



Criminal Justice Student Association (CJSA)
School of Public Affairs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182

BYLAWS

Criminal Justice Student Association at San Diego State University

ARTICLE I **NAME OF ORGANIZATION**

Section 1. The name of this organization shall be the Criminal Justice Student Association at San Diego State University.

ARTICLE II **PURPOSE**

Section 1: The purposes of this organization are to establish relationships among students with similar interests in the Criminal Justice field and support/promote the study and administration of the criminal justice system. This includes familiarizing students with careers in criminal justice, developing and promoting relationships between students and professionals in the field, and fostering a positive relationship with the community.

ARTICLE III **SDSU AUTHORITY STATEMENT**

Section 1 This organization is a recognized student organization at San Diego State University and adheres to all campus policies, **including those set forth** in the *SDSU Student Organization Handbook*.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV**MEMBERSHIP**

- Section 1** Participation and membership in the organization shall be open to those enrolled at San Diego State University.
- Section 2** This organization shall have associated members who are non-CSU students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., community members, students at other colleges, etc.) unless, in cases where an educational need is met, the vice president for student affairs or designee may waive the membership provisions for student organizations.
- Section 3** No campus shall recognize any fraternity, sorority, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color, **caste**, and **ancestry**), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (**physical or mental**).

ARTICLE V**OFFICERS**

- Section 1** The officers of the organization shall be the President, Vice President, Treasurer, Secretary, Communications Executive, Event Coordinator, Outreach Executive, Professional and Academic Executive, and Community Service Executive.
- Section 2** **Powers and Duties of Officers**
- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
 - b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if

the office becomes vacant until the President's role is filled, per the organization's bylaws.

- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organizational correspondence and shall keep copies thereof on file. The Secretary shall assist in maintaining membership records for the organization.
- e. The Communications Executive shall be responsible for managing all internal and external communications on behalf of the Criminal Justice Student Association. The Communications Executive shall keep an accurate and complete record of the weekly General Body Meetings and Executive Board Meetings. This officer shall oversee, or delegate as necessary, the creation and distribution of all organizational correspondence and announcements, including but not limited to the association's email newsletter, Instagram page, LinkedIn profile, and any other platforms of communication the association may establish. The Communications Executive shall also maintain an up-to-date database of current and former member information, as well as a comprehensive list of important club contacts and resources, both housed on Google Docs. Additional responsibilities may be assigned as deemed appropriate by the organization.
- f. The Event Coordinator shall supervise and coordinate the planning and execution of all events and activities hosted or sponsored by the Criminal Justice Student Association. This officer shall take the lead in developing, organizing, and implementing events that align with the mission and goals of the organization. The Event Coordinator shall ensure that all logistical aspects of each event—such as scheduling, reservations, supplies, and necessary approvals—are managed effectively. The Event Coordinator shall also compile and submit a monthly calendar of events to the Executive Board by the 1st of each month and shall provide relevant event information to the Communications Executive. Additional responsibilities may be assigned as needed to support the organization's programming efforts.
- g. The Outreach Executive shall be responsible for building and maintaining relationships with professionals, organizations, and community partners

on behalf of the Criminal Justice Student Association. This officer shall coordinate the scheduling and appearance of professional and guest speakers for weekly General Body Meetings, ensuring that speakers align with the educational and career interests of the membership. The Outreach Executive may also take initiative in developing new outreach opportunities and partnerships that benefit the organization's growth and reputation. Additional duties may be assigned as necessary.

- h. The Professional and Academic Executive shall be responsible for gathering and providing relevant academic and professional resources to support the success of Criminal Justice Student Association members. This officer shall coordinate and facilitate workshops, organize study group sessions, and share information about scholarships, internships, and other career development opportunities. Additionally, the Professional and Academic Executive shall be available to assist members with any inquiries related to academics or professional growth and advancement.
- i. The Community Service Executive shall be responsible for organizing all volunteer activities for active members of the Criminal Justice Student Association. This officer shall actively seek out and notify members of volunteer opportunities within the local community that align with the values and mission of the organization. The Community Service Executive shall maintain regular communication with the President and the Communications Executive to ensure all relevant opportunities are effectively promoted and accessible to members. Additional duties may be assigned as needed to support the association's service initiatives.

Section 3

Officer qualifications and eligibility necessary to hold office in this organization are as follows:

California State University policies require that to be eligible for office, candidates must be in **good standing** and enrolled students at San Diego State University.

To be eligible to hold an Executive Board position within the Criminal Justice Student Association, candidates must be in good standing with the organization and must be up-to-date on all dues for the current academic year. Candidates should demonstrate a clear understanding of the club's mission, values, and goals. Additionally, eligibility for the office of President requires that the candidate has served in an Executive Board position for at least one full academic year before running. Familiarity with the organization's operations, events, and expectations is essential for all candidates seeking leadership roles.

California State University and San Diego State University policies require that the President and Treasurer must be matriculated at a CSU campus, maintain a minimum on-campus term and cumulative 2.0 grade point average (GPA), be in good standing, and must not be on academic, disciplinary, or

administrative probation. The President and Treasurer must be enrolled in at least six units each semester while holding office. Graduate and credential officers must earn 3 semester units per term while holding office. Undergraduate students are allowed to earn a maximum of 150 semester units or **125 percent** of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible.

No member may hold more than one office of the organization. No member may serve more than two years in the same office.

ARTICLE VI

SELECTION OF OFFICERS

- Section 1** The President, Vice President, Treasurer, and Secretary are elected annually. Elections are held at the end of each spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: President, Vice President, Treasurer, and Secretary.
- Section 4** Officers shall be elected by a majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote.
- Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6** The following officers shall be appointed by the President: Communications Executive, Event Coordinator, Outreach Executive, Professional and Academic Executive, and Community Service Executive. Ratification by majority vote of the executive board will be required.
- Section 7** Officers shall assume office on May 22, 2024, and shall serve beginning on May 22, 2024, and ending on May 21st of the following year.
- Section 8** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting, and a recall vote shall be taken at the next

regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII **MEETINGS**

Section 1 Regular meetings shall be scheduled weekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as one-third of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted. In the event that circumstances prohibit in-person meetings, members may join the meeting virtually. The vote may be conducted virtually, synchronously.

Section 5 In order to vote, a member must be in good standing. Good standing is defined as having paid the annual membership fee of \$20 and attended at least 1 General Body Meeting each semester of membership. Only members who meet these criteria are eligible to vote. Members who do not meet these requirements shall be considered non-voting members and may still participate in general meetings and events, but will not have voting privileges.

ARTICLE VIII **ADVISOR(S) CLAUSE**

Section 1 The organization shall appoint a University advisor who is either a faculty or staff member of the CSU or one of its **auxiliaries**. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE IX **EXECUTIVE COMMITTEE**

- Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
- Section 3** When necessary, Executive Committee business can be conducted via email or via online meetings.
- Section 4** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- Section 5** The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X **STANDING AND AD HOC COMMITTEES**

- Section 1** This organization shall have no standing committees.

ARTICLE XI **FINANCES CLAUSE**

- Section 1** Membership dues shall be \$20 per academic year.
- Section 2** Dues shall be paid by September 15th.
- Section 4** Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
- Section 5** The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$500.
- Section 6** Organization funds, as well as funds collected by the organization, shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII **DISCIPLINARY PROCEDURES**

- Section 1** Whenever it appears that a student organization has violated the Student Organization Code of Conduct, a report should be directed to the Office of the

Dean of Students. Reports can be submitted via the Student Organization Incident Report Form. Concerns may also be submitted by email. Concerns for hazing may be submitted by emailing reporthazing@sdsu.edu.

Section 2

The coordination of investigations may necessitate collaboration between the Office of the Dean of Students and the Center for Student Rights & Responsibilities (CSRR). Referrals can be made by both offices at any time. For example, in cases reported to the Office of the Dean of Students where individual students may have violated the Student Code of Conduct, the matter may be referred to CSRR and an investigation may be conducted. Similarly, if investigations facilitated by CSRR indicate that members of a student organization appear to have violated the Student Organization Code of Conduct, the matter may be referred to the Office of the Dean of Students, who may facilitate an investigation.

Section 3

When a member believes that another member has engaged in conduct that allegedly violates the organization's bylaws, mission, or standards, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate.

When the conduct involves potential discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and/or retaliation, a student organization investigation **may not be conducted**, and the information must be reported immediately to the SDSU Center for the Prevention of Harassment & Discrimination (email cphd@sdsu.edu or call 619.594.6464).

If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter.

The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine, or corrective remedies.

Section 4

The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 5 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 6 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII AMENDMENTS

Section 1 Proposed amendments to these bylaws shall originate from the Executive Committee. Once drafted, the proposed amendment must be approved by a majority vote of the Executive Committee. Following this approval, the amendment shall be presented to the general membership in writing at the next scheduled General Body Meeting. At that same meeting, the membership shall vote on the proposed amendment.

Section 2 Bylaw amendments require approval by one-third of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Center for Student Organizations & Activities at San Diego State University within two weeks after adoption.

These bylaws were adopted on 8/12/2025 and most recently revised on 8/11/2025.

For more information or additional assistance, please contact:

Center for Student Organizations & Activities, Conrad Prebys Aztec Student Union, Suite 210
(619) 594-5221 | sll@sdsu.edu | www.sll.sdsu.edu