**University of Delaware**

**Sociology and Criminal Justice Graduate Council**

**Constitution**

**Article I. Name and Purpose**

Section 1. This organization shall be known as the Sociology and Criminal Justice Graduate Council, hereafter referred to as “the Council” or “SCJGC”.

Section 2. The purpose of this organization shall be to promote the academic and professional development of graduate students in Sociology and Criminal Justice and serve as the official voice of Sociology and Criminal Justice graduate students in representing their interests to the faculty, the administration, and the University community at large.

**Article II. Membership**

Section 1. Membership is automatically conferred to all students enrolled in a graduate program in Sociology or Criminology at the University of Delaware.

Section 2. No individual shall be denied membership because of race/ethnicity, sex/gender, class, creed religion, age, ability, citizenship status, sexual orientation, national origin, criminal record, or any other social attribute.

Section 3. Voting Privilege

A. All members are entitled to vote on any issue brought before the Council.

B. Members will be informed of issues via email before the meeting and must be present to vote. Exceptions to in-person voting include changes to the Constitution (as outlined in Article VI) and elections (as outlined in Article III).

C. In-person voting must take place during the regular monthly Council meetings. Voting cannot, under any circumstances, take place during any non-regular meeting or specially called meetings.

**Article III. Elected Council Members and General Responsibilities**

Section 1. Council members with special responsibilities (described in Article III) are elected among members in accordance with procedures stipulated in Article IV.

Section 2. Elected Council Members

A. The Council’s officers include the President, Vice-President, Secretary, Treasurer, and Webmaster.

B. The Council’s committee representatives include the Graduate Policy Committee Representative, Faculty Representative, and Colloquia Committee Representative.

C. The Council’s special committee chairs include the Jan Burrows Award Committee Chair, the Professional Development Committee Chair, the Service Committee Chair, and the Wellness Committee Chair.

D. The Council’s special representatives include the Graduate Conference Committee Representative and the Graduate Student Government Representative.

Section 3. General Responsibilities

1. All positions are elected, voluntary, and have a term of one year. If, at any time during that year, an elected council member chooses to resign or is unable to fulfill the duties as set forth herein, they are required to immediately notify the Council (as outlined in Article IV, Section 2).
	1. In the case of committee representatives, special committee chairs, special representatives, Secretary, Treasurer, or Webmaster resignation, a replacement will be appointed by the current President.
	2. In the case of Vice President resignation, a new election will be held for the position of Interim Vice President, as outlined in Article IV, Section 1.J.
	3. In the case of President resignation, the current Vice President will step into the role of President, and a new election will be held for the position of Interim Vice President, as outlined in Article IV, Section 1.J.

B. All elected Council members are expected to attend all regular monthly council meetings and fulfill the duties of their position. Any continuous dereliction of duties may result in permanent removal from the held position.

**Article IV. Election and Removal of Elected Council Members**

Section 1. Election Process

A. The Council will hold spring and fall elections.

1. The following positions will be elected in the spring: President, Vice President, Secretary, Graduate Policy Committee Representatives, Faculty Representatives, and Colloquia Committee Representative.

2. The following positions will be elected in the fall: Treasurer, Webmaster, Jan Burrows Award Committee Representative, Service Committee Chair, Professional Development Committee Chair, and Wellness Committee Chair.

B. The current president will chair the election. If the current president is running for a position, then the existing members of the Council will vote for a different member (who is not running for a position) to chair the election.

C. The chair of the election will send an email to the entire Council seeking nominations for positions to be held the following academic year. The email will include a list of positions, descriptions of responsibilities, and the criteria for selection.

D. The nomination period will remain open for one week. Graduate students who are enrolled for the following academic year may nominate themselves or another graduate student in the department for a council position by informing the chair of the election. The nomination period will remain open for one week.

E. The chair of the election will send an electronic survey to all graduate students with each position and the names of the candidates. The election period will remain open for one week. Each position will be filled by the individual who receives the majority of the casted votes for that position.

F. Upon election, the President-elect shall enter into a mentorship with the President to be completed by the May meeting, in which all newly elected officers take office at the conclusion of old business.

G. Students may not serve in the same position in consecutive years unless there are no other nominations for that position.

H. Students may not serve in more than one position during a given academic year unless there are no other nominations for either position. Exclusions to this rule include the Special Representatives, who are not elected council members.

I. Interim Positions

1. An interim Secretary, Treasurer, or Webmaster will be appointed by the current President in an instance of removal or resignation of the Secretary, Treasurer, or Webmaster, or in instances of special need.

2. The interim Secretary, Treasurer, or Webmaster will be appointed by the Office of the President after a 3-day solicitation period.

3. The term for interim positions will not extend past the next regular election for that position.

J. Special Circumstance: If the President’s position becomes vacant (by resignation or removal), the Vice President shall assume the role of the President until the end of the regular term. He, she, or they will then solicit nominations and hold an election for an interim Vice President.

1. The current President (that person who just moved offices from Vice President to President) will chair the election.
2. The chair of the election will send an email to the entire Council seeking nominations for the position of Vice President.
3. The nomination period will remain open for one week. Current graduate students may nominate themselves or another graduate student in the department by informing the chair of the election. The nomination period will remain open for one week.
4. The chair of the election will send an electronic survey to all graduate students with the names of the candidates. The election period will remain open for one week. The position will be filled by the individual who receives the majority of the casted votes.

Section 2. Removal Process

A. An elected council member may resign from his or her position by submitting written notification to the Office of the President. In the case of the President’s resignation, he or she must notify the Office of the Vice President.

B. An elected council member may be removed from position through a vote from the council members.

1. A motion may be offered by any member of the council for the removal of any elected council member due to a dereliction of duties or any other reason deemed necessary by the Council’s members.

2. The motion for removal must be presented at a regular monthly council meeting. The accused elected council member does not need to be present for the motion to be heard. At the request of the accused, a special meeting may be called for the accused to offer a rebuttal.

3. The motion for removal will be approved through a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

**Article V. Elected Council Members and Duties**

Section 1. Officers

A. The Office of President

The President shall:

1. Call and preside over SCJGC meetings.

2. Call SCJGC elections and special elections whenever necessary.

3. Serve as a substitute for any committee representative who is unable to attend a meeting.

4. Complete all necessary paperwork for the Council to maintain its status as an official student organization.

B. The Office of Vice President

The Vice President shall:

1. Preside over SCJGC meetings at the request of or in the absence of the President.

2. Act as proxy at the President’s request.

3. Serve as a substitute for any committee representative who is unable to attend a meeting.

C. The Office of Secretary

The Secretary shall:

1. Record and maintain minutes of the SCJGC and circulate copies of the minutes to all graduate students.

2. Maintain an archived record of meeting minutes.

3. Maintain a roll of council members and call the roll whenever a roll call vote is taken.

4. Send email meeting reminders for all SCJGC meetings.

D. The Office of the Treasurer

The Treasurer shall:

1. Maintain financial records of the organization’s activities.

2. Handle any requests or proposals for funding.

3. Submit yearly financial report of the organization’s activities.

E. The Office of the Webmaster

The Webmaster shall:

1. Maintain the SCJGC Website.

2. Work with the executive committee to provide and maintain a prompt and reliable flow of information from the SCJGC and its constituent members.

Section 2. Representatives

A. Graduate Policy Committee Representative

The Graduate Policy Committee Representatives shall:

1. Serve as the SCJGC Representative to the Graduate Policy Committee

2. Attend all GPC meetings when allowed by the GPC.

3. Submit regular reports to the SCJGC.

B. Faculty Representative

The Faculty Representative shall:

1. Serve as the SCJGC Representative to the Faculty.

2. Attend all Faculty meetings when allowed by the Faculty.

3. Submit regular reports to the SCJGC.

 C. Colloquia Committee Representative

 The Colloquia Committee Representative shall:

1. Serve as the SCJGC Representative to the Colloquia Committee.
2. Attend all Colloquia meetings when allowed by the Colloquia Committee.
3. Submit regular reports to the SCJGC.

Section 3. Committee Chairs

A. Jan Burrows Award Committee Chair

The Jan Burrows Award Committee Chair shall:

1. Organize and supervise the Jan Burrows Award Committee.

2. Submit regular reports to the SCJGC.

B. Service Committee Chair

The Service Committee Chair shall:

1. Organize and supervise the Service Committee.

2. Submit regular reports to the SCJGC.

C. Professional Development Committee Chair

The Professional Development Committee Chair shall:

1. Organize and supervise the Professional Development Committee

2. Submit regular reports to the SCJGC.

 D. Wellness Committee Chair

 The Wellness Committee Chair shall:

1. Organize and supervise the Wellness Committee.
2. Submit regular reports to the SCJGC.

Section 4. Special Representatives

A. Special Representatives serve as representation for their respective committee or organization to the Council. They are only governed by the Council to the extent of the duties and rules in this document

1. The Special Representatives are not elected council members.

2. The Council is not responsible for appointing or electing the Special Representatives. They will be appointed by their respective committee or organization.

3. The Council does not hold any governing power over the committees or organizations on which the special representatives serve.

B. Graduate Student Government Representative

The GSG Representative shall:

1. Serve as the SCJGC Representative to the GSG.

2. Fulfill duties as outlined in the GSG Constitution.

3. Submit regular reports to the SCJGC.

C. Graduate Conference Committee Representative

The Grad Student Conference Committee Representative shall:

1. Serve as the SCJGC Representative to the Graduate Conference Committee.

2. Fulfill duties outlined by the Graduate Conference Committee.

3. Submit regular reports to the SCJGC.

**Article VI. Committees**

Section 1. The SCJGC shall make provision for any standing or special committees as needs arise.

Section 2. Standing Committees

A. The standing committees shall be:

1. Jan Burrows Award

2. Service

3. Professional Development

4. Wellness

B. The members of these committees shall be volunteers.

Section 3. Duties of Standing Committees

A. Jan Burrows Award committee shall:

The Jan Burrows Award committee shall:

1. Solicit nominations for the Jan Burrows Award.

2. Organize a vote amongst the Council to elect a winner.

3. Select a grad student to present the Jan Burrows award to the recipient at the Department’s Spring Awards Banquet.

4. Maintain communication about the award recipient with the administrative assistants of the Department of Sociology and Criminal Justice.

5. Oversee any post-hoc decisions for previous awards. In order to maintain the integrity of the award, the council reserves the right to rescind the Jan Burrows award for any reason. A council member must present the motion to rescind the award at a regular monthly council meeting. The rescission will be approved through a two-thirds majority of the votes present at the next meeting after the one at which the motion for rescission is introduced.

B. Professional Development Committee

The Professional Development Committee shall:

1. Solicit requests for types of professional development.

2. Submit proposals and budget for professional development events to the SCJGC.

3. Apply for any outside monetary assistance.

4. Coordinate and organize professional development events.

5. Submit evaluation of the event to the SCJGC.

C. Service Committee

The Service Committee shall:

1. Solicit requests for volunteer opportunities.

2. Coordinate and organize service-focused events.

3. Plan event for prospective graduate students during their visit.

4. Plan event for incoming graduate students at the beginning of the year.

5. Submit evaluations of service events to SCJGC.

 D. Wellness Committee

 The Wellness Committee shall:

1. Solicit requests for social activities and wellness events.
2. Coordinate and organize social activities and wellness events.
3. Notify graduate students of social and wellness-related resources and events sponsored by other departments, student organizations, colleges, and the university.
4. Submit evaluations of wellness events to SCJGC.

**Article VII. Amending the Constitution and Bylaws**

Section 1. Amendments to the constitution or by-laws shall be presented by members of the Council in writing and read at a regular meeting. Upon informing each member of the proposed amendments, voting will be conducted online, and polls shall remain open for one week. A two-thirds majority of members who vote shall be required. Any student who abstains from voting consents to the majority’s decision.

**Article VIII. Meetings**

Section 1. An initial meeting of the SCJGC will be held no later than two weeks after the start of both the fall and spring semesters. The date and time of regular monthly meetings shall thereafter be determined by the active membership. Other meetings may be called under special circumstances.

Section 2. All SCJGC meetings are open to all graduate students in the department of Sociology and Criminal Justice.

**Article VIII. Faculty Advisor**

Section 1. Selecting a Faculty Advisor

A. The faculty advisor must be a faculty member of the Sociology and Criminal Justice Department.

B. The faculty advisor, once selected, will serve an unlimited term until he or she is unable to do so or the Council determines a need for a new advisor.

C. A new advisor will be selected under the follow procedure:

 1. The Vice-President will chair the election process.

2. The President of the Council will select a faculty member, on a volunteer basis, to present to the council as a nomination.

3. The council will vote online to approve the President’s nomination. A majority the votes received is necessary for approval.

4. If the President’s nomination is rejected, he or she will present a new nomination and a new voting process will take place.

Section 2. Duties of the Faculty Advisor

A. The faculty advisor will advise the elected council members, assist in resolving any internal disputes.

B. The faculty advisor will serve as a liaison between the Council and the Department and the University.