**CONSTITUTION OF THE DIVISION OF RURAL CRIMINOLOGY OF THE AMERICAN SOCIETY OF CRIMINOLOGY**

1. **NAME OF THE ORGANIZATION**

The name of the organization shall be the Division on Rural Criminology of the American Society of Criminology.

1. **PURPOSE AND OBJECTIVES**

The Division on Rural Criminology is a division of The American Society of Criminology and acts in accordance with the bylaws of that Society. The purposes of the Division are:

1. To foster research and theoretical development in the field of rural criminology;
2. To provide a forum for members of the ASC to discuss ideas and to exchange information, through events at the annual meetings, a scholarly journal, a divisional newsletter, a divisional website, and social media pages on issues about crime and criminal justice in the context of rural peoples, communities and cultures;
3. To organize conference sessions at ASC meetings devoted to theory, research, policy and practice in rural criminology;
4. To encourage appropriate and effective teaching techniques and practices and to stimulate the development of curricula related to rural criminology; and
5. To encourage and support community outreach and activism on issues of importance to rural criminology.
6. **MEMBERSHIP**

Membership in this Division will be open to all members in good standing of the American Society of Criminology. Only members in good standing (including student members), who have paid divisional dues, are eligible to vote at divisional meetings or elections or to hold divisional office. (Students are only eligible to vote for the Student Representative position).

1. The membership of the Division shall be divided into the following categories: (1) full members, and (2) student members. Full membership shall include any member in good standing of the ASC, who is paying regular membership dues to the Division, and who does not fall within, or if falling within does not choose to be included within, the Student Member category. Student membership shall be open to any undergraduate or graduate student who is a student member of ASC.

2. Annual dues for all categories of the Division membership shall be set by the Executive Board of the Division. Dues shall be payable annually in concert with the dues of the ASC.

3. Division members in good standing are persons who are current in both their ASC and Division dues. Full members in good standing will be considered eligible to vote, may serve as Officers, and serve on committees as stipulated in this Constitution, the By-laws, And/or the Division’s Policies and Procedures.

4. Student members may only vote for the Student Representative position, and may hot hold any other office in the Division.

1. **OFFICERS AND EXECUTIVE BOARD**
2. There shall be seven officers of the Executive Board of the Division (hereafter Executive Board): Chair, Vice Chair, Secretary-Treasurer, Past Chair, two Executive Counselors, and a Student Representative. The terms of each office is two (2) years. The officers are responsible for the smooth running of the division, including setting the annual dues for the Division, reviewing the budget and expenditures of the Division, reviewing and making recommendations relative to the Division Constitution and By-Laws and to bring forth to the membership recommendations for changes to both, and in general, shall be the policy-making body of the Division. Policy-making shall include appointment of new standing committees and re-organization of standing committees when appropriate.
	1. The Chair shall provide executive direction to the Division and shall preside over Division meetings. Further, the Chair serves as Divisional liaison to the ASC Program Chair to ensure representative inclusion of rural criminology panels on each year’s program.
	2. The Vice Chair shall preside over Division meetings in the Chair’s absence, succeed to all duties of the Chair in the event of a vacancy in the office, and carry out such additional tasks as assigned by the Chair, including presiding over the Awards Committee.
	3. The Secretary-Treasurer shall keep minutes of meetings and maintain records of the Division. The Secretary-Treasurer is the Divisional liaison with the Treasurer of the ASC, who will maintain a separate account in the ASC Treasury for the Division, and will make sure the Division is informed of the Division’s balance, debts, credits, and any financial issues that may arise. The Secretary-Treasurer will work cooperatively with the Historian and the editor of the Newsletter to establish and maintain historical records for the Division.
	4. The Past Chair will maintain a seat on the Executive Board for two years after their term is ended. The Past Chair’s primary duties will be to provide organizational stability and continuity over time.
	5. The Chair-elect shall serve as an ex-officio, non-voting member of the Executive Board of the Board during the period between election and assumption of office.
	6. Two Executive Counselors shall be elected to serve on the Executive Board. Their duties are to advise on all matters associated with the Division of Rural Criminology.
	7. The Student Representative will provide the student voice for activities of the Division. This individual will assist the division Executive Board in providing appropriate mentoring and other activities and communications directed at assisting students in their career development.
3. Nominees, elected officers, and appointed officers must be members of the Division in good standing.
4. The term for each incoming officer will begin with the close of the annual meeting following his or her election.
5. In addition to the above officers, the Executive Board shall appoint a member of the Division to serve in the role of Division Historian. The Historian shall not be a member of the Executive Board, but shall work in cooperation with the Secretary-Treasurer and other members of the Executive Board, editor of the Newsletter, and the general membership of the Division of Rural Criminology to document the history of the division through photographs and summaries of important events, through both electronic and paper copies. The Historian shall turn over copies of all historical documents to the Secretary-Treasurer at the end of term or whenever requested by the Chair.

**V.  The Executive Committee**

1. The Executive Committee will consist of five (5) members: the Division Chair,

Vice-chair, Chair Elect, and two Executive Counselors.

2. Duties

* 1. Establishing policies for the Division with a majority vote, but only if the issue(s) cannot wait until the next full Board Meeting.

* 1. A majority vote shall be a vote of three (3) members of the Executive Committee as the membership currently stands.

* 1. Reporting all activities and decisions made by this Committee to the Executive Board at or before the Board's next regularly scheduled meeting.
1. **STANDING COMMITTEES**
2. Publications and Communications Committee – the publications and communications committee shall consist of the editor of the Division Newsletter, the Social Media coordinator, and two Division members in good standing, appointed by the Executive Board of the Division. The Publications and Communications Committee shall consist of establishment and oversight of the Newsletter and social media sites, maintenance of the a listserv of current and past members and scholars from other criminological societies and criminal justice agencies interested in rural criminological issues, and create and distribute announcements of meetings, awards nominations, and elections.

The Publications and Communications Committee shall initiate the development of a rural criminology journal through an established publisher of peer-reviewed periodicals. The Publications and Communication Committee shall establish qualifications and the applications process for an Editor of the journal and establish length of term for the editor.

Appointments to the Publications and Communications Committee is for a two-year term, with possible renewal, with approval of the Executive Board of the Division.

The Publications and Communications Committee shall provide a written annual summary of Committee work and accomplishments to the Executive Board.

1. Program Committee – the program committee shall consist of two Division members in good standing within the Division, along with a Committee Chair who is appointed by the Executive Board. The duties of the program committee include working with Division members for application of individuals papers, paper sessions, roundtables, author meets critics panels and other appropriate activities at the annual meeting. The Program Committee shall provide a written annual summary of Committee work and accomplishments to the Executive Board.

Appointments to the Program Committee is for a two-year term, with possible renewal, with approval of the Executive Board of the Division.

1. The Awards Committee shall consist of the Vice-Chair for the Division and two Division members in good standing. The duties of the Awards Committee shall include to develop and to oversee appropriate awards and a nominations and selection process. The Awards Committee shall recommend awards and award eligibility to the Executive Board of the Division for final approval.
	1. The Awards Committee shall forward information regarding Division Awards and calls for nominees to the Chair of the Publications and Communications Committee. The Awards Committee shall provide a written annual summary of Committee work and accomplishments to the Executive Board.
	2. The recipients of Division awards will be identified by the duly appointed DRC awards committees and confirmed by the Division Executive Board. All recipients shall be members in good standing within ASC and the Division.
	3. No member of the Executive Board or of the Awards Committee in any given year can receive an award in that same year.

Appointments to the Awards Committee is for a two-year term, with possible renewal, with approval of the Executive Board of the Division.

1. **ELECTIONS**

The Division recognizes that in order for its proper functioning that elections will be held on a regular basis. In order to achieve this goal, the Division Chair first appoints a Nomination Committee of three members in good standing. An Elections Committee is also appointed by the Division Chair and shall not include members of the Nominations Committee.

1. The Chair shall appoint a Nominations Committee of three or more members in good standing. The Nominations Committee is responsible for soliciting nominations for elected offices. Any member in good standing may self-nominate. The Chair and members of the Nominations Committee are responsible for creating the ballot for officer positions and ensuring that it is either mailed to voting members in good standing or provide an alternative method for anonymous and secure balloting of elections.
2. The Chair shall appoint an Elections Committee of two or more members in good standing. The Committee shall open and count all ballots together.
3. Elections for all elected officers shall be by mail ballot or otherwise secure and anonymous method of all members in good standing, and shall be held every other year in the late Spring or early Summer. All elected officers shall take office at the close of the annual meetings following their election.
4. The term of office for all officers and Executive Counsellors will be two years. The term of office of each incoming officer will begin at the close of the Division’s Annual Membership Meeting following their election. Elected officers may serve a maximum of two consecutive terms in the same position. 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 position.
5. Elections for Executive Board positions shall be conducted in April or May of the year terms of office begins.
6. Vacancies which occur during the term of office for the Vice-Chair, Secretary/Treasurer, or Executive Counsellor of the Division shall be filled until the next election by appointment of the Chair, with the approval of the Executive Board. Vacancies shall be filled for the remainder of the term of office.
7. **NEWSLETTER**

The Newsletter shall be an important medium of information in the Division, and the Executive Board is thus charged with providing the maximum size and frequency of publication possible.

1. The Newsletter editor(s) shall be appointed by the Executive Board.
2. The term of tenure for all Editors is three years. An editor may be re-appointed to serve for one additional consecutive three-year term. If re-appointed for a consecutive term, no editor may serve for a period of three years following completion of a previous term of service.
3. The newsletter shall contain, at minimum, election results, calls for nominations, and information on the annual meetings. The editor shall strive to include information likely to be of interest to the members, information for other organizations, calls for papers, and articles of timely interest. The editor shall work cooperatively with the Division Historian and the Secretary-Treasurer to publish and maintain records of the Division.
4. **WEBSITE AND SOCIAL MEDIA**
5. The Division will maintain a website, Twitter page, and Facebook page with a domain name, Twitter handle, and Facebook page reflective of the mission of the organization.
6. The Executive Board will appoint a webmaster for the website. The webmaster will serve a two-year term and can be reappointed.
7. The Executive Board will appoint a Social Media coordinator for the Twitter and Facebook pages. The Social Media coordinator will serve a two-year term and can be reappointed. The Social Media coordinator shall be a member of the publications and communications committee.
8. The website will serve as a location to provide members of the division, and interested individuals globally, access to information on the research, teaching, policy, and activism related to rural criminology. The website will include minutes of the Executive Board, the Executive Council, and all standing committees.

**X. POLICY STATEMENTS**

1. Policy statements can be made by the Division as a whole. Such statements require a majority vote of the members in good standing who vote in the said election.

2. Policy statements can be made by the Executive Board of the Division if the proposed policy statement receives a two-thirds (2/3) vote of the Executive Board. That would require a vote of five (5) members as the Executive Board membership currently stands. Such an approved statement would carry the by-line, Executive Board of the Division Rural Criminology of the American Society of Criminology. The Executive Board may not make policy statements on behalf of the Division.

1. Policy statements can be made by the Executive Committee of the Division if the proposed policy statement receives a two-thirds (2/3) vote of the Executive Committee. That would require a vote of two (2) members as the Executive Board membership currently stands. Such an approved statement would carry the by-line, “Executive Committee of the Division of Rural Criminology of the American Society of Criminology”.  The Executive Committee may not make policy statements on behalf of the Division nor the Executive Board.
2. **AMENDING THIS CONSTITUTION**
3. Amendments may be proposed by any member of the Division, but the written support of a fifth of the Divisional membership in good standing is required for any further action.
4. A proposed amendment determined by the Executive Board to be supported by the proper number of members will be approved if it receives a two-thirds majority of those voting by ballot submitted to the members in good standing at the next election. Proponents of the amendment shall have the opportunity to provide a brief explanation in either the Newsletter or in a statement included with the ballot.
5. Approved amendments shall take effect on the first day of the year beginning immediately after the annual ASC meeting.
6. A qualified amendment will be placed on a ballot and approved when it receives a two-thirds (2/3) affirmative vote of the Division members in good standing who cast a vote in the said election.
	1. The qualified amendment shall be voted on utilizing the mail and/or electronic ballots.
	2. Members in good standing have 14 days to cast their ballots.
	3. Ballots will be counted/votes verified by at least three members of the Executive Board, including the Division Chair or Vice-Chair.
	4. The results of the vote will be reported to the Division Chair and Executive Board of the Division prior to the next Annual Division meeting.
7. Amendments are subject to the approval of the ASC Executive Board.

**XII. Establishment and Amendment of By-laws**

A two-thirds (2/3) vote of the Executive Board in two consecutive Board meetings can establish or amend the By-laws. That would require a vote of five (5) members as the Executive Board membership currently stands.