

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

Revised and Approved 2019

I. Name of the Organization

- A. The name of the organization is The Division on Women and Crime [hereinafter DWC].
- B. DWC 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

- A. Membership in DWC will be open to all ASC members in good standing. Members in good standing are those who are current in their dues and also abide by the ASC Code of Ethics.
- B. Student members are those studying in appropriate disciplines in colleges and universities. Student members may serve on DWC Committees, other than Awards Committees, but may not serve as Committee Chairs. Student members may co-chair a committee with a regular member of the DWC.
- C. All members of DWC, who are not student members and who have paid DWC dues by April 1 of any given year are considered regular members.
- D. Regular and student members are eligible to vote in all DWC matters (i.e. at DWC meetings, elections, constitutional amendments, policy issues, etc.).
- E. All DWC members must abide by the ASC Code of Ethics. If ASC excludes a member,

membership in DWC is also forfeited.

- F. Only regular members may serve as officers in DWC (e.g. Chair, Vice-Chair/Chair-Elect and Treasurer).

IV. Leadership Board

- A. There will be a DWC Leadership Board comprised of the DWC's current officers, Immediate Past Chair and eight Executive Councilors.
- B. With a majority vote, the Leadership Board will form policies for the DWC, provide advice to the chair, decide the budget for the DWC, and approve committees and committee chairs.
- C. The DWC Chair will serve as the convener of the Leadership Board.
- D. A quorum is required for meetings. A quorum is a majority of the Leadership Board members.
- E. To avoid a conflict of interest, individuals who are domestic partners, spouses or otherwise related to each other may not serve on the Leadership Board at the same time.
- F. It is expected that the Leadership Board will meet four times a year; one of which will be at the ASC Annual Meeting. The other three meetings will be determined at the November meeting and may be conducted in person, over the phone or via digital meeting platform, e.g. Skype, Zoom, Google Hangouts etc., depending on the Board's capabilities.
- G. It is expected that the Leadership Board members will respond to emails within 72 hours, but no later than within 7 days whenever possible.
- H. When voting by email, everyone must respond within 7 days to a ballot. Once a majority is reached on the issue, polling may stop, and the initiative passes or fails.

V. Officers

A. Chair

1. The Chair will provide executive direction for the DWC and will preside over DWC meetings. The Chair will also sit ex-officio on the Editorial Board of the journal *Feminist Criminology*.
2. The Chair or the Chair's 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 the Chair's designee shall bring issues regarding gender and crime, and recommendations for their resolution, as decided by the DWC, to the attention of the ASC Leadership Board and/or appropriate ASC committees for their consideration.
4. The Chair will appoint all committees and committee chairs, with the approval of the Leadership Board. Approval only requires a majority vote of the Leadership Board.

5. The Chair or the Chair's designee shall be the only ones able to make statements in the name of DWC.
6. The Chair's role will continue to develop as the face of DWC to external bodies, such as the United Nations, Congress and other such entities.

B. Vice-Chair/Chair-Elect

1. The Vice-Chair/Chair-Elect will preside over DWC meetings in the absence of the Chair and shall be empowered to conduct all necessary business of the DWC, if the office of Chair is vacant or if the Chair is unable to serve.
2. The Vice-Chair/Chair Elect or the Vice-Chair/Chair-Elect's designee will be responsible for assistance to, and oversight of, the Newsletter Committee.
3. The Vice-Chair/Chair-Elect will prepare minutes memorializing the Leadership Committee's meetings, discussions and votes on the business of DWC. These minutes will be available only to DWC members through the newsletter and DWC archives.
4. The Vice-Chair/Chair-Elect will retain a physical copy of the records and minutes of the DWC. Upon the Vice-Chair/Chair-Elect's ascension to Chair, these will be given to the incoming Vice-Chair/Chair-Elect.
5. The Vice-Chair/Chair-Elect will record the minutes of each meeting of the DWC and will forward a copy to each member of the Leadership Committee and to the Newsletter Committee Chair for publication in the next issue of the DWC newsletter.
6. The Vice-Chair/Chair-Elect agrees to become the Chair following their term as Vice-Chair/Chair-Elect. The Chair and Vice-Chair/Chair-Elect will work together to create progressive leadership in the division.
7. The Vice-Chair/Chair-Elect will focus on the internal functioning within DWC by working with the Executive Councilors and Committee Chairs to continue the success of DWC's work.

C. Treasurer

1. The Treasurer will maintain a separate account in the ASC treasury for the DWC. The Treasurer will inform the DWC membership of the DWC's balance, debts, credits, etc., at the DWC's Annual Membership Meeting. The Treasurer will notify the Leadership Board of any financial issues that arise between Annual Membership Meetings.
2. The Treasurer will chair the Finance Committee that provides oversight for the financial health of DWC. The Treasurer is responsible for providing records of expenditures made on behalf of DWC, including a record of requested amounts, items/activities to be paid for and approval process for the expenses.
3. The Treasurer's and Chair's signatures approving expenditures, which may be done via email to ASC designees, are required to authorize such expenditure of DWC funds. If one of the two officers are not available, they may designate someone else to have their authority to authorize the expenditure. The

designation may be completed in email and be time limited. The authorization may be sent via email to ASC designees.

D. Leadership Board

1. There will be five Executive Councilors, with elections of officers in alternating years (three in the first year/odd numbered year, three in the second year/even numbered year). Two Executive Councilors shall be selected from among members who are in the early stages of their careers (defined as 10 years or less); two Executive Councilors shall be selected from among members who are in the later stages of their careers (defined as more than 10 years); one Executive Councilor shall be selected from among members who are current graduate students; and one Executive Councilor shall be selected from among members who are in non-academic professions or roles.
2. It is left to the candidates to define themselves among one of four types of Executive Councilor positions.
3. Executive Councilors will assist the Chair with executive decisions for the DWC, and each will have oversight of at least one committee of the DWC.
4. Executive Councilors are expected to participate in leadership meetings called by the chair and respond to all emails from the Chair and/or Vice Chair/Chair Elect.

E. Ex-Officio Members of the Leadership Board

1. Immediate Past Chair [IPC]
 - a) The IPC will remain on the Leadership Board for the incoming Chair's first term to ensure that there is continuity for planning and progress.
 - b) The IPC will serve on the Elections Committee as their last act as IPC.
 - c) The IPC will help to guide and advise the incoming Chair on the annual cycle of duties, and on communicating across ASC divisions and with the ASC central office.
 - d) The IPC is a non-voting member of the Leadership Board.
2. Feminist Criminology Editor [FCE]
 - a) The FCE is a non-voting member of the Leadership Board for the length of their contract.
 - b) The FCE will sit on the Finance Committee as a voting member.
3. Archivist
 - a) The Archivist will be appointed by the DWC Chair and shall serve at the Chair's discretion.
 - b) The duties of the Archivist include:
 - i. Maintaining both electronic and paper copies of all the historical records of the DWC.

- ii. Scanning any historical documents to maintain a digital record of the history of the DWC.
 - iii. Documenting the history of the DWC through photographs and summaries of important events
 - c) The Archivist shall turn over copies of all historical documents to the Vice-Chair/Chair-Elect at the end of their term or whenever requested by the Chair.
 - d) The Archivist is a non-voting member of the Leadership Board.
5. IT Guru
- a) The IT Guru will be appointed by the Chair and shall serve at the Chair's discretion.
 - b) The duties of the IT Guru include:
 - i. Maintaining the website for the DWC
 - ii. Posting the newsletter on the website
 - iii. Posting other material as designated by the Leadership Board.
 - c) The IT Guru is a non-voting member of the Leadership Board.

VI. Elections

A. Nominations

1. The Leadership Board will appoint an Elections Committee consisting of at least two members in good standing of the DWC, one of which is the Immediate Past Chair. The Committee will receive names in nomination for each office to be filled the following year, including self-nominations, and will confirm that each nominated individual is willing to accept the nomination and is eligible to serve in the position for which they have been nominated.
2. The names of all confirmed candidates will be forwarded to the ASC Executive Office for inclusion on the DWC ballots.
3. The Elections Committee may let nominated individuals know about the other members running for office as well.

B. Qualifications

1. Nominees and elected officers must be members in good standing of the DWC.
2. With the exception of the position of the graduate student Executive Councilor, all nominees and elected officers must be regular members of the DWC.
3. All nominees must have been members of the DWC for at least one full year prior to being nominated for any elected position on the Leadership Board.

C. Term of Office

1. The term of office for all officers and Executive Councilors will be two years. The term of office of each incoming officer will begin with the close of the DWC'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 Councilor shall be staggered in the following manner:
 - a) Year One/odd numbered year elections will be held for one early-career Executive Councilor, one later-career Executive Councilor, and the graduate student Executive Councilor.
 - b) Year Two/even numbered year elections will be held for the Vice-Chair/Chair-Elect, Treasurer, one early-career Executive Councilor, one later-career Executive Councilor, and the non-academic Executive Councilor.

D. Procedure

1. The names of those nominated will be placed on the DWC ballot and sent to all members in good standing by the Elections Committee. Ballots may also be sent to members electronically by the Elections Committee 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 Elections Committee.
2. The Elections Committee will notify the DWC Chair of the election results. Results will be posted on the DWC website, published in the DWC 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/Chair-Elect, Treasurer or Executive Councilor of the DWC, shall be filled until the next election by appointment of the Chair, with the approval of the Leadership Board.
2. Vacancies on the Leadership Board may be filled in either Year One or Year Two elections and shall be filled for the remainder of the term of office.
3. In the case of a vacancy on the Leadership Board that occurs for time limited reasons, e.g. illness or death of a family member, the officer may request a temporary leave. The Chair may appoint an interim officer for up to three months.
4. If the Chair is unable to fulfill the duties, the Vice-Chair/Chair-Elect will take over for the remainder of the Chair's term. The Vice-Chair/Chair-Elect will then serve their subsequent term as Chair. The Vice-Chair/Chair-Elect may choose to only finish the one term. In this case, new elections will be held for a new Vice-Chair/Chair-Elect to take office immediately.
5. If the Vice Chair finishes the one term and decides not to become Chair or

fails to take the Chair position, the Elections Committee may run an election for both Chair and Vice-Chair/Chair-Elect during regular elections or as quickly as is feasible to fill these positions.

6. If Executive Councilors are not able to fulfill their duties and/or do not respond to communications from the officers, the officers may ask the Councilor to resign.
7. Executive Councilors will be deemed to have vacated their position if they
 - a) Do not respond to communications from the officers in a timely fashion; or
 - b) Do not attend 2 meetings of the Leadership Board in a calendar year without sufficient explanation; or
 - c) Do not respond to the committee for which they are responsible for oversight in a timely fashion; and
 - d) Fail to communicate with the Chair and/or Vice-Chair/Chair-Elect in a timely fashion.
8. Once an Executive Councilor has been deemed by a majority of the Leadership Board to have vacated the position, the chair may fill the vacancy with an interim for up to three months or until elections have occurred.

F. Removal

1. Removal from office is always a last resort and should only occur after the DWC Chair or Chair's designee has attempted to remedy the situation with the officer in question to everyone's satisfaction and for the greater good of the DWC. In the rare event that should this become necessary, the DWC will utilize this policy.
2. Officers of the DWC may be removed during their term of office by a membership referendum initiated either by a three-quarters (3/4) vote of the Leadership Board (7 votes) or by a petition of ten percent of the members of DWC. A petition may be brought by any DWC member in good standing. To remove from office, fifty-one percent of the DWC membership shall be required to vote affirmatively for the removal to occur.
3. Any member of the Leadership Board who fails to attend two meetings of the Leadership Board in a calendar year may be removed from office unless the Leadership Board temporarily waives the attendance requirement for that member.
4. Executive Councilors may be removed from office if they fail to respond to communications from DWC officers after repeated contacts and without any prior notice of leave.

VII. Policy Statements

- A. A policy statement may be made on behalf of the Leadership Board by the DWC Chair

or designee member of the Leadership Board if the proposed policy statement receives a two-thirds (2/3) vote of the Leadership Board. Any approved policy statement must carry the by-line Leadership Board of the Division of Women and Crime of the American Society of Criminology.

- B. The Leadership Board may not make policy statements on behalf of the DWC as a whole.
- C. Policy statements may be made by the DWC as a whole. Such statements require a majority vote of the members in good standing who vote in the election

VIII. Amending the Constitution

- A. Amendments may be proposed by any member of the DWC (in writing and submitted to DWC Chair).
- B. The proposed amendment is sent by the DWC Chair to the Constitutional Revision Committee to review and make recommendations to the Leadership Board who then reviews the report, and with a two-thirds (2/3) vote, may qualify the proposed amendment.
- C. A qualified Constitutional amendment will be approved when it receives a two-thirds (2/3) vote of DWC members in good standing (NOTE - Constitutional amendments are subject to the review of the ASC Executive Director to ensure consistency with ASC governing documents and policies, so it would be best to have this review completed prior to the vote on any amendments).
- D. The voting protocol shall include the following provisions:
 - 1. The qualified amendment 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. DWC members in good standing shall have a minimum of 14 days to cast their ballots.
 - 3. Ballots will be counted votes verified by at least two (2) Leadership Board members (generally DWC Chair and/or Vice-Chair/Chair-Elect).
 - 4. The results will be reported to the Leadership Board no later than the next Annual Membership Meeting.
- E. An approved amendment shall take effect at the conclusion of the first Annual Membership Meeting following the vote on the amendment.

IX. Amending the By-Laws

- A. Amendments to the Bylaws may be proposed by any member of the Leadership Board
- B. A two-thirds (2/3) vote of the Leadership Board in two consecutive Board meetings can amend the Bylaws.
- C. Approved changes in the Bylaws shall take effect immediately following approval.

X. Limitations

- A. No part of the net assets of the DWC shall inure to the benefit of any private individual. Additionally, no part of the income of the DWC shall be distributed to its members or officers, provided however that the reimbursement of approved expenditures incurred on behalf of DWC shall not be deemed a distribution of

income.

- B. The DWC shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Political candidates are not the same as criminal justice reforms or policies. It is expected and encouraged for DWC to participate in evidence-based commentary on policies, procedures and reforms. (See Section VII of Constitution for further clarification).
- C. No DWC assets shall be donated, distributed, applied to, paid over, or otherwise used or employed in any manner which would disqualify the DWC from being exempt from taxation under Section 501(c)(3) of the Internal Revenue Service Codes, or any subsequent law of the United States of America.
- D. The DWC qualifies as a non-profit under Section 501(c)(3) of the Internal Revenue Service code since it is part of ASC.

XI. Dissolution of the DWC

- A. The DWC shall be dissolved by the ASC Leadership Board when (a) the number of regular and/or student members of the DWC falls below three percent of the members of the ASC in good standing averaged over a two-year period, or (b) a minimum of three-quarters (3/4) of the membership of the DWC votes to recommend dissolution.
- B. In the event of the dissolution of the DWC, all DWC assets remaining after the discharge of all liabilities shall be assigned to a charitable institution or institutions as designated by the Leadership Board.

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

I. Dues

- A. Dues will be determined by the Leadership Board. Any increases must be ratified by 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 at the time annual dues to the ASC are paid. Ratification only takes a majority vote.

II. Committees

A. Standing Committees

1. There will be seventeen standing committees: Christine Rasche Mentoring Program Committee, Constitutional Revision Committee, Diversity and Inclusion Committee, Elections Committee, External Fundraising and Sponsorship Committee, External Nominations Committee, Finance Committee, Internal Awards Committee, Student Affairs Committee, Newsletter Committee, Outreach Committee, Programming Committee, Siegel and Feminist Criminology Graduate Awards Selection Committee, Social Media Committee, Special Events Committee, Student Paper and Poster Awards Committee, and Teaching and Pedagogy Committee.
2. The duties of each committee are as follows:
 - a. ***Christine Rasche Mentoring Program Committee:*** Will establish a mentoring program with the overarching goal of diversifying and internationalizing the DWC memberships.
 - b. ***Constitutional Revision Committee:*** Reviews amendments and suggests revisions to the Constitution and/or Bylaws. This committee does not have to be populated every year; but rather only when an issue has arisen.
 - c. ***Diversity and Inclusion Committee:*** Responsible for outreach to and increasing the membership and participation of underrepresented groups within DWC. This committee will solicit nominations and select the recipients of grants as needed.
 - d. ***Elections Committee:*** Solicits nominations for DWC officers and facilitates the DWC election. This committee will include the Immediate Past Chair of the DWC. Members are appointed by the Leadership Board.
 - e. ***External Fundraising and Sponsorship Committee:*** Works to raise funds to meet the needs of DWC and also identify potential donors and/or grants appropriate for DWC needs.
 - f. ***External Nominations Committee:*** Works to identify and nominate DWC members for: (1) ASC Leadership Board positions, (2) ASC committees, and (3) ASC awards in order to increase visibility and representation of the DWC in the larger ASC setting. The committee is generally comprised of three senior members of the division.
 - g. ***Finance Committee:*** Works to provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting to DWC at large and developing policies surrounding the budget. Additionally, the committee will be chaired by the Treasurer. FCE will serve as a committee member. Revenue is typically generated by

membership dues, profits from *Feminist Criminology*, donations, scholarship donors, and some sponsorships and grants. Expenditures typically include costs of conference related events (business meetings, outreach table supplies, etc.), scholarships and awards to recipients determined by the appropriate committees, and operating expenses.

- h. ***Internal Awards Committee:*** Coordinates the nomination and election of DWC members for DWC awards.
- i. ***Student Affairs Committee:*** Develops and implements strategies to recruit student members to the DWC; develops strategies to assess and support the needs of student members.
- j. ***Newsletter Committee:*** Responsible for publication of three editions (spring, summer, and fall) of an electronic newsletter on behalf of DWC.
- k. ***Outreach Committee:*** Develops and implements strategies to recruit new members to the DWC; develop strategies 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.
- l. ***Programming Committee:*** 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.
- m. ***Siegel and Feminist Criminology Graduate Awards Selection Committee:*** Coordinates applications for and selects winners of the Larry J. Siegel and the *Feminist Criminology* graduate student awards. Members of this committee are appointed by the Chair and the editor of *Feminist Criminology*. Student members may not serve on this committee.
- n. ***Social Media Committee:*** Maintains all DWC social media, including policies governing social media usage.
- o. ***Special Events Committee:*** Plans, coordinates and facilitates the development of special events as needed. This committee only needs to be populated when necessary.
- p. ***Student Paper and Poster Awards Committee:*** Solicits nominations and selects the recipient of the DWC Student Paper Awards. This committee will establish criteria and documents for two new student poster awards (undergraduate and graduate). Student members may not serve on this committee. Graduate students may sit on the committee regarding undergraduate student papers only.
- q. ***Teaching and Pedagogy Committee:*** Organizes professional development and other sessions on teaching at the ASC meetings, updates the division syllabus collection, develops materials for the teaching section of ASCDWC's YouTube channel and supports other committees with teaching-related issues
(<https://www.youtube.com/channel/UCWoQvLXkefk2MwZjd4RfrSw/video> s).

B. Other Committees

1. The Leadership Board will create such other ad-hoc committees, as it deems

appropriate to carry out the purposes and objectives of the DWC. Members of such committees will be appointed by the DWC Chair with the approval of the Leadership Board.

2. Additional permanent committees may be created by amending the Bylaws.

C. Committee Chairs

1. Committee Chairs will be appointed by the DWC Chair with the approval of the Leadership Board and announced electronically each January to the membership. Committee Chairs will serve for one year and may be reappointed.

III. Feminist Criminology Editor [FCE]

- A. The DWC Chair will distribute a call for the FCE position.
- B. The Leadership Board will select the FCE from the applicant pool.
- C. A majority vote of a quorum of voting members of the Leadership Board is required to select the FCE.
- D. Term of service is determined by the contract.

IV. Archivist

- A. Annually, the Archivist will upload all Documenting the history of the DWC through photographs and summaries of important events by submitting these items annually in December to the DWC archives at <https://digitalcommons.unf.edu/dwc/> or any other place as indicated by the DWC officers.

V. Meetings

A. Leadership Board

1. The Leadership Board shall meet at least once a year, on the first day of the ASC Annual Meeting.
2. They will meet three other times of year and any other such meetings may be called as are needed. Virtual meetings are permitted.

B. Membership

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

C. Rules of Order

1. 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 (1/5) of the DWC'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 DWC's Annual 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 DWC 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.

VI. Elections

A. Voter Eligibility

1. 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 DWC members in good standing are considered eligible to run for office during that year.

C. Election Process

1. The ballots will be distributed through the mail and/or electronically.
2. DWC members in good standing have 14 days to cast their ballots.
3. Ballots will be counted votes verified by at least two (2) Leadership Board members (generally the DWC Chair and/or Vice-Chair/Chair-Elect).
4. The results of the vote will be reported to the DWC Chair and the Leadership Board prior to the next Annual Membership Meeting.

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 the membership.
 - c) **September 16:** Date by which the Elections Committee must close the call for nominations.
 - 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.

VII. Amending the Bylaws

- A. Amendments to the Bylaws may be proposed by any member of the Leadership Board
- B. A two-thirds (2/3) vote of the Leadership Board in two consecutive Board meetings can amend the Bylaws.

C. Approved changes in the Bylaws shall take effect immediately following approval.