

# CONSTITUTION OF THE DIVISION OF FEMINIST CRIMINOLOGY OF THE AMERICAN SOCIETY OF CRIMINOLOGY

*Approved November 2022*

## PREAMBLE

The **Division on Feminist Criminology**, formerly known as the Division on Women and Crime, is a unit of the American Society of Criminology whose members use inclusive feminist and intersectional perspectives to examine systems of oppression related to offending, victimization, and the criminal legal system and have scholarly and professional interests related to harms associated with marginalization, inequality, and crime/criminalization. The official journal of the Division of Feminist Criminology is *Feminist Criminology*. The Division of Feminist Criminology 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 of Feminist Criminology [hereinafter DFC] of the American Society of Criminology [hereinafter ASC].

## II. PURPOSE AND OBJECTIVES

- A. To unite ASC members with scholarly, professional and policy interests related to harms associated with marginalization, inequality, and crime/criminalization, and who use feminist and intersectional perspectives to examine systems of oppression related to offending, victimization, and the criminal legal system.
- B. To create professional networking and mentorship opportunities within the DFC and between the DFC and other entities, including collaboration between academics, researchers, practitioners, and policy-makers.
- C. To facilitate research, theory and policy development about how marginalization and inequality, including various systems of power including gender, sexuality, race/ethnicity, citizenship status and class, shape individuals' experiences of victimization, offending and/or as professionals in the criminal legal system and related institutions.
- D. To encourage effective teaching techniques and practices for course content related to marginalization, inequality, and crime/criminalization, and feminist, intersectional, anti-racist and decolonized perspectives.

E. To create opportunities to raise awareness and promote discussion of issues related to marginalization, inequality, and crime/criminalization along with feminist and intersectional perspectives at ASC annual meetings through conference sessions, workshops, and other opportunities.

### **III. MEMBERSHIP**

A. DFC membership is open to all ASC members in good standing; that is, individuals who are current in their ASC dues.

B. All DFC members must abide by the current ASC Code of Ethics. Revocation of an individual's ASC membership for an ASC Code of Ethics violation also will result in revocation of DFC membership and DFC listserv privileges if that person is a DFC member.

C. DFC membership dues are designated for students and non-students. Student membership is available to individuals currently enrolled in undergraduate, professional or graduate degree programs at colleges and universities. The Leadership Council, which administers the affairs of the DFC, should review DFC dues on a bi-yearly basis.

D. To be in good standing and have voting privileges, members must have paid both their ASC and DFC dues by one week before any membership vote. All members in good standing are eligible to vote in DFC elections and ballot measures. The DFC Leadership Council may waive membership dues for individual members in extenuating circumstances.

E. Eligibility to run for voting (officer) positions on the Leadership Council is limited to non-student members with the exception of the Graduate Student Leadership Councilor position, which shall be filled by a graduate student DFC member.

### **IV. LEADERSHIP COUNCIL**

A. The Leadership Council [hereinafter LC] shall administer the affairs of the DFC and consist of the following members:

1. Voting (officer) members:

a) Chair(s)

b) Chair(s)-Elect

c) Vice Chair(s)

d) Secretary

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(s)
- b) Chair(s) of the DFC Diversity & Inclusion Committee
- c) *Feminist Criminology* editor(s)
- d) IT Coordinator
- e) Archivist

B. All Chair positions– Chair, Chair-Elect, Vice-Chair, and Immediate Past Chair– may be held by elected Co-Chairs. Each duly elected individual among the voting members has a vote. In the event one of the Co-Chairs from any of these positions is unable to fulfill their duties, they will not be replaced. The remaining Co-Chair will continue in their elected role.

C. The voting members of the LC shall form policies for the DFC, determine DFC budget allocations pending ASC approval, oversee DFC committee operations, and otherwise make leadership decisions on behalf of the DFC. Unless specified differently, all decisions of the LC are made by the voting members.

D. 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.

E. 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 are present.

F. LC initiatives shall be adopted by a majority vote of LC members, unless otherwise specified in this document.

G. The LC may issue public statements on behalf of the LC, but may not make such statements on behalf of the entire DFC without a membership vote (see G, below). Any LC public statement must be approved by a 2/3 vote of LC members and authorship must be credited to the “Leadership Council of the Division of Feminist Criminology of the American Society of Criminology.” If LC members disagree with the approved LC statement they may submit their own dissent statement to the membership, designating this dissent statement as their own.

H. The LC may draft public statements on behalf of the DFC. Such proposed statements are considered DFC public statements following a membership vote with  $\frac{2}{3}$  of the members who vote approving such statements. The LC should ensure that potential statements are open for membership comment and vote for at least 40 business hours.

I. 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 performance (such as attendance) are unsuccessful. Removal of an LC

member requires a 2/3 vote of LC not including the officer facing removal, who shall not vote. Following a removal, the Chair shall appoint another DFC 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 2/3 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 with a majority vote of the LC in agreement. 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.

J. 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. During the temporary leave, the Chair may appoint another DFC 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 with a 2/3 vote of the LC in agreement.

K. 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 DFC 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 DFC and preside over LC and DFC 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 appoint chairs for all standing and ad hoc DFC committees for a two-year term subject to reappointment for one additional two-year term. All appointments should reflect the diversity and inclusion goals of the Division. The Chair's committee chair appointments must be reviewed by the Chairs of the Diversity & Inclusion Committee and then approved by a majority vote of the LC.

- d) The Chair and appointed committee chairs shall solicit volunteers for and assign members to all standing and ad hoc DFC committees. The Chair's assignment of committee members should be reviewed by the Chairs of the Diversity & Inclusion Committee and then vetted by the LC. The final list of standing and ad hoc DFC committees will be posted to the DFC website after approval.
- e) 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 two-thirds vote of the LC.
- f) 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.
- g) The Chair shall oversee the operations of one of the standing committees, depending on their interests, except for the Elections Committee.
- h) The Chair shall maintain regular communication with DFC members about the business of the Division. This communication should include authoring a Chair's Letter for each issue of the DFC newsletter and regular use of email correspondence with DFC members and listserv subscribers.
- i) 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 DFC webpage and shared with the DFC membership (e.g., via the electronic mailing list).
- j) The Chair is a voting (officer) member of the LC.
- k) The term of the Chair is one year.

## 2. Chair-Elect

- a) The Chair-Elect shall 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 at least two of the standing committees, depending on their interests, except for the Elections 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 DFC 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 DFC leadership decisions.
- c) The Vice Chair shall keep accounting of DFC's financial transactions and prepare a financial report for LC and DFC business meetings. They will also oversee the ad hoc Finance & Fundraising Committee.
- c) The Vice Chair shall be responsible for issues related to DFC membership. Duties include but are not limited to communicating with ASC administrative personnel about DFC membership totals and ensuring that DFC members are advised of their membership status (i.e., whether they are in good standing by having paid their ASC and DFC dues).
- d) The Vice Chair shall co-Chair the ad hoc *Feminist Criminology* and Siegel Graduate Fellowship Awards Committee. They will also oversee these award committees.
- 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.

#### 4. Secretary

- a) The Secretary shall prepare minutes for LC and DFC business meetings. Once completed, the Secretary shall submit meeting minutes to the Chair for review. All minutes will be approved by a majority vote of the LC and then posted to the DFC website by the IT Coordinator. The Secretary will also arrange for all award plaques and distributions from the Division.
- b) The Secretary shall oversee the operations of at least two of the standing committees, depending on their interests, except for the Elections Committee.
- c) The Secretary is a voting (officer) member of the LC.
- d) The term of the Secretary is two years, to be elected in odd-numbered years.

#### 5. Leadership Councilors [hereinafter Councilors]

- a) There shall be five total Councilors: two Senior Councilors, two Junior Councilors, and one Graduate Student Councilor. Councilors will have oversight of two standing committees as detailed below.
- b) Senior Leadership Councilors (2)

- a. The two Senior Councilors shall be selected from among DFC non-student members who have six or more years of non-student membership within the DFC or the ASC and/or a related division. Non-student membership does not have to be continuous.
  - b. The two Senior Councilors shall each oversee the operations of at least two of the standing committees, depending on their interests, except for the Elections Committee.
  - c. One Senior Councilor shall be elected in odd-numbered years; the other shall be elected in even-numbered years.
  - d. The two Senior Councilors are voting (officer) members of the LC.
  - e. The term of the Senior Councilor is two years.
- c) Junior Leadership Councilors (2)
- a. The two Junior Councilors shall be selected from among DFC non-student members who have fewer than six years of non-student membership within the DFC or the ASC and/or a related division. Non-student membership does not have to be continuous.
  - b. The two Junior Councilors shall each oversee the operations of at least two of the standing committees, depending on their interests, except for the Elections Committee.
  - c. One Junior Councilor shall be elected in odd-numbered years; the other shall be elected in even-numbered years.
  - d. The two Junior Councilors are voting (officer) members of the LC.
  - e. The term of the Junior Councilor is two years.
- d) Graduate Student Leadership Councilor (1)
- a. The Graduate Student Leadership Councilor shall be selected from among DFC members who are current graduate students.
  - b. The Graduate Student Councilor shall oversee the operations of two of the standing and/or ad hoc committees, depending on their interests, except for the Elections Committee and any of the award committees.
  - c. The Graduate Student Councilor shall be elected in odd-numbered years.
  - d. The Graduate Student Councilor is a voting (officer) member of the LC.
  - e. The term of the Grad Student Councilor is two years.

## 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 shall oversee the operations of the Elections Committee and one other standing and/or ad hoc committee.
- 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 an ex-officio member of the LC for the duration of their editorship.
- b) The *Feminist Criminology* Editor shall provide input and guidance to the LC around issues related to the journal and/or the journal-funded scholarship programs.
- c) The *Feminist Criminology* Editor shall be a Co-Chair 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. IT Coordinator

- a) The IT Coordinator shall be appointed by the Chair after a majority vote by the LC. The IT Coordinator shall serve at the Chair's discretion.
- b) The IT Coordinator shall oversee the maintenance of the DFC's webpage and electronic mailing list, and shall be responsible for posting newsletter issues, committee reports, and other relevant documents to the DFC webpage.
- c) The IT Coordinator shall serve as an ex-officio member of the Outreach Committee.
- d) The IT Coordinator may participate in LC business meetings but is not required to do so unless requested by the Chair.
- e) The IT Coordinator is a non-voting (ex-officio) member of the LC.

### 4. Archivist



- a) The Archivist shall be appointed by the DFC Chair and approved by a majority vote of the LC. They shall serve at the Chair's discretion.
- b) The Archivist shall be responsible for compiling electronic and paper copies of DFC records and documents (e.g., meeting minutes, committee reports, etc.), ensuring that DFC records and documents are scanned into the DFC digital archive (currently housed at the University of North Florida), and collecting and compiling photographs and summaries of DFC events or other DFC-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 LC.

## **VI. ELECTIONS**

### **A. Nominations**

1. The Chair will appoint at least three non-student DFC members in good standing to the ad hoc Elections Committee. The Elections Committee will solicit and 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 DFC.
2. With the exception of the graduate student Leadership Councilor, all nominees for elected officers must be non-student members of the DFC.
3. Nominees for elected LC officer positions must have been DFC members in good standing for at least one full calendar year before accepting a nomination.
4. Nominees for Chair-Elect should have served at least one year in another elected LC officer position (i.e., Leadership Councilor, Secretary, or Vice Chair) or as a Chair of a DFC Committee before accepting a nomination for Chair-Elect.

### **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 DFC 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 no maximum number of candidates for any LC office. The Elections Committees' proposed ballot should be reviewed by the Chairs of the Diversity and Inclusion Committee prior to submission to the LC to ensure there is diversity among the candidates. If the ballot does not reflect diversity, the Diversity & Inclusion Committee and the Elections Committee are empowered to solicit additional diverse candidates to add to the ballot. The Elections Committee shall submit to the LC the final list of nominated candidates for each position.

3. Two weeks prior to every election, the Elections Committee will notify the membership via email that an election is forthcoming.

4. The Elections Committee shall send the final ballot 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.

5. The Elections Committee shall notify the DFC Chair of the election results. The DFC 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 DFC membership via the DFC electronic mailing list, the DFC website, the DFC Newsletter, or any other means determined by the Chair.

#### **VII. Amending the Constitution & Bylaws**

1. Proposals to amend the Constitution and/or Bylaws – including the addition, deletion, or alteration of LC positions – may be made by any DFC 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 DFC Chair.

2. The Chair shall appoint three or more non-student DFC members in good standing to an ad hoc Constitutional Revision Committee (CRC). The appointment of CRC members must be approved by a majority vote of the LC. One member of the LC may serve on the CRC.
3. The Chair shall send the amendment proposal to the CRC for review. The CRC shall review the proposal and make a recommendation to the LC about whether the amendment proposal should be brought to the DFC membership for a vote.
4. The LC shall vote upon the CRC's recommendation, with two-thirds of the LC required to approve the recommendation.
5. If the approved recommendation is to bring the amendment proposal to the DFC membership for a vote, the Chair will then send the amendment to the ASC Executive Director to ensure consistency with ASC governing documents and policies.
  - a. If the amendment complies with ASC governing documents and policies, the Chair shall share the proposal with all DFC members in good standing for a 30-day period in which member feedback is solicited.
  - b. Following this 30-day period, the LC will review the membership feedback and make any necessary changes to the amendment.
6. The Chair will then submit the amendment to the full membership for a vote. A Constitutional and/or Bylaws amendment proposal will be approved when it receives a two-thirds (2/3) vote of all DFC members in good standing who vote on the proposal.
7. The voting protocol shall include the following provisions:
  1. The amendment proposal shall be voted on utilizing mail and/or electronic ballots as long as measures are taken which ensure that no member may submit more than one ballot.
  2. All DFC 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 DFC membership following the conclusion of voting.
8. An approved Constitutional amendment and/or change to the Bylaws shall take effect 30 days after the vote.

## **BYLAWS OF THE DIVISION of Feminist Criminology OF THE AMERICAN SOCIETY OF CRIMINOLOGY**

### **I. Dues**

A. Dues will be determined by the Leadership Council (LC). DFC membership dues are designated for students and non-students. Student membership is available to individuals currently enrolled in undergraduate, graduate, or professional degree programs at colleges and universities.

The LC should review DFC dues on a bi-yearly basis. Any increases must be ratified by majority vote of the members of the DFC who voted. Dues are subject to the approval of the ASC Executive Board.

To be in good standing and have voting privileges, members must have paid both their ASC and DFC dues by one week before any membership vote. All members in good standing are eligible to vote in DFC elections and ballot measures. The LC may waive membership dues for individual members in extenuating circumstances.

## 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. DFC Business Meeting

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

### C. Rules of Order

1. LC and DFC 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 are present.
2. For DFC business meetings, a quorum is achieved when one-fifth (1/5) of the DFC members in good standing are present. In the event a quorum is not present at the DFC business meeting(s), a majority of those present will be sufficient for procedural votes (e.g. approving reports, minutes or expenses). Votes on public statements on behalf of the DFC must be approved by a membership vote, with  $\frac{2}{3}$  of the members who vote approving such statements. The LC should ensure that potential statements are open for membership comment and vote for at least 40 business hours. All other votes will be determined by a simple majority of those present, unless provided otherwise by this document. Voice votes are acceptable.

3. Actions taken at the DFC business meeting 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 via the electronic mailing list. A ratification vote may be conducted electronically as long as measures are taken to ensure that no member may submit more than one ballot. Ratification will require  $\frac{2}{3}$  approval from the members who vote for public statements, and simple majority of members who vote for all other actions.

### III. Committees

#### A. Standing Committees

1. There will be eleven standing committees. Each standing committee will be overseen, but not necessarily Chaired, by a voting member of the LC, with the exception of the Elections Committee, which is overseen by the Immediate Past Chair. All committees should have a procedure manual that describes yearly responsibilities. This procedure manual will be maintained on the DFC website.
  - a) **Diversity and Inclusion:** Responsible for outreach to and increasing the membership and participation of underrepresented groups within the DFC. Committee membership is open to student and non-student members and is unlimited in number.
  - b) **Elections:** Solicits nominations for DFC officers and facilitates the DFC election process, working closely with the Diversity and Inclusion Committee to ensure inclusive ballots. Committee membership shall consist of at least three non-student members. The Immediate Past Chair and the Chair of the Diversity and Inclusion Committee oversee the Elections Committee.
  - c) **External Nominations:** Works to identify and nominate DFC members for: (1) ASC Executive Board positions, (2) ASC committees, and (3) ASC awards, in order to increase visibility and representation of the DFC in the larger ASC setting. Committee membership shall consist of at least three non-student members. See ASC awards.
  - d) **Internal Awards:** Coordinates the nomination and selection of DFC members for the following internal DFC awards: Distinguished Scholar Award, New Scholar Award, Lifetime Achievement Award, CoraMae Richey Mann “Inconvenient Woman of the Year Award, Saltzman Award for Contributions to Practice, Graduate Scholar Award, Sarah Hall Award, and the Book Award. See DFC Awards for award criteria. Internal Awards

Committee membership is open to non-student members and is unlimited in number. Work is completed in the summer/fall.

- e) **Newsletter Committee:** Responsible for publication of three editions (spring, summer, and fall) of an electronic newsletter on behalf of DFC. Committee membership is open to student and non-student members and is unlimited in number.
- f) **Outreach:** Develops and implements strategies to recruit new members to the DFC, and to assess and support the needs of existing members. The committee will work with DFC's Diversity and Inclusion Committee to coordinate goal-oriented recruitment drives to expand, diversify, and internationalize the DFC membership. Also maintains the DFC booth and arranges for staffing, and coordinates the DFC social media presence and makes recommendations to the LC regarding policies governing DFC members' social media usage. Committee membership is open to student and non-student members and is unlimited in number. The IT Coordinator is an ex-officio member of the Committee.
- g) **Programming:** Plans, coordinates, and organizes DFC policy panels, professional development panels, thematic sessions, and Special Events and other events of interest for the ASC Annual Meeting, including the annual DFC breakfast meetings and DFC Social. Distributes information about all such activities to the DFC and ASC membership. Committee membership is open to student and non-student members and is unlimited in number.
- h) **Publications Committee:** Oversees the operation of the Division's journal activities, *Feminist Criminology*. Makes recommendations to the LC on such matters as editors, editorial board, publishers, and publishing arrangements. Additionally, the Publications Committee serves as a mediating body for concerns about editorial policies or procedures. Committee membership shall consist of at least 6 non-student members, in addition to a member of the LC who will serve in an ex-officio capacity.
- i) **Student Affairs:** Develops and implements strategies to recruit student members to the DFC, and to assess and support the needs of student members. Committee membership is open to student and non-student members and is unlimited in number.
- j) **Student Paper & Poster Award:** Solicits nominations for and selects the recipients for the DFC undergraduate and graduate Student Paper & Poster Awards. Committee membership is open to non-student members and is unlimited in number.

- k) **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 DFC's YouTube channel, and supports other committees with teaching-related issues. Committee membership is open to student and non-student members and is unlimited in number.
- B. There are four ad hoc committees. Each ad hoc committee is overseen by a voting or ex-officio member of the LC. Ad hoc committees may not be active every year. All committees should have a procedure manual that describes yearly responsibilities. This procedure manual will be maintained on the DFC website:
  - 1. **Christine Rasche Mentoring Committee:** Establishes and facilitates a mentoring program for new and established DFC members. Committee membership is open to student and non-student members and is unlimited in number.
  - 2. **Constitutional Revision Committee:** Reviews amendment proposals and suggests revisions to the Constitution and/or Bylaws. The CRC shall consist of three or more non-student members of the DFC.
  - 3. **Fundraising & Finance Committee:** Works to raise funds to meet the needs of the DFC and also identifies potential donors and/or grants appropriate for DFC needs. Committee membership is open to student and non-student members and is unlimited in number. The Vice Chair oversees the Fundraising & Finance Committee.
  - 4. **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. Co-Chairs shall be the Editor of *Feminist Criminology*, the Chair of the Publications Committee, and the DFC Vice Chair, along with four additional non-student DFC members.
- C. 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 in the Constitution.
- D. Committee Chairs & Members
  - 1. The Chair shall appoint chairs for all standing and ad hoc DFC committees, except as noted above in Section III.B., for a two-year term subject to reappointment for one additional two-year term. All appointments should reflect the diversity and inclusion goals of the Division. The Chair's committee chair appointments must be reviewed by the Chairs of the

Diversity & Inclusion Committee and then approved by a majority vote of the LC.

2. The Chair and appointed committee chairs shall solicit volunteers for and assign members to all standing and ad hoc DFC committees. The Chair's assignment of committee members should be reviewed by the Chairs of the Diversity & Inclusion Committee and then approved by a majority vote of the LC. The final list of standing and ad hoc DFC committees will be posted to the DFC website after approval.

#### IV. *Feminist Criminology* Editor and Editorial Board

##### A. Powers.

1. The *Feminist Criminology* Editor will supervise selection of materials for the Journal, generally in consultation with Adjunct Editors. Double-blind referee panels for manuscript evaluation and selection will generally be used.

##### B. Composition of Editorial Board.

1. The Editor shall appoint and be assisted by Adjunct Editors (e.g., Associate, Assistant, Deputy, Special Issue, Departmental and other editors) upon majority approval by the LC.

##### C. Selection of the Editor Policy and Practice

1. The DFC Chair shall solicit applications for the Editorship.
2. The DFC LC shall ensure that applicants for Editor submit information on the nature and extent of resources that the proposed host university will provide for activities such as proofreading, copy editing, and managing editor services.
3. The Publications Committee shall:
  - a) Review applications and make recommendations to the LC
  - b) Ensure that candidates for Editor are invited to address the LC and the Publications Committee
4. The LC shall select the best candidate in consultation with the Publications Committee using this criteria:
  - a) University resources, such as release time for the Editor from university responsibilities and collegial support.
  - b) Editor's attention to inclusivity and diversity when selecting adjunct editors.
  - c) Good standing membership in the Division during Editorship.
  - d) Editor's willingness to market the journal to a wide readership, beyond the academic community, through the journal's website.
  - e) Editor must have a strong publication record in feminist criminological scholarship.



- f) Editor should be highly regarded internationally and promote diversity and inclusion in their scholarship and leadership.

**D. Editor and Editorial Board Policy and Practice**

1. The Editor is appointed for a single, 3- or 4-year term by the DFC LC (with a review in the 2<sup>nd</sup> year) upon the recommendation of the Publications Committee and upon approval by the LC. The Editor may apply for a 2<sup>nd</sup> term. The Editor may not serve more than 2 terms consecutively.
2. Editor must strictly adhere to the aim and scope of the journal.
3. The contract can be renegotiated at the insistence of the Division in the event that the Editor of *Feminist Criminology* fails to follow their duties or the aim and scope of the journal.
4. DFC Chair and Editor will be liaisons to the publisher.
5. The Editor and any Adjunct Editors (e.g., Associate, Assistant, Deputy, Special Issue, Departmental and other editors) must be DFC members in good standing during their service.
6. The Editor will recommend Adjunct Editors that are diverse demographically, institutionally, nationally, and within their discipline in area of focus, methodology, and analytics.
7. The Editor will recommend Adjunct Editors who are feminist criminologists.
8. The institutional affiliation of journal Editorial Board members shall be listed in the journal.
9. All *Feminist Criminology* Editorial Board members are invited to attend annual *Feminist Criminology* meetings at the American Society of Criminology.
10. Editor shall routinely seek input for Editorial Board members, when necessary.
11. Editorial Board members shall review at least 2 manuscript submissions per year.
12. The Editor oversees the publication of the journal. This oversight includes developing criteria for review of papers for publication, selection of reviewers, ensuring the timely publication of the journal, and maintaining the high standards for quality in publication of the journal. To ensure this aim, the Editor, with the assistance of the editorial staff, will:
  - a) Advertise call for papers
  - b) Desk review manuscripts
  - c) Manage reviewers
  - d) Engage reviewers in editorial decisions
  - e) Manage review process
  - f) Serve as *ex officio* member of the LC

- g) Attend LC meetings when called
  - h) Submit an annual report to LC and the Publications Committee
  - i) Meet two (2) times per year with LC and the Publications Committee. These may be separate meetings.
13. The Editor shall publish one Special Issue per year to be determined by the DFC membership. This may be in addition to Special Issues identified by the Editor or Editorial Board. DFC Special Issue Process:
- a) The membership will be surveyed on special topics.
  - b) The membership will then be asked to rank the importance and/or preference of the topics. The simple majority will determine the topic.
  - c) The Publications Committee will then call for Special Issue Proposals.
  - d) After reviewing all proposals, the Publications Committee will recommend 2-3 proposals, based on simple majority vote, to the LC.
  - e) The LC will vote on the proposal based on simple majority vote.
  - f) The proposer will become the Guest Editor and will work closely with the journal Editor.
14. The number of issues and copyright shall be negotiated in the publisher contract.
15. The journal will be distributed online to all DFC members in good standing.

#### V. Archivist

- A. Annually, the Archivist will regularly upload reports, photographs, and other documents to the [DFC archives](#).
- B. The Archivist will report on their activities at the annual DFC meeting.

#### VI. Elections

- A. Voter Eligibility
  - 1. All DFC members in good standing are considered eligible to vote in any DFC officer election held during that year.
- B. Eligibility to Run for DFC Office
  - 1. Only members in good standing of ASC and the DFC are eligible to run for office during that year.
  - 2. With the exception of the graduate student Leadership Councilor, all nominees for elected officers must be non-student members of the DFC.
  - 3. Nominees for elected LC officer positions must have been DFC members in good standing for at least one full year before accepting a nomination.
  - 4. Nominees for Chair-Elect should have served at least one year in another elected LC officer position (i.e., Leadership Councilor, Secretary, or Vice Chair) or as a Chair of a DFC Committee before accepting a nomination for Chair-Elect.

### C. Election Process

1. At least two weeks prior to every election, the Elections Committee will notify the membership via email that an election is forthcoming.
2. There shall be no maximum number of candidates for any LC office. The Elections Committees' proposed ballot should be reviewed by the Chairs of the Diversity and Inclusion Committee. If the ballot does not reflect diversity, the Diversity & Inclusion Committee and the Elections Committee are empowered to solicit additional diverse candidates to add to the ballot. The Elections Committee shall submit to the LC the final list of nominated candidates for each position.
3. 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.
4. The Elections Committee shall send the final ballot to all members in good standing.
5. All DFC members in good standing have a minimum of 14 days to cast their ballots.
6. 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.
7. The Elections Committee shall notify the DFC Chair of the election results. The DFC 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 DFC membership via the DFC electronic mailing list, the DFC website, the DFC Newsletter, or any other means determined by the Chair.

### D. Election Timeline

1. Each year, election deadlines will follow the deadlines set out by ASC for general elections.
2. Generally, the deadlines fall in this range:
  - a) **September 1:** Date by which the Elections Committee should send out a call for nominations to all DFC members and provide DFC members two weeks to pay their dues.
  - b) **September 9:** Date by which the Elections Committee should close the call for nominations to all DFC members.
  - c) **September 16:** Date by which the Diversity and Inclusion Committee and the Elections Committee should finalize the final ballot.

- d) **September 18:** Date by which the Elections Committee should confirm that nominated individuals are willing to accept the nomination and ask each candidate to prepare a candidate statement for the ballot.
- e) **September 24:** Date by which the majority of the LC should vote to approve the final ballot.
- f) **September 25:** Date by which all candidates should provide their brief candidate statement to the Elections Committee.
- g) **September 29:** Date on which the ballot should be sent to all DFC members to allow two weeks to vote.
- h) **October 10:** Date on which a final reminder to vote should be sent to all DFC members.
- i) **October 13:** Date on which the ballot should be closed.
- j) **October 14:** Date on which the Elections Committee should notify the Chair of the election results.