CHAPTER BYLAWS
ALPHA PHI SIGMA – KAPPA XI

ARTICLE I
NAME

Section 1. The name of this organization shall be known as Kappa Xi – University of Colorado Denver, a local chapter of Alpha Phi Sigma, which is the National Criminal Justice Honor Society.

ARTICLE II
MISSION/GOALS/PURPOSE

Section 1. The Mission of Alpha Phi Sigma is to promote analytical thinking, rigorous scholarship and life long learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Section 2. Goals. The Goals of Alpha Phi Sigma shall be to honor and promote academic excellence; service; leadership and unity.

Section 3. Purpose. The purpose of Kappa Xi chapter is to promote the National Mission as well as develop sustaining relationships with organizations that will support the professional development of our membership and help our members prepare for a successful future in the criminal justice system.

Section 4. Oath of Membership. In the presence of the Alpha Phi Sigma members here assembled, I do hereby solemnly promise to uphold the ideals and traditions, maintain high moral character and commit myself to be governed by the Bylaws of the Alpha Phi Sigma, the National Criminal Justice Honor Society and the local and national officers.

ARTICLE III
CHAPTER MEMBERS

Section 1. Membership. The Kappa Xi shall have the following members: Collegiate Members and Faculty Members (otherwise known as “Active Members”); Honorary Members (otherwise known as “Members”) and Alumni Members (otherwise known as Alumni Members or Alumni Association Members) Criteria for memberships are set forth below.

Section 2. Criteria for Membership. Members of Kappa Xi chapter shall meet the following minimum membership criteria:

A. Collegiate Members (Active Members). Collegiate members shall be students enrolled in undergraduate or graduate programs at University of Colorado Denver. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter.
Membership applications shall be signed by the chapter advisor, submitted to and accepted by the National Headquarters.

1. Undergraduate students shall be enrolled in University of Colorado Denver, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.

2. Graduate students shall be enrolled in a graduate program in criminal justice or related field; have completed four courses; have a minimum GPA of 3.4 on a 4.0 scale or rank in the upper 25% of their class.

3. Transfer Members. Any Alpha Phi Sigma member who transfers to University of Colorado Denver shall be accepted into Kappa Xi chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of Kappa Xi. National Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.

B. Faculty Members. Faculty and administration involvement is recognized and encouraged. Candidates for faculty membership must be full-time faculty or administrators in a criminal justice related field. They must have completed a minimum of one year full-time teaching/administrative duties at University of Colorado Denver and be elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.

C. Honorary Members (Members). Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for Kappa Xi. Honorary Members may not be students. The Kappa Xi Advisor shall approve nominations. Kappa Xi may grant no more than three honorary memberships in any academic year. Honorary Members must be elected by a 2/3 vote of the chapter. Kappa Xi members may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by National Headquarters.
D. Professional Members (Members). Others meeting the following criteria may be elected to professional membership by Kappa Xi chapter and contribute a one-time fee to National Headquarters.

i. earned one or more degrees in criminal justice or related field with a minimum cumulative 3.2 GPA on a 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA on 4.0 scale or rank in the top 25% of their class as graduate students and not been previously initiated into the Society, or

ii. working in the field of criminal justice as a criminal justice practitioner for a minimum of two (2) years and earned one or more degrees in a non-related field with a minimum cumulative 3.2 GPA on 4.0 scale and rank in the top 35% of the class as undergraduates or with a minimum cumulative 3.4 GPA or rank in the upper 25% of their class as graduate students.

E. Alumni Members. Kappa Xi members in good standing at the time of graduation from University of Colorado Denver are alumni members.

F. Alumni Association Members. Alumni Association Members are Alpha Phi Sigma alumni members who have applied for membership in the Alumni Association. There are three categories in the National Alumni Association: Annual, Lifetime, and Professional Members.

1. Annual – Alumni shall apply for membership and contribute an annual fee to the Alumni Association.

2. Lifetime – Alumni shall apply for membership and contribute a one-time fee.

Section 3. Additional Qualifications/Nondiscrimination. Membership in Kappa Xi is open to qualified candidates including persons with disability, without regard to age, color, gender, national origin, race, religion, sexual orientation, ancestry, veteran’s status, and or political affiliation.

Section 4. Privileges of Membership. Active Members and Alumni Association Members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Kappa Xi. Honorary members and Professional members shall have all the privileges of active members except the right to vote, hold office or serve on committees.

Section 5. Dues. The national dues, fees and assessments for each category of membership shall be determined annually by the National Advisory Board. Local chapter
dues shall be set as part of Kappa Xi’s standing rules by a simple majority vote of officers.

Section 6. Voting of Active Members. Each Active Member of Kappa Xi is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the bylaws of this chapter.

Section 7. Resignation of Membership. An active member desiring to resign from the Society shall submit such resignation in writing to the Chapter Advisor. The Chapter Advisor shall forward the acceptance of such resignation to the Executive Director who will remove the name from the national registry. Any member having resigned from membership may be reinstated with good reason upon application to the Chapter Advisor and upon meeting such uniform terms and conditions as may be established by the Chapter and the National Advisory Board. After acceptance by the Chapter Advisor, it is then submitted with explanation to the Executive Director. A member resigning shall not be entitled to return of dues, either local or national.

Section 8. Suspension or Termination of Membership. In addition, membership in the Society may be suspended or terminated by the Alpha Phi Sigma National Advisory Board for just cause. Sufficient cause for such suspension or termination of membership may result from violation of the National Bylaws or any lawful rule or practice adopted by the Society or other conduct deemed by the National Advisory Board to be prejudicial to the best interests of the Society. A statement of the charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty days notice shall be given, and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the National Advisory Board. The Board may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the National Advisory Board. A member suspended or terminated for just cause shall not be entitled to return of dues.

Members may be removed as local chapter members according to the following process:

Grounds for Removal: Any member not fulfilling the requirement as outlined in the bylaws of this organization to the satisfaction of the voting membership or violating University of Colorado Denver policy or the Student Code of Conduct may be removed from membership. A simple majority vote of the Chapter’s Executive Committee shall be required for removal of any member. Notice of Charges: The motion to remove a member from this organization must be presented in meeting to the total voting membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place. Right to Appeal: Appeals relating to the removal of members shall be done through the Chapter’s Executive Committee consisting of chapter officers and chapter advisors. Appeals must be made within two weeks after the vote for removal has been taken. Form of Vote: All voting under this section shall be done by secret ballot.
ARTICLE IV
OFFICERS

Section 1. Qualifications. All officers must be part-time or full-time students at University of Colorado Denver, and must maintain a minimum cumulative GPA as stated in these bylaws or be Alumni members who graduated in good standing.

Section 2. Elected Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary, and (d) Treasurer.

Section 3. Term of Office. Officers are elected annually at a time deemed appropriate by the Chapter and shall serve terms determined by the Chapter until his/her successor is appointed or elected. The elected officers shall be members of the Chapter’s Executive Committee.

Section 4. Elections. Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated before a term has expired. Nomination of candidates: A candidate for office must be nominated by the Nomination Committee. Members interested in an office may submit a letter of interest to the Nomination Committee prior to the distribution of the election ballot. Time of Elections: General elections shall be held annually at a time determined by the Chapter and special elections shall be held as necessary. Form of Vote: All elections shall be by ballot of the voting members. Each voting member shall have one vote. A majority vote shall elect. In the event that no nominee receives a majority vote on the first ballot, the nominees receiving the most votes shall be voted upon again using the above procedure.

Section 5. Duties.

A. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall have general supervision of the Chapter Officers; shall appoint members to chapter committees and shall be an ex-officio member of these committees; shall submit the names of all the officers of Alpha Phi Sigma to the National Headquarters and to the University of Colorado Denver Student Activity Office no more than four weeks after the beginning of the fall semester and within ten days of any election; shall submit additional information as required to the Student Activities Office; shall assist the Treasurer in preparation of requests for funding from the Associated Students, and shall sign said requests; shall assist the Kappa Xi Chapter Advisor in completing the Chapter and Financial Reports for the Chapter Advisor to submit to the National Headquarters.

B. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; shall represent the
President whenever necessary; shall be responsible for amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership when necessary.

C. Secretary: shall keep records of all meetings, record meeting minutes and be responsible for all official Alpha Phi Sigma correspondence; shall keep record of all decisions made by ballot vote; shall create and distribute chapter newsletter to members; shall have other duties as determined by the chapter President and Vice President.

D. Treasurer: shall be the financial officer of Alpha Phi Sigma; shall report on accounting of revenues and expenses upon request at any organizational meeting; shall prepare, at the end of each school year, all financial records for audit; shall assist the Advisor and the President in preparation of the requests for funding from the University of Colorado Denver Associated Students (Office of Student Life), and shall sign said request; shall receive and dispense all monies as approved.

Section 6. Removal of Officers. Any elected officer of the Chapter may be removed for just cause. Sufficient cause for such removal may be violation of the Chapter Bylaws or Society Bylaws or any lawful rule, practice, or procedure adopted by the Chapter or other conduct deemed to be prejudicial to the best interest of the Chapter. Grounds for Removal: Any officer not fulfilling his/her duties as outlined in these bylaws to the satisfaction of the voting membership or who has violated a university policy or Student Code of Conduct, may be removed from office. A simple majority vote of the Chapter’s Executive Committee at a formal hearing shall be required for removal of any officer. Notice of Charges: The motion to remove an officer from his/her position must be presented in writing to the total membership at least 2 weeks before the meeting at which the removal will be voted. Right to Fair Hearing: The officer subject of removal shall have the right to present his/her case to the membership at the hearing in which the removal is to take place. Right to Appeal: Appeals relating to the removal of officers shall be done through the Chapter’s Executive Committee. Appeals must be made within two weeks after the vote for removal has taken place. Form of Vote: All voting under this section shall be done by secret ballot.

ARTICLE V
ADVISOR

Kappa Xi chapter shall have a chapter advisor, who is a full time faculty member at University of Colorado Denver. Kappa Xi may have assistant advisors, who are full time or part time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.
ARTICLE VI
MEETINGS

Section 1: Quorum. To conduct business, a simple majority of the total voting membership must be present at the meeting. A simple majority of the total voting membership must be present (or respond electronically) for all elections.

Section 2: Voting Percentages. Motions dealing with amendments and the removal of officers will require a simple majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

Section 3: Parliamentary Authority. The bylaws of Kappa Xi shall be the supreme authority in parliamentary procedure at all meetings. Robert’s Rules of Order shall be the procedure used to conduct meetings except where it conflicts with these bylaws.

Section 4: Frequency of Meetings. Kappa Xi shall meet as necessary during each semester. The President or a 2/3 majority of the total voting membership may call emergency meetings. Written and/or verbal notice of Kappa Xi meetings shall be given to all members at least 7 days prior to such meetings. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

ARTICLE VII
COMMITTEES

Section 1: The President or the Chapter Advisor shall have the authority to appoint any special committees that will meet the needs of Kappa Xi.

Section 2: Committees may include, but are not limited to membership committee, nomination committee, program committee, publicity committee, fund raising committee, social committee, etc.

ARTICLE VIII
FINANCIALS

Section 1. Non Profit Status Kappa Xi Chapter is a nonprofit society with an IRS assigned EIN. The Chapter will receive its assigned EIN from the IRS through Alpha Phi Sigma Headquarters. Kappa Xi Chapter is organized exclusively for educational, charitable, and scientific purposes, including for such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 2. Use of Funds No part of the net earnings of Kappa Xi Chapter shall be used to the benefit of any private individual, and no substantial part of the activities of the Chapter shall involve propaganda or otherwise attempt to influence legislation, and the
Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution or statements).

Section 3: The finances of Kappa Xi chapter will come from fund raising projects, individual contributions, dues, chapter awards, the Associated Students of University of Colorado Denver, and/or from University of Colorado Denver.

Section 4: The fiscal year for Kappa Xi chapter shall begin August 1 and end July 31.

Section 5: If the Kappa Xi chapter dissolves, any funds will be given to the scholarship funds of the Department of School of Public Affairs at University of Colorado Denver or to Alpha Phi Sigma National Headquarters. If this chapter dissolves, another chapter at this institution may not be chartered until 3 years after the dissolution of the preceding chapter.

Section 6: An annual accounting of the ledgers will be conducted by the outgoing Treasurer and shall be available to the membership for ninety (90) days following the close of the fiscal year.

ARTICLE IX
STANDING RULES, BYLAWS, AMENDMENTS

Section 1: Standing Rules. This organization may approve standing rules for the specific operation of this organization.

Section 2: Bylaws. No bylaw shall be adopted that is contrary to the provisions of the Alpha Phi Sigma National Bylaws. Vote Required. The organization may adopt, amend, or rescind any bylaw by a simple majority vote of local membership. Any proposed bylaw change must be publicized in writing to the members at least one week prior to the meeting at which it is to be voted on.

Section 3: Amendments. A proposal to amend the bylaws must be presented to the total membership in the form of a motion at least seven (7) days before it is to be voted upon. A proposed amendment must be adopted by a majority of the total voting membership of the chapter and must be approved by the Associated Students of University of Colorado Denver to become effective.

ARTICLE X
EXECUTIVE COMMITTEE

Section 1: Responsibility. Management of the organization shall be vested in an Executive Committee, responsible to the entire membership to uphold these bylaws.

Section 2: Membership. Membership shall consist of President, Vice-President, Secretary, Treasurer, and the Chapter Advisor(s).
Section 3: Meetings. The Executive Committee shall meet at as necessary to organize and plan future activities and agenda items for meetings.

Section 4. Quorum. A quorum of this committee shall consist of at least 3 members.

ENACTMENT:
Approved by the Chapter Executive Committee on the 11th day of March 2010 by a majority vote.

[Signatures]
President

[Signature]
Vice President

[Signature]
Secretary

[Signature]
Treasurer