

ARTICLE 1 : CLUB INFORMATION

Section A : Name

The official name of the organization outlined in this document shall be the “Klein High School Criminal Justice Club” and shall be abbreviated as “KHS CJC”.

Section B : Affiliations

The Klein High School Criminal Justice Club will charter yearly with the Texas Public Service Association or other CTSOs as deemed appropriate to carry out the mission of the KHS CJC. The rules and regulations of the Texas Public Service Association or other CTSOs shall be followed when consistent with the rules and regulations of the Klein High School Criminal Justice Club.

Section C : Purpose

The Klein High School Criminal Justice Club is established to enhance, develop, and advance the academic and professional knowledge of students interested in pursuing a career in the field of Criminal Justice.

Section D : Mission

The mission of the Klein High School Criminal Justice Club is to provide opportunities for students to pursue their academic and professional goals through participation in a student led organization.

ARTICLE 2 : MEMBERSHIP / DUES

Section A : Membership

Membership shall be open to any student currently enrolled in a Klein High School Criminal Justice Course unless approved by the Klein High School Criminal Justice Club Advisors. In addition, the student’s intent to join the club must align with the purpose of the Klein High School Criminal Justice Club. Any exception must be approved by the Advisors. Membership will be granted upon payment of the dues as outlined in Article 2 : Section C and acceptance of the membership application. Applications can be denied by the Advisors for disciplinary or academic reasons.

Section B : Dues

All dues and fees shall be set by the executive committee and approved by the faculty advisors prior to the start of each academic school year. Field trips and meal expenses are not included in the predetermined dues.

Section C : Active Membership

An active member is defined as a member who attends 2/3 of the general monthly meetings and 2/3 of other activities. Active membership shall be evaluated at the conclusion of every general meeting. If an active member becomes inactive they shall be removed from any office and absolved of any duties.

Section D : Responsibility

All members must abide by the KHS CJC guiding documents to include: the Klein ISD High School Student Handbook, the bylaws of the KHS CJC, the Klein 5 core values, the KISD profile of a leader, and the KISD profile of a learner. Each member is expected to act in a professional manner that does

2018-2019 School Year

not mar the reputation of Klein ISD, Klein High School or the KHS CJC. Failure to follow such rules will result in disciplinary action. On the first offense of violating the bylaws, the offender will be suspended for a duration determined by the Executive Committee, removed from any current leadership position, and barred from holding any leadership position the following school year. If the offender commits a second offense of the same nature they will be removed from the club for the remainder of the school year. The KHS CJC will follow UIL Eligibility Guidelines for competition and will have the power to remove members off competitive teams in the event of ineligibility or behavior reasons.

ARTICLE 3 : OFFICERS

Section A : Officers

The officers shall be a President, Vice-President, Secretary, and Treasurer. Their duties are outlined below: (Other duties as assigned.)

President : Captain

- *Oversee the Klein High School Criminal Justice Club*
- *Responsible for handling disciplinary matters in conjunction with faculty advisors*
- *Preside at meetings*
- *Represent the club at any event requiring only 1 member*

Vice-President : Lieutenant

- *Take over the position and duties of Captain in the event he/she is unable to perform his/her duties.*
- *Serve as chairperson to all committees formed by the executive committee*

Secretary : Sergeant

- *Keep minutes of all official meetings, including committee meetings and general meetings (Must publicize the minutes in a timely manner)*
- *Manages all official communique (Remind/Schoolology)*
- *Maintain the Klein High School Criminal Justice Club website and storage system*

Treasurer : Sergeant

- In conjunction with faculty advisors;*
- *Administer and manage the financial assets and liabilities of the Klein High School Criminal Justice Club*
- *Keep an itemized account of all receipts and expenditures and make reports as directed*
- *Track all dues of members*
- *Write up the yearly budget*
- *Organize and manage fundraisers*

Section B : Eligibility

Officers must be able to fulfill the duties outlined in the bylaws, in addition to being an active member all year regardless of competition status. Officers also must be UIL eligible and show good character with strong morals.

Section C : Election

Officers must go through an approval process by submitting an application and interviewing with the faculty advisors. Once approved, the officers shall be elected by ballot at the 3rd to last meeting of the spring semester by a majority of the vote cast for that office.

2018-2019 School Year

Section D : Term

The officers shall serve for one year and their term of office shall begin at the conclusion of the election.

Section E : Vacancy

If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term. Vacancies in any other office shall be filled by a special election.

Section F : Responsibility

If any officer fails to carry out the duties of his/her office then he/she will be removed from his/her office and absolved from all duties.

ARTICLE 4 : MEETINGS

Section A : General Meetings

Regular meetings shall be held the 1st and 3rd Wednesday every month during the regular school year.

Section B : Special Meetings

Special meetings may be called by the President with the approval of the Executive Committee and Faculty advisors.

Section C : Quorum

A quorum shall consist of at least two-thirds (2/3) of the active membership.

Section D : Parliamentary Authority

Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE 5 : EXECUTIVE COMMITTEE

Section A : Responsibility

Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B : Membership

This committee shall consist of the student officers as listed in Article 3: Section A.

Section C : Meetings

This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

Section D: Ties

In the event that a tie occurs during any vote, the motion will be decided by consensus of the advisors. In the event the advisors cannot agree, the motion will be moved to the chapter membership.

Section E: Motion to Move

2018-2019 School Year

In the event that a tie occurs during any vote, any student officer may Motion to Move the motion to the chapter membership. This motion must be seconded to pass.

ARTICLE 6 : ADVISOR

Section A : Duties

The responsibilities of the faculty advisor shall be to:

- *Maintain an awareness of the activities and programs sponsored by the student club.*
- *Meet on a regular basis with the leadership of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.*
- *Oversee regular meetings, executive board meetings as often as schedule allows.*
- *Assist in the orientation of new officers.*
- *Explain and clarify campus policy and procedures that apply to the club.*
- *Provide direction in the area of parliamentary procedure, meeting facilitation, team-building, goal setting, and program planning.*
- *Oversee the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.*
- *Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.*
- *Approve or deny passed motions by the executive committee.*

ARTICLE 7 : COMMITTEES

Section A : Program Committee

A program committee composed of the Vice-President as chairperson and three other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B : Social Committee

A social committee composed of the Vice-President as chairperson and three other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan social events and maintain the Klein High School Criminal Justice Club social media accounts.

Section C: Special Committees

The President shall have the authority to appoint any special committees, with the approval of the Executive Committee and faculty advisor, from time to time as need demands.

ARTICLE 8 : AMENDMENTS

Section A : Selection

These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership during the school year or by district mandate.

Section B: Notice

All members shall receive advance notice of the proposed amendment at least five days before the meeting.

Section C: Uniform

Uniforms are required on meeting days, failure to wear a complete uniform will result in your meeting sign in being nullified and will count as an absence. The official uniform is defined as follows, 5.11 Button Up duty Shirt, Name Bar, Rank Insignia, Dark Undershirt or Club T-Shirt, 5.11 Tactical duty Pants, Under Belt or Black tactical Belt, and Black Tactical Boots. If any of these items are damaged, do not fit, or are incapable of being worn contact the Officer of the Vice President. If approved members will receive instructions on appropriate clothing.

RATIFICATION

This set of bylaws is hereby ratified on the date of *January 16, 2019* by the *Active Chapter Membership*