee may let nominated individuals know whether there are other members running for the office for which they have been nominated.

B. Qualifications

1. Nominees must be members in good standing of ASC and the DWC.
2. With the exception of the graduate student Leadership Councilor, all nominees for

elected officers must be regular members of the DWC.

3. Nominees for elected LC officer positions must have been DWC members in good standing for at least one full year before accepting a nomination.
4. Nominees for Chair-Elect must have served at least one term in another elected LC officer position (i.e., Leadership Councilor, Secretary/Treasurer, or Vice Chair) before accepting a nomination for Chair-Elect.

Commented [ABP8]: This was not codified before. We believe it must be.

C. Term of Office

1. The term of office for elected LC officer positions shall be two years, except for the Chair-Elect and Chair which each have one-year terms. The term of office for incoming LC officers shall begin at the conclusion of the DWC business meeting held during the ASC Annual Meeting each November.
2. Elected officers may serve a maximum of two consecutive terms in the same office. Upon completion of the second consecutive term of office, individuals must wait at least one full term before running again for the same office.
3. LC officer elections shall be staggered in the following manner:
 - a) Even-numbered years: Chair-Elect, Vice Chair, one Senior LC, and one Junior LC.
 - b) Odd-numbered years: Chair-Elect, Secretary/Treasurer, one Senior LC, one Junior LC, and Graduate Student LC.

D. Procedure

1. Upon acceptance of their nomination, each candidate for LC office shall prepare a brief candidate statement explaining their qualifications for and interest in the position, and submit that statement along with a current curriculum vitae (CV) or resume to the Elections Committee.
2. There shall be a maximum of three candidates for any LC office. In the event that more than three individuals accept a nomination for the same position, the Elections Committee shall review the candidates' statements and CVs/resumes and after deliberating select the three individuals who will advance to the ballot. The Elections Committee shall submit to the LC the complete list of nominated candidates for each position, their proposed ballot including no more than three finalists for each position, and a rationale for their selections. The Elections Committee's proposed ballot must be approved by a majority vote of the LC.
3. Once it has received majority-vote approval of the LC, the Elections Committee shall send the final ballot, containing no more than three candidates for each position, to all members in good standing. Completed ballots will be returned and counted by the Elections Committee. Ballots may be sent and received electronically as long as measures are taken which ensure that no member may submit more than one ballot.
4. The Elections Committee shall notify the DWC Chair of the election results. The DWC Chair shall in turn notify the LC of the election results. Once the LC has been notified, the Chair shall announce the election results to the DWC membership via the DWC electronic mailing list, the DWC website, the DWC Newsletter, or any other means

Commented [ABP9]: This has not been DWC policy to date. We believe it must be. Otherwise we end up with 7 or 8 candidates for Exec Councilor.

determined by the Chair.

VIII. Amending the Constitution & Bylaws

- A. Proposals to amend the Constitution and/or Bylaws – including the addition, deletion, or alteration of LC positions – may be made by any regular or student DWC member in good standing including members of the LC. Proposals should outline specific changes to be considered and the rationale for making such changes, and should be submitted in writing to the DWC Chair.
- B. All amendment proposals must be reviewed by the ASC Executive Director to ensure consistency with ASC governing documents and policies.
- C. If the amendment complies with ASC governing documents and policies, the Chair shall appoint three regular DWC members in good standing to an ad hoc Constitutional Revision Committee (CRC). The appointment of CRC members must be approved a majority vote of the LC.
- D. The Chair shall send the amendment proposal to the CRC for review. Following its review, the CRC shall make a recommendation to the LC about whether the amendment proposal should be brought to the DWC membership for a vote.
- E. The LC shall vote upon the CRC’s recommendation. If the CRC recommends it, and a majority of the LC approves it, the Chair shall share the proposal with all DWC members in good standing for a 30-day period in which member feedback is solicited.
- F. A Constitutional and/or Bylaws amendment proposal will be approved when it receives a two-thirds (2/3) vote of all DWC members in good standing.
- G. The voting protocol shall include the following provisions:
 - 1. The amendment proposal shall be voted on utilizing the mail and/or electronic ballots as long as measures are taken which ensure that no member may submit more than one ballot.
 - 2. All DWC members in good standing shall have a minimum of 14 days to cast their ballots.
 - 3. The results will be reported to the LC and the DWC membership following the conclusion of polling.
- H. An approved Constitutional amendment and/or change to the Bylaws shall take effect at the conclusion of the first DWC business meeting (at the ASC Annual Meeting) following the vote.

~~IX. Amending the By Laws~~

- ~~A. Amendments to the Bylaws may be proposed by any member of the Leadership Council.~~
- ~~B. A majority vote of the Leadership Council in two consecutive Council meetings can amend the Bylaws.~~
- ~~C. Approved changes in the Bylaws shall take effect immediately following approval.~~

Commented [ABP10]: AMY: Can we delete this section and make procedure above “amending constitution & bylaws”?

Commented [DAV11R10]: Right now the constitution can be changed by members while the bylaws can be changed by the LC. Do we want to maintain that difference? Should there be a bigger hurdle to change the constitution than the bylaws? Can the CRC change the bylaws?

Commented [ABP12R10]: I don’t know about this either. I think procedure for both should be the same?

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

I. Dues

- A. Dues will be determined by the Leadership Council. Any increases must be ratified by majority vote of the members at the DWC's Annual Membership Meeting. Dues are subject to the approval of the ASC Executive Board and will be due by April 1st of each year.

II. Meetings

A. LC Business Meeting

- 1. The LC shall meet at least four times a year, approximately once per quarter. One LC business meeting is to be held in person at the ASC Annual Meeting in November; the remaining LC meetings may be conducted remotely.

B. DWC Business Meeting

- 1. The general membership of the DWC shall meet at least once a year, at the time and place of the ASC Annual Meeting in November. Such meeting shall be designated the DWC's Annual Business Meeting.

C. Rules of Order

- 1. LC and DWC business 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 is required for LC business meetings and voting to proceed. A quorum is achieved when half-plus-one of the total voting LC members is present.
- 2. For DWC business meetings, a quorum is achieved when one-fifth (1/5) of the DWC members in good standing are present. In the event a quorum is not present at the DWC business meeting(s), a majority of those present will be sufficient for action. All votes will be determined by a simple majority of those present, unless provided otherwise by this document. Voice votes are acceptable.
- 3. Actions 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 by the Chair to the general membership in the next DWC Newsletter and/or via the electronic mailing list. 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.

III. Committees

A. Standing Committees

- 1. There will be ten standing committees:
 - a. **Diversity and Inclusion:** Responsible for outreach to and increasing the membership and participation of underrepresented groups within the DWC. Committee membership is open to student and regular members and is unlimited in number. The Chair oversees the Diversity & Inclusion Committee.
 - b. **Elections:** Solicits nominations for DWC officers and facilitates the DWC election process. Committee membership shall consist of at least two regular (non-student) members. The Chair oversees the Elections Committee.

Commented [ABP13]: We thought carefully about which committees should be designed standing and which should be designated ad hoc. Please know that the designation has nothing to do with the merit or importance of the committee, but rather whether it is essential to the functioning of the Division. For example, FC/Siegel is appropriately designed ad hoc as it would cease to exist if the money for its awards was no longer available.

- c. **External Nominations:** Works to identify and nominate DWC members for: (1) ASC Executive Board positions, (2) ASC committees, and (3) ASC awards in order to increase visibility and representation of the DWC in the larger ASC setting. Committee membership shall consist of three regular (non-student) members. A Senior LC oversees the External Nominations Committee.
 - d. **Internal Awards:** Coordinates the nomination and selection of DWC members for internal DWC awards. Committee membership is open to student and regular members and is unlimited number. A Senior LC oversees the Internal Awards Committee.
 - e. **Student Affairs:** Develops and implements strategies to recruit student members to the DWC, and to assess and support the needs of student members. Committee membership is open to student and regular members and is unlimited number. The Graduate Student LC oversees the Student Affairs Committee.
 - f. **Student Paper & Poster Award:** Solicits nominations for selects the recipients for the DWC undergraduate and graduate Student Paper & Poster Awards. Committee membership is open to student and regular members and is unlimited number. A Senior LC oversees the Student Paper & Poster Award Committee.
 - g. **Newsletter Committee:** Responsible for publication of three editions (spring, summer, and fall) of an electronic newsletter on behalf of DWC. Committee membership is open to student and regular members and is unlimited number. A Senior LC oversees the Newsletter Committee.
 - h. **Outreach:** Develops and implements strategies to recruit new members to the DWC, and to assess and support the needs of existing members. The committee will work with DWC's Diversity and Inclusion Committee to coordinate goal-oriented recruitment drives to expand, diversify, and internationalize the DWC membership. Committee membership is open to student and regular members and is unlimited number. The Vice-Chair oversees the Outreach Committee.
 - i. **Programming:** Organizes DWC policy panels, professional development panels, thematic sessions, and events of interest for the ASC Annual Meeting and distributes this information to the DWC and ASC membership. Committee membership is open to student and regular members and is unlimited number. The Chair-Elect oversees the Programming Committee.
 - j. **Teaching and Pedagogy:** Organizes professional development and other sessions on teaching at the ASC meetings, updates the division syllabus collection, develops materials for the teaching section of the DWC's YouTube channel, and supports other committees with teaching-related issues. Committee membership is open to student and regular members and is unlimited number. A Junior LC oversees the Teaching & Pedagogy Committee.
2. There will be six ad hoc committees:
- a. **Christine Rasche Mentoring Committee:** Establishes and facilitates a mentoring program for new and established DWC members. Committee membership is open to student and regular members and is unlimited number. A Junior LC oversees the Mentoring Committee.

- b. **Constitutional Revision Committee:** Reviews amendments and suggests revisions to the Constitution and/or Bylaws. The CRC shall consist of at least two and no more than three senior members of the DWC. Student members may not serve on this committee. The Chair oversees the Constitutional Revision Committee.
- c. **Fundraising & Finance Committee:** Works to raise funds to meet the needs of DWC and also identify potential donors and/or grants appropriate for DWC needs. Committee membership is open to student and regular members and is unlimited number. The Secretary/Treasurer oversees the Fundraising & Finance Committee.
- d. **Feminist Criminology and Larry J. Siegel Graduate Awards Selection Committee:** Coordinates applications for and selects winners of the *Feminist Criminology* and Larry J. Siegel graduate student awards. This committee must include the Vice-Chair and the editor of *Feminist Criminology*, along with three additional senior DWC members. Student members may not serve on this committee. The Vice-Chair oversees the *Feminist Criminology* and Larry J. Siegel Graduate Awards Committee.
- e. **Social Media Committee:** Maintains the DWC social media presence and policies governing DWC members' social media usage. Committee membership is open to student and regular members and is unlimited number. A Junior EC oversees the Social Media Committee. The Website Administrator is a standing member.
- f. **Special Events Committee:** Plans, coordinates, and facilitates arrangements for DWC events held at the ASC Annual Meeting or otherwise as needed. Committee membership is open to student and regular members and is unlimited number, though typically only requires two or three members. A Junior EC oversees the Special Events Committee.

Commented [ABP14]: Again, this does not exist so we would need to create it.

B. Adding or Deleting Committees

1. Addition or deletion of ad-hoc committees requires majority-vote approval of the LC.
2. Addition or deletion of standing committees requires amendment to the Bylaws as outlined below (or above).

B. Committee Chairs & Members

1. The DWC Chair shall appoint chairs for all standing and ad hoc DWC committees. The Chair's committee chair appointments must be approved by a majority vote of the LC.
2. The DWC Chair and appointed committee chairs shall solicit volunteers for and assign members to all standing and ad hoc DWC committees. Unlike committee chair appointments, committee member assignments do not require LC approval.
2. The term of office for Committee Chairs and members is one year. Committee chairs and members should be finalized shortly after the DWC business meeting at the ASC Annual Meeting in November. Committee chairs may be reappointed in successive years.

III. *Feminist Criminology* Editor

- A. The DWC Chair will distribute a call for the FCE position.
- B. The LC will select the FCE from the applicant pool by a majority vote.
- C. Term of service is determined by the contract.

IV. Archivist

- A. Annually, the Archivist will regularly upload reports, photographs, and other documents to the DWC archives at <https://digitalcommons.unf.edu/dwc>.

VI. Elections

A. Voter Eligibility

1. All DWC members in good standing are considered eligible to vote in and/or contest any DWC officer election held during that year.

B. Eligibility to Run for DWC Office

1. Only members in good standing of ASC and the DWC are eligible to run for office during that year.

C. Election Process

1. The ballots will be distributed to DWC members in good standing through the mail and/or electronically.
2. All DWC members in good standing have a minimum of 14 days to cast their ballots.
3. Ballots will be counted and votes verified by the Elections Committee members.
4. The results of the vote will be immediately reported to the DWC Chair, who in turn will inform the LC of the vote results. Once the LC has been advised of the results, the Chair/Elections Committee Chair will inform the general membership of the results via electronic mailing list, website, newsletter, and/or other means.

D. Election Timeline

1. Each year, election deadlines will follow the deadlines set out by ASC for their general elections.
2. Generally, the deadlines fall in this range:
 - a) **April 1:** Date by which dues must be paid for a member to be eligible to vote or run for office in the same year.
 - b) **September 9:** Date by which the Elections Committee must send out a call for nominations to all DWC members.
 - c) **September 16:** Date by which the Elections Committee must close the call for nominations to all DWC members.
 - d) **September 23:** Date by which the Elections Committee must confirm that nominated individuals are willing to accept the nomination and ask each candidate to prepare a write-up for the ballot.
 - e) **October 2:** Date by which all candidates must provide ballot write-ups to the Elections Committee.
 - f) **October 7:** Date on which the ballot will be sent to all DWC members.
 - g) **October 10:** Date on which a final reminder to vote shall be sent to all DWC members.
 - h) **October 13:** Date on which the ballot shall be closed.
 - i) **October 14:** Date on which the Elections Committee shall notify the Chair of the election results.

Commented [DAV15]: Elections are discussed in the Constitution, Section VI. D. The EC can decide whether to leave the language all in one place in either the Constitution OR Bylaws, or leave the two separate passages. The current document has the information in both places.