

**BY-LAWS OF THE
AMERICAN SOCIETY OF CRIMINOLOGY**

Article 1. Executive Board Meetings

- Section 1. Executive Board Meetings shall be open to all members and shall be called at the discretion of the President with at least two (2) weeks written notice provided to all members by the Executive Director. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidentiality matters.
- Section 2. There shall be at least one (1) Board Meeting between Annual Meetings.
- Section 3. Upon petition by at least five (5) members of the Executive Board to the Executive Director, a special meeting of the Executive Board shall be scheduled within four (4) weeks time.
- Section 4. The Executive Board may render decisions by electronic voting.
- Section 5. Not less than ten (10) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting and the agenda shall be distributed to all Board members by the Executive Director or Administrator.

Article 2. Membership Dues

- Section 1. The annual dues for membership categories shall be determined by the Executive Board.

Article 3. Annual Meetings

- Section 1. A registration fee may be assessed for participants at the Annual Meeting and other Conferences of the Society. The fee shall be set by the Executive Board and the membership shall be notified by the Executive Director or Administrator.
- Section 2. During each Annual Meeting, there shall be a Business Meeting open to all members. Included in the meeting will be the announcement of election results, a budget report, and a report on the journals and the Annual Meeting. The membership will be able to raise issues with the leadership of the Society.

Article 4. Procedure

- Section 1. Robert's Rules of Order shall govern the procedure of the Society during all general and committee meetings, unless otherwise designated.

Article 5. Journal Publications

- Section 1. Composition. The Editors shall appoint and be assisted by Associate, Assistant, departmental and other editors, upon ratification by the Executive Board.

- Section 2. Powers. The Editors will supervise selection of materials for the Journals, generally in consultation with other editors. Referee panels for manuscript evaluation and selection will generally be used.
- Section 3. Term. The Editors are normally appointed for a three (3) year term by the President upon the recommendation of the Publications Committee and upon ratification by the Executive Board.
- Section 4. Publications Committee. The Editors shall be ex-officio (non-voting) members of the Publications Committee.

Article 6. Nominations and Elections

- Section 1. Nominations. The Nominations Committee shall oversee development of a slate of officers. Voting members in good standing for both the current and immediately previous calendar years shall be notified, and invited to submit additional nominations two (2) months prior to closing nominations. Persons may submit dues along with names of nominees. Any member receiving nominations from 2 percent of voting members in good standing shall be entered on the ballot for the designated office. The Nominations Committee, subject to the approval of the Executive Board, may place additional names on the ballot only if two (2) nominees do not result from the open invitation, and may not thereby exceed two (2) nominations. The list of nominees will then be announced to the membership and members in good standing may place additional candidates for each office on the ballot if such candidates receive nominations from two (2) percent of the voting membership in good standing. The ballot shall include a place for write-in candidates.
- Section 2. Voting. All voting members in good standing at the time at which ballots are distributed shall be entitled to vote. Voting shall be by secret ballot. Tied elections shall be resolved by a run-off election. Ballots will be distributed to all voting members in good standing for both the current and immediately past calendar years. Persons who have not yet paid their dues for the current year shall receive a statement to this effect along with the ballot. The statement shall say that they are not members in good standing and may not vote in the current election unless dues are paid before ballots are counted.
- Section 3. Election Procedures. The election shall be by ballot, distributed at least twelve (12) weeks prior to the Annual Meeting of the Society. The membership will be given up to 45 days to return their ballots. Candidates for President-elect and Vice-President elect each receiving the larger plurality of 40 percent or more of votes cast shall be elected. In the event no person receives this plurality, a run-off election will be held between the two (2) candidates who received the most votes. For Counselors, the three (3) who receive

the most votes shall be elected. Should resignation, removal or death require that more than three (3) Counselors be elected, the candidate(s) with the next highest number of votes shall be elected.

Section 4. Elected Officers. Once having been elected to and having served a full term in an elected office (President, Vice President, Executive Counselor), individuals shall not be eligible for reelection to that same elected office. Individuals may, however, stand for election for a different elected office.

Article 7. Disbursements

Section 1. The Executive Director oversees the disbursement of Society funds in accordance with the Board approved annual budget. Expenditure that are 10 percent or \$1,000 (whichever is larger) in excess of the total of any line item in the approved budget must be approved by the President or the Treasurer.

Article 8. Fellows

Section 1. The title of Fellow is available to members in good standing who have, in the opinion of the Board, achieved distinction in criminology and have complied with such standards as are determined by the Executive Board. Fellow status shall be announced each year at the Annual Meeting and the candidates will be acknowledged by the Society with the presentation of a certificate at the Annual Meeting. No more than four (4) Fellows shall be designated annually, and each shall be elected by the Executive Board.

Article 9. Divisions

Section 1. Two-thirds (2/3) affirmative vote of those present at any meeting of the Executive Board is required for the establishment of a new Division. The Board may create a Division provided that (a) the Division represents an active and functionally unitary interest of a group of members, (b) its proposed objectives fall within the scope of those specified in the Society's Constitution, (c) its membership is not restricted on any bases other than interests and Society membership and, (d) the establishment of any new Division is not inimical to the objectives of the Society or any other Division already established. Divisions may use a distinct name, provided they append to it the phrase: "A Division of The American Society of Criminology".

Section 2. A petition for the formation of a new Division shall include in its prefatory statement the following: a statement of the proposed name and purpose of the Division, relevant evidence that the petitioners "represent an active and functionally unitary interest of a group of members", the names of the member or members sponsoring the petition or speaking for the petitioners and a

statement that the individual petitioners ask for and will accept membership in the Division if it is established. The names of the petitioners should be followed by their ASC mailing address to assist in the unambiguous identification of the signers. The petition shall be transmitted to the Executive Director with designation of some individual who will speak for the petitioners in further communications. The Executive Board shall determine at its next regular meeting that the petition conforms to the technical requirements of the Rules. If it finds the petition in order, it shall invite the membership to comment in writing to the Board within the next 90 days. At a subsequent meeting, the Board shall consider the petition on its merits, together with supplementary materials and comments, and shall by a two-thirds (2/3) vote either approve or reject the petition. If the petitioners choose, they may submit a statement amplifying the petition to make clear why they seek Division status. Following favorable action by the Executive Board, a new Division is constituted when it holds its first business meeting at the Annual Meeting.

Article 10. Award Creation and Criteria Alterations

- Section 1. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by a two-thirds (2/3) vote of the Board in each of two (2) consecutive Board Meetings. Award criteria carry the procedural weight of By-Laws.
- Section 2. Society Awards. The Award Committees are responsible for developing a list of nominees for the eleven (11) major annual Society awards, as follows:
1. Herbert Bloch Award
 2. Ruth Shonle Cavan Award
 3. Michael J. Hindelang Award
 4. Mentor Award
 5. Outstanding Article Award
 6. President's Award for Distinguished Contributions to Justice
 7. Sellin-Glueck Award
 8. Edwin H. Sutherland Award
 9. Teaching Award
 10. August Vollmer Award
 11. Fellow (see Article 8)
- Section 3. Herbert Bloch Award. The Herbert Bloch Award is given for outstanding service contributions to the Society and to the professional interests of criminology. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may

request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 4. Ruth Shonle Cavan Award. The Ruth Shonle Cavan Award is given to recognize outstanding scholarly contributions to the discipline of criminology by someone who has received the Ph.D., M.D., LL.D., or a similar graduate degree no more than five (5) years before the year of the award, unless exceptional circumstance (ie., illness) necessitates a hiatus in their scholarly activities. If the candidate has multiple of these degrees, the last five-year period is from the date when the last degree was received. The award may be for a single work or a series of contributions, and may include co-authored works. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 5. Michael J. Hindelang Award. The Society has established the Michael J. Hindelang Award to be given annually for a book, published within three (3) calendar years preceding the year in which the award is made, that makes the most outstanding contribution to research in criminology. It shall be the responsibility of the Hindelang Book Award Committee to gather nominations for the award and to make a recommendation to the Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. To be considered, books must be nominated by individuals who are members of the American Society of Criminology. The Committee will not consider anthologies and/or edited volumes. The Chair will need to work with publishers to both acquire enough desk copies of the books to distribute to the Committee, and to acquire them in a timely fashion to meet Committee reporting deadlines. The Committee should request nominators to submit a brief statement as to why the book should receive the award. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the book recommended for the award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee

shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 6.

Mentor Award. The Mentor Award is given to recognize exemplary contributions to the discipline of Criminology by mentors in an academic, practitioner, or researcher role. Eligible candidates include all nonstudent members of the ASC and is not limited to those who participate in the ASC mentoring program. Self-nominations are not permissible. Nominations are in the form of a letter(s), generated by peers, students or colleagues, which explain in detail the manner in which the candidate offered extraordinary mentoring to students and colleagues (the latter of which could include post-graduate early scholars). This mentoring can take many forms, such as assistance with publications, course preparation, development of research groups, preparation for annual meetings and seminars, career choices, and the like. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 7.

Outstanding Article Award. The Outstanding Article Award honors exceptional contributions made by scholars in article form. The Award is given annually for the peer-reviewed article published in the previous calendar year that makes the most outstanding contribution to research in criminology (i.e., the 2018-2019 Committee shall review articles published in 2017). It shall be the responsibility of the Outstanding Article Award Committee to consider for nomination, each of the articles published in the past calendar year in Criminology, and *Criminology & Public Policy*, to consider articles of interest published in other journals, to gather additional nominations for the award for articles appearing in other journals, and to make a recommendation to the ASC Executive Board concerning the recipient(s). The Committee shall solicit nominations from the membership and from other persons deemed likely to contribute nominations of interest to the Society. The Committee should request nominators to submit a brief statement as to why the article should receive the award. It shall be the responsibility of each year's Committee to decide on the procedure to be used to select the article recommended for the

award and to establish eligibility criteria (other than year of publication). The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year Board Meeting (typically due April 15), and to submit a final report by August 15.

Section 8. President's Award for Distinguished Contributions to Justice. This award is given annually to an individual or organization who, through either a single initiative or over a longer period of time, has made significant and distinguished contributions to the cause of justice. In the case of joint efforts, co-recipients may be named. The President submits a nominee for Board approval. The President should provide a short statement identifying the main reasons for the recommendation along with the nomination. The Board may accept or reject the nominee. The Society will pay transportation and rooming costs for the recipient to attend the Annual Meeting, but no honorarium. The President is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 9. Sellin-Glueck Award. The Sellin-Glueck Award is given in order to call attention to criminological scholarship that considers problems of crime and justice as they are manifested outside the United States; internationally or comparatively. Preference is given for scholarship that analyzes non-U.S. data, is published predominantly outside of U.S. criminological journals, and in granting the award, brings new perspectives or approaches to the attention of the members of the Society. The recipient need not speak English, however, his/her work must be available in part at least, in the English language (either by original publication or through translation). The Society will seek to provide some support for the Sellin-Glueck recipient to be able to attend the Annual Meeting, but no honorarium. Support will be in the form of either sleeping room accommodations (preferred) or partial airfare reimbursement. This Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nominations a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Board particularly encourages the Division on International Criminology to submit names of nominees for this award. The Committee is asked to

prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 10. Edwin H. Sutherland Award. The Sutherland Award is given to recognize outstanding contributions to theory or research in criminology on the etiology of criminal and deviant behavior, the criminal justice system, corrections, law, or justice. The distinguished contribution may be based on a single outstanding book or work, on a series of theoretical or research contributions, or on the accumulated contributions by a senior scholar. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked to prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 11. Teaching Award. The Teaching Award is a lifetime-achievement award designed to recognize excellence in undergraduate and/or graduate teaching over the span of an academic career. This award is meant to identify and reward teaching excellence that has been demonstrated by individuals either (a) at one educational institution where the nominee is recognized and celebrated as a master teacher of criminology and criminal justice; or, (b) at a regional or national level as a result of that individual's sustained efforts to advance criminological/criminal justice education. Any faculty member who holds a full-or part-time position teaching criminology or criminal justice is eligible for the award, inclusive of graduate and undergraduate universities as well as two- and four-year colleges. In addition, faculty members who have retired are eligible within the first two years of retirement. Faculty may be nominated by colleagues, peers, or students, or they may self-nominate, by writing a letter of nomination to the chair of the ASC Teaching Awards Committee. Letters of nomination must include a statement in support of nomination of not more than three pages. The nominee and/or the nominator may write the statement. Nominees will be contacted by the chair of the ASC Teaching Award Committee and asked to submit a teaching portfolio of supporting materials, preferably in electronic form. The teaching portfolios should include:

1. a table of contents,
2. curriculum vita, and
3. evidence of teaching accomplishments, which may
Include:
 - a. student evaluations, which may be qualitative or

- quantitative, from recent years or over the course of one's career,
- b. peer reviews of teaching,
- c. nominee statements of teaching philosophy and practices,
- d. evidence of mentoring,
- e. evidence of research on teaching (papers presented on teaching, teaching journals edited, etc.).
- f. selected syllabi,
- g. letters of nomination/reference, and
- h. any other evidence of teaching achievements.

The materials in the portfolio should include brief, descriptive narratives designed to provide the Teaching Award Committee with the proper context to evaluate the materials. Student evaluations, for example, should be introduced by a very brief description of the methods used to collect the evaluation data and, if appropriate, the scales used and available norms to assist with interpretation. Other materials in the portfolio should include similar brief descriptions to assist the Committee with evaluating the significance of the materials. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall forward with their nomination, a statement outlining the basis for the award. The report should also contain information about procedures followed, the number of nominations, and the rank ordering of candidates. The Committee is asked to prepare a progress report for the Mid-Year meeting (typically due April 15) and to submit a final report by August 15.

Section 12. August Vollmer Award. The August Vollmer Award recognizes an individual whose scholarship or professional activities have made outstanding contributions to justice or to the treatment or prevention of criminal or delinquent behavior. The Committee is responsible for making a nomination to the Board for the Award. The Committee shall provide the Board with a list of those nominated (in order of merit) along with a single nominee for the award. It must include with its nomination, a statement identifying the main reasons for its recommendations. The Committee may request nominators to submit the nominee's resume and a brief statement as to why the candidate should receive the award. The Committee is asked prepare a report for the Mid-Year Board Meeting. Typically, the report is due April 15.

Section 13. Awards Committees.

1. Each of the award committees should develop a list of nominees. Self and member nominations are encouraged. Every candidate nominated will be considered, in line with the submission guidelines. Each committee should request

- documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered to receive the award.
2. The chair of each award committee needs to communicate the award criteria to all committee members, and discuss the criteria with committee members if necessary. The ranking and voting process articulated in Appendix O, Section 7 is to be used. The chair of the committee must communicate with committee members on procedures and outcomes. If more than one iteration in the ranking process occurs, the results must be communicated to the committee members at each stage. Each award committee is to hold at least one conference call or live electronic meeting to deliberate the outcome.
 3. Committee chairs are encouraged to carefully read Appendix O (General Committee Guidelines) and particularly Sections 5, 6 and 7.
 4. Each award committee chair is to ensure that individuals are not being considered for awards they have already received.
 5. The Board will give due consideration to each committee's nominations for each award, although the Board is not bound by the slate or the nominee of any committee. If the Board rejects the nominee, the award committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year.
 6. The awards are presented to the recipients by the President at the appropriate Annual Meeting award presentation sessions. The President is to give a brief comment regarding the credentials of each award winner at the said sessions.
 7. The President formally notifies award recipients.
 8. If possible, the names of the recipients are to be prominently included in the program of the Annual Meeting at which they receive their awards.
 9. If a current Board member is nominated for either the Michael J. Hindelang or Outstanding Article Award, their nomination shall be considered during the first year following their service on the Board.

Article 11. Finance Committee.

Section 1. Structure. The Finance Committee shall consist of the President, President-elect, the Past-President, one member of the Board who will serve a 2 (two) year term and is also a member of the Long Range Planning Committee, and the Treasurer.

Section 2. Duties. This Committee will oversee ASC budgetary and fiscal policy matters, as well as the audits of our financial records. The Committee will ensure that ASC is operating in a financially responsible fashion. There are three particular duties with respect to the audits:

1. Insure that external financial audits are undertaken at least once every three years and more frequently if bookkeeping irregularities or improprieties appear.
2. Insure that the financial audits are conducted by a reputable and licensed entity.
3. Review the financial audits and report to the Board.

Article 12. Dissolution

Section 1. Upon the dissolution of the corporation, the Board shall, after paying or making provisions for payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes or shall at the time qualify as an exempt organization or organizations under Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the Executive Office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

