

ADMINISTRATION OF JUSTICE CLUB CONSTITUTION

ARTICLE I PURPOSE

1. The purposes of this organization are to:
 - a. Promote the Administration of Justice Program at Las Positas College (LPC)
 - b. Promote student camaraderie and provide opportunities for leadership development.
 - c. Provide members with opportunities to network with justice professionals, to hear from guest speakers, tour institutions and facilities engaged in the administration of justice, participate in training exercises, and various other activities related to the American justice system.
 - d. Provide members with opportunities to prepare for a career in, or increase understanding of, the administration of justice
 - e. Provide members with opportunities to serve the Las Positas College campus community and the community at large.

ARTICLE II NAME

1. The formal name of this organization shall be "Administration of Justice Club".
 - a. The name of this organization may be informally shortened as "LPC AJ Club", or "AJ Club."

ARTICLE III MEMBERSHIP

1. Membership is restricted to those individuals currently enrolled at Las Positas College regardless of major affiliation or educational objective.
2. The club shall not use any device or practice, which in effect implements any sort of selectivity of membership.
3. The rights to vote on items presented by officers and to serve as an officer are restricted to members in good standing.

ARTICLE IV OFFICERS

1. The organization's Executive Board consists of the following officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. ICC Representative
2. To be eligible for office, a candidate must be a member in good standing.
3. Officers shall be elected near the end of the spring semester, just prior to summer break, and shall take office immediately following elections.
4. To be elected, an individual must obtain a majority of votes. For example, if there are 100 votes, an individual must obtain 51 of those votes to be elected into office.
5. Vacancies in offices shall be filled by presidential appointment. This appointment, however, must be approved by a majority vote of the Executive Board officers.
6. The Las Positas College Administration of Justice Club shall have a minimum of one (1) advisor

- a. The Club Advisor must be a full-time (non-adjunct) faculty member of Las Positas College
- b. In the event that an advisor must be replaced, the Executive Board shall compose a list of nominees to fill the vacant position. The Executive Board will select one individual from the list of nominees and present the advisor-elect an opportunity to accept the nomination.
- c. If the advisor-elect denies the nomination, the Executive Board will continue deliberation until an advisor-elect accepts the nomination.

ARTICLE V MEETINGS

1. Regular meetings shall be held a minimum of once per month.
2. Special meetings may be called by the president.
3. A quorum of one-quarter (1/4) of the membership that is in good standing must be established before official Executive Board presented business may be conducted at a regular club meeting, including amendments to both the constitution and by-laws.

ARTICLE VI AMENDING THE CONSTITUTION

1. Amendments may be made to this club constitution. Any member in good standing may propose amendments, but the amendment must be approved by the Executive Board before going before the membership to be voted on.
2. Amendments to the constitution must pass with a two-thirds (2/3) vote of the membership that is in good standing.
3. At least fourteen (14) days previous notice of any pending vote to amend this constitution must be given to club members. Notice may be provided via agenda topic at a regular or special club meeting, and/or via electronic notification of the club membership.

ADMINISTRATION OF JUSTICE CLUB BY-LAWS

ARTICLE I RULES OF PROCEDURE

1. The club's meeting procedures shall be guided by the latest edition of Robert's Rules of Order.

ARTICLE II DUTIES OF EXECUTIVE BOARD OFFICERS

1. All Executive Officers are to ensure that this organization partakes in justice, public service, and public safety related activities, including volunteer work, inform the membership of upcoming events, dates, and activities, and to contact those necessary to coordinate club involvement in activities or events, and obtain necessary approvals.
2. All Executive Officers are to have a good understanding of how meetings are to be run based on parliamentary procedure, and have knowledge of the constitution and by-laws of the organization.
3. Executive Officer positions and their responsibilities shall be:
 - a. President – The duties of the president are to preside over all meetings, ensure that meetings of the organization are executed in an effective and orderly manner, and sign documentation (such as amendments, checks, and formal letters).
 - b. Vice President – The duties of the Vice President are to ensure that the membership of this organization remains strong, recruit new members and make them feel welcome, promote this organization to the student body at LPC, and to preside over meetings in the President's absence.
 - c. Treasurer – The duties of the Treasurer are to keep and report records of the monetary transactions involving the club, (including its members, activity providers, vendors and LPC), and to handle funds and perform financial calculations relative to the club's activities. The treasurer will keep records of member attendance at events, collaborate with the Treasurer to determine which members are in good standing,
 - d. Inter-Club Council (ICC) Representative – The duties of the ICC Representative are to attend each ICC meeting as the representative of the club and serve as the primary ICC contact for the club and vote on the club's behalf.

ARTICLE III COMMITTEES

1. Upon majority of the Executive Board, one or more of the following committees may be initiated:
 - a. Membership Committee
 - b. Activities committee
 - c. By-law committee
 2. The club President is an ex-officio member of each club committee and may also be appointed to serve on or lead committees as approved by the Executive Board.
 3. Only members in good standing may be appointed to serve on a committee. To keep committee member status, a member must miss no more than two (2) committee meetings in a single semester. The committee chair also has discretion on whether or not a committee member may continue to participate with the committee.
 4. Any committees that may become necessary at any time, whether permanent or temporary, may be created by the President, who may appoint a committee chair from the general membership or from the Executive Board.
- ### **ARTICLE IV VOTING**
1. In the event that an item of club business needs to be voted on, the Executive Board will assemble to vote on it.
 - a. A piece of legislation passes with a majority vote of the Executive Board taken at a properly noticed meeting, that includes the topic of the vote on its agenda.
 - b. If the legislation is deemed to have significant impact on club members, an officer may

motion to have the piece voted on by the full membership. If seconded, the piece will be tabled until a member meeting is called and a quorum is present. The piece will pass with a majority vote of club members present.

- c. In member-voting situations, Executive Board officers shall also receive one vote each.
- d. The club president shall not vote on club business except when the vote is by ballot, or whenever his or her vote will affect the result (tiebreaker).

ARTICLE V AMENDING THE BY-LAWS

1. The by-laws may be amended. Any member in good standing may propose an amendment to these by-laws, but the amendment must be approved for voting by the By-law Committee before being voted on by the general membership. Amendments to the by-laws shall be passed with a majority (50%+1) vote.
2. At least fourteen (14) days previous notice of any pending vote to amend club by-laws must be given to club members. Notice may be provided via agenda item at a regular or special club meeting, and/or via electronic notification of the club membership.

ARTICLE VI MEMBER IN GOOD STANDING DEFINED

1. Being a member in good standing affirms the member's commitment to the club's stated purpose. It is expected that members in good standing will work collaboratively to strengthen the club and will not engage in any activities that put the club in financial or structural jeopardy, nor engage in any activities that will bring discredit to the club.
 - a. Members in good standing are those whose rights as members of the club are not under suspension (probation) as a consequence of disciplinary proceedings or by operation of some specific provision in the bylaws.
 - b. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club.
 - c. Member in good standing is the status assigned to a club member who is an active member of the club and is not derelict in any club obligations or responsibilities. Dereliction may include, but is not limited to, any member who:
 - i. is in arrears in payment or filings with the club treasurer, or
 - ii. repeatedly violates the club constitution or by-laws, or
 - iii. fails to attend a minimum of three club meetings per semester month, or
 - iv. fails to participate in at least one club activity per semester
 - d. Dereliction may include other acts or omissions by club members as determined by the Executive Board.

- e. At the Executive Board's discretion, insufficient attendance at club meetings or activity may be accepted as a resignation from the club.
- 2. All other club members are on probation. A member on probation, unless overruled by specific terms of their probation, may not:
 - a. Hold an office or chair a committee.
 - b. Vote on Constitutional or By-law amendments, matters of membership, or their own status in the club.
 - c. Other rights of club membership may still be exercised (for example, the right to attend meetings and participate in club activities) unless overruled by specific terms of their probation.