

Lambda Alpha Epsilon
The American Criminal Justice Association

Chi Nu Chapter Bylaws
Radford University ~ Radford, Virginia
Revised Spring 2009

We the Chi Nu Chapter of Lambda Alpha Epsilon Fraternity accept the Grand Chapter Bylaws in total and make certain additions to our subordinate chapter.

ARTICLE I: NAME

This organization shall be known as the Chi Nu Chapter of Lambda Alpha Epsilon

ARTICLE II: OBJECTIVE

Objectives of the Fraternity

1. To improve criminal justice through educational activities.
2. To foster professionalism in law enforcement personnel and agencies
3. To promote professional, academic, and public awareness of criminal justice issues.
4. To encourage the establishment and expansion of higher education and professional training in criminal justice.
5. To provide a unified voice for professionals in, and students of, criminal justice.
6. To promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.
7. To maintain a close brotherhood among the Chi Nu Chapter
8. To foster, through fraternal contact and community service a greater understanding between institutions of higher education and professional agencies of criminal justice.
9. To aid and encourage the expansion of higher education and to provide a unified voice for students of criminal justice in all matters of professional concern to them.
10. To fulfill these objectives, fraternity functions shall incorporate both social and informational aspects
11. To maintain regular contact with alumni so that they can keep the fraternity apprised of their activities and whereabouts and so that the fraternity can keep them updated on activities.

ARTICLE III: MEMBERSHIP

A. Qualifications for Membership

1. Membership in the fraternity shall be composed of persons who are declared Criminal Justice Majors, Criminal Justice Minors, or Forensic Science Minor/Concentration and have completed 12 credit hours including Introduction to Criminal Justice and have a 2.5 overall GPA and must be an active brother for at least one semester before graduating.
2. No person shall be denied membership in the fraternity on the basis of sex, age, gender, religion, political affiliation, sexual orientation, veteran's status, nationality, or race.

B. Application for Membership

1. At the conclusion of each RUSH period, members of the Chi Nu Chapter will vote on rushees to enter the fraternity.
2. Applications will not be forwarded to the Grand Chapter until the members of the Chi Nu Chapter vote on pledges at the end of each Pledge period on the basis that they have completed the requirements set by the Pledge Educator.
3. Application will be completed and presented to the Chi Nu Chapter Membership Committee. Upon endorsement by the Membership Committee, the application along with all necessary fees will be forwarded to the Secretary-Treasurer of the Grand Chapter.

C. Membership Responsibilities and Privileges

1. Every member who has paid his or her National and Chapter dues in full has the right to vote.
2. Membership to a committee is a requirement of every active brother.
3. All brothers must have a little before graduation.

D. Removal of Membership

1. Any member of the fraternity who has brought discredit towards the fraternity or violated fraternity bylaws, Standing Rules, Radford University Policy, or the United States Constitution may be removed from membership by a two-thirds (2/3) vote, consisting of quorum of the fraternity.
2. Any member that fails to meet the requirements for eligibility will be removed from membership.

E. Pre-membership

1. Rushee: A perspective pledge who has attended interest meetings and interviews prior to induction.
2. Pledge: A pledge is defined as an individual currently enrolled as a graduate or undergraduate that meets the qualifications for membership proposed under Article III, Part A of the bylaws, and has not yet been officially been initiated into Lambda Alpha Epsilon.
3. Duties: The duties of a pledge are as follows: Dedicated academic and social participation towards the Brothers and Pledges of Lambda Alpha Epsilon, providing an open approach to learning about the fraternity, taking written notes and examinations which aid in learning the history of the fraternity as well as the Greek Alphabet and the bylaws, being involved in planned events, providing a respectable attitude, presenting an aura of trust and honesty, respecting the wishes and ideas presented by the members, dedicating a code of silence about issues and information that is deemed private, and showing an open heart and mind.
4. Upon performing all the duties of a Pledge through a full pledge period (time specified by the fraternity), and if all necessary actions have been fulfilled and deemed acceptable by the fraternity, the Pledge Educator, accompanied by the President, will issue a written test to the individual to determine the final agreement process for Initiation.

F. Removal of Pledge(s)

1. If a member of the fraternity feels that the pledge is not fulfilling the qualifications a written proposal as to why should be given to the pledge educator. The written proposal must present quality evidence that the Pledge(s) involved have not followed the duties of being a Pledge or have presented themselves as disrespecting the fraternity in any manner that violates the bylaws or discredits the fraternity. Upon reviewing the proposal presented, the fraternity shall have a vote to decide on the further involvement of the Pledge or Pledges involved.
2. If a Pledge is removed or withdraws, that Pledge will relinquish all items in their possession owned by the fraternity and will not be reimbursed for all dues or funds that have been paid to the fraternity that have not already been spent or is obligated to be spent on them.

G. Membership Status

1. Active Members: An Active Member of the Chi Nu Chapter is a member who has paid his or her dues in full, is given the right to vote at meetings, and is allowed to attend all activities as a Brother of Lambda Alpha Epsilon, Chi Nu Chapter.
2. Inactive Members: An Inactive Member of the Chi Nu Chapter, who is in good standing with Nationals, has the right to assist in Fundraising, Community Service, and attending Remembrance/Founder's Days. They may not attend meetings, Inductions, or Initiations. In regards to Banquet, they will be invited and treated as guests. Inactive members may not wear Fraternity letters in public unless assisting in fundraising, community service or Remembrance/Founder's Days events.
 - a. Any member who goes inactive for two or more consecutive semesters and wants to return to active status will be required to repeat the pledge process and all that it entails with the below exceptions. Exceptions include brothers who are inactive due to leaving Radford University due to medical reasons, financial reasons and any other exception deemed acceptable by the exec board approved by simple majority.
 - b. New members are required to be active members the semester following their pledging period unless they meet an exception listed above. If the new brother chooses not to be active the following semester he/she will be required to pledge again the following pledge period to remain a brother.
 - c. If a new member does go inactive the semester following his/her pledging period, he/she will have to address the executive board who will then vote whether or not that member can continue with brotherhood.
 - d. Brothers wishing to become Inactive must submit a letter to the exec board regarding this matter. Reasons pertaining to inactivity should be provided. This letter should be submitted by the third meeting.
 - e. Contingency plans will exist in the event of an emergency that would allow a member to become inactive if need be.
3. Alumni/Members Away on Internships: Alumni will be treated the same as Inactive Members with the exception of: they are allowed to attend meetings, they cannot vote, they are also allowed to attend any social, Induction, or Initiation of the Chi Nu Chapter.

H. Dues

1. The Chi Nu Chapter dues will be collected in full per semester on a specified date determined by the Executive Board.

2. Executive Board shall announce the date of full payment of dues on the initial meeting of the fraternity each semester.
3. The treasurer on consultation with the executive board can grant extensions or waivers for dues based on brother need. Brothers that want this service need to meet with exec treasurer and explain why is necessary.
4. Brothers who pay partial dues but continue with Lambda Alpha Epsilon-Chi Nu Chapter activities and go inactive, must pay the remainder of the dues from the previous semester to remain active.

ARTICLE IV: OFFICERS OF CHI NU CHAPTER

A. Officers

The officers of the Chi Nu Chapter are as follows: President, Vice President, Sergeant of Arms, Secretary, Treasurer, Public Relations, and Pledge Educator.

B. Qualifications and Eligibility

1. To be eligible to hold an Executive Position in the Chi Nu Chapter membership requirements must be met as well as; a 2.7 cumulative grade point average.
2. Executive Board Member of the Chi Nu Chapter must be an active member of the Chi Nu Chapter.
3. In order to be President, Vice President, or Pledge Educator you must be an active brother for at least one semester.
4. Executive Board members must be full time Radford University Students.

C. Duties of Executive Board Members

1. The officers of the Chi Nu Chapter shall follow the duties listed in the Grand Chapter Bylaws and Robert's Rules of Order Newly Revised and carry them out to the best of their ability.
2. President: The duties of the President shall be to act as the official representative of the Chi Nu Chapter; he or she presides at all chapter meetings, states and puts to vote all questions that legitimately come before the assembly, announce the results of each vote and the effect of the action, expedite business in every way possible without denying the members their rights, enforce rules of debate, order and decorum, respond to relevant questions of members, and carry out administrative and executive duties outlined in the bylaws of the chapter
3. Vice President: The duties of the Vice President shall be to act as the official representative of the Chi Nu Chapter in the absence of the President, to advise the President on all occasions regarding the welfare of the chapter, to oversee the standing committees, and to work in close harmony with the President.
4. Sergeant of Arms: The duties of the Sergeant of Arms shall be to ensure that parliamentary procedures are followed according to Robert's Rules of Order Newly Revised at every chapter meeting, enforce rules of debate, order and decorum, educate the chapter on risk management,

know and enforce chapter bylaws, to record bylaws revisions, take role at chapter meetings, and to work in close harmony with the President.

5. Secretary: The duties of the Secretary shall be to keep accurate minutes of all business meetings of the associations and the board. Record what was done by the chapter, not what was said by the members, maintain an accurate membership list, handle correspondence, to work in close harmony with the President, keep the records of the chapter, including committee reports. Take to each meeting the minute's book, bylaws, rules, a list of members, and a list of committees and the members of each, records, ballots, and any supplies that may be needed, call the meeting to order if the President and the Vice President are absent, and make minutes available for examination by the members upon request.
6. Treasurer: The duties of the Treasurer shall be to collect, deposit, and disburse funds of the Chi Nu Chapter, maintain a bank account in the name of the chapter, responsible for signature and check cashing cards, keeping accurate records of the chapter transactions, ensure that the books are audited annually by the chapter Advisor, President, and Vice President, provide the balance of chapter funds at every meeting, and to work in close harmony with the President.
7. Public Relations Officer: The duties of the Public Relations Officer shall be to publicize chapter activities, record the history of the Chi Nu Chapter, ensure a positive reputation of the chapter, serve as a liaison between the media and the chapter, and to work in close harmony with the Vice President.
8. Pledge Educator: The duties of the Pledge Educator shall be to teach the pledges the history, knowledge, bylaws, duties, and conduct of the fraternity. The Pledge Educator is the official representative of the pledge class in chapter meetings. The Pledge Educator is responsible for presenting all matters involving the pledge class to the fraternity, and to work in close harmony with the Executive Board.

D. Election of Executive Board Members

1. Nominations for upcoming offices will be held on the fourth to last meeting of the semester.
2. Elections of Chi Nu Chapter officers shall take place on the third to last meeting of the Semester consisting of a quorum with the newly appointed officers taking office at the next meeting, while being assisted by the outgoing officers so that they may become acquainted with their new position and responsibility before the new school term starts.
3. A term is defined as the academic year, with the exception of graduation by an executive officer.
4. Voting for Pledge Educator and Assistant Pledge Educator: There will be two (2) separate elections for Pledge Educator and Assistant Pledge Educator. The Pledge Educator will be voted upon first, and then the Assistant Pledge Educator will be voted on.
5. In order to be voted into office, a Brother must receive a vote of fifty percent (50%) plus one. If this is not possible during an initial vote, a revote will take place between the top two Brothers of the first vote. All election voting must be taken in the form of ballots.

E. Removal of Executive Board Member

Should an Executive Board Member misrepresent the fraternity, fail in his or her responsibilities or drop below the standard requirements that member must automatically step down from his or her position, or by a two-third (2/3) vote, consisting of quorum of the fraternity, the Executive Board Member shall be removed from his or her position.

ARTICLE V: QUORUM/MEETINGS

A. Quorum Defined

For any regular business to take place a quorum of seventy percent (70%) of active brothers must be present

B. Frequency of Meetings

Meetings shall occur once a week, unless otherwise specified by the Executive Board.

ARTICLE VI: ADVISOR

A. Duties

1. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with Radford University Policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.
2. The advisor will attend one meeting per semester and two (2) meetings annually, provide help and training to Executive Board Members, ensure a smooth transition between newly elected board members and the previous board members. Also he or she will maintain a file containing financial records, club constitutions, and other official business of the fraternity in order to provide it to the Executive Board Members from year to year.

B. Requirements

3. The advisor must be a current faculty member at Radford University.
4. The advisor must be approved by two-thirds (2/3) vote, consisting of quorum of the fraternity, the advisor may be removed from his or her position.

C. Removal

Should the advisor misrepresent the fraternity, fail in his or her responsibilities or drop below the standard requirements needed to become an advisor, then by a two-thirds (2/3) vote, consisting of quorum of the fraternity, the advisor may be removed from his or her position.

ARTICLE VII: COMPOSITION OF THE CHI NU CHAPTER

A. Committee Chairpersons and Committee Members

1. The Chairpersons of each Committee shall be appointed by the Vice President, except for the Public Relations Officer who will resume as the Chairperson of the Public Relations Committee and membership committee is chaired by assistant pledge educator who will resume as membership committee.
2. As a Committee Chair, your responsibilities include:
 - i. Correspondence with your committee once a week.
 - ii. Correspondence with the Vice President once a week to report the status of your committee.
 - iii. Reporting your progress to the Fraternity at weekly meetings.

3. At the resolution of each event, the committee chair, or a representative from the committee, is responsible for turning in a committee form regarding each event utilizing fraternity funds. This must include dates and times of all events scheduled by your committee, attendance of brothers to each event and personal opinion of strengths and weakness of that month. Also current progress of how your committee is progressing to meeting its semester goal(s) shall be included.
4. At the end of each semester, committee chairs must present a semester report to the Vice President, which summarizes all their events.
5. As a Committee Member, your responsibilities include:
 - i. Correspondence with your Committee Chair once a week.
 - ii. Making sure that the responsibilities that are delegated to you are done by, if not before, the deadline given.

B. Name and Description of Committees

1. Career Referrals Committee: To be responsible for the gathering and reporting of information regarding but not excluding, possible job opportunities, internships, and keeping in touch with Criminal Justice Agencies on new developments in the Criminal Justice Field to the fraternity. Also responsible for the execution and implementation of Career Fair, held each Spring semester.
2. Membership Committee: To be responsible for screening all applications for membership into Lambda Alpha Epsilon and the Chi Nu Chapter. To prepare proper documents for submission to the National Chapter.
3. Social/Athletic Activities Committee: To be responsible for all social and athletic activities involving the Chi Nu Chapter to include the preparation for the National or Regional Conference Competitions, Socials, Intramural Sports, Guest Speakers, Trips, and any other activity involving the Chi Nu Chapter.
4. Community Service Committee: To be responsible for undertaking all Community Service Projects representing Radford University, the Criminal Justice Program, and the Chi Nu Chapter of Lambda Alpha Epsilon.
5. Public Relations Committee: To be chaired by the Public Relations Officer and responsible for the publicizing of all activities, and recording of the history of the Chi Nu Chapter and further the positive reputation of the Chi Nu Chapter of Lambda Alpha Epsilon.
 - i. Remembrance Days are defined as events that help the fraternity to renew their knowledge, history, and tradition of the American Criminal Justice Association ~ Lambda Alpha Epsilon. This will be discussed the meeting prior to February 22nd.
6. Fundraising Committee: Responsible for all fundraising activities involving the Chi Nu Chapter of Lambda Alpha Epsilon.
7. Alumni Committee: To be responsible for all activities involving Alumni of the Chi Nu Chapter of Lambda Alpha Epsilon, including Alumni Weekend and the Alumni Newsletter.

C. Name and Description of Ad Hoc Committees

1. Banquet Committee: The committee is responsible for meeting towards the end of the semester and establishing at least a time, date, and a place for the next semester's banquet, in addition to any other matters that need to be addressed. This needs to be done with enough time so that it can get into the semester's Alumni Newsletter.
2. Bylaws Revision Committee: To be chaired by the Sergeant of Arms and is composed of all other active brothers. The committee shall meet at least once a semester to review, revise, and possibly add any additional information that the committee deems appropriate. Each member of the Executive Board is to have the updated additions of the Bylaws. Each updated addition of the Bylaws is to have the semester in which the revisions are made on it for clarifications purposes.

ARTICLE VIII: PARLIAMENTARY PROCEDURE

1. Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the fraternity in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the fraternity may adopt.
2. In all other cases where a vote is necessary and is not previously described in the Chi Nu Chapter Bylaws, a vote of fifty percent (50%) plus one is necessary.
3. Standing rules for the Chi Nu Chapter will be revised and voted on at the beginning of each semester.

ARTICLE IX: RESPONSIBILITY STATEMENT

The fraternity will adhere to Radford University Policies, the Constitution of the United States, the Commonwealth of Virginia, and the City of Radford.

ARTICLE X: AMENDMENTS

Procedure for Amending the Chi Nu Chapter of Lambda Alpha Epsilon Bylaws

1. These Bylaws may be amended only after properly being presented for reconsideration to the President at which time a meeting will be held to discuss the said amendment, a vote will take place at the following meeting or within thirty (30) days or which ever comes first.
2. A two-thirds (2/3) vote of the fraternity is required to amend any section of the Bylaws.
3. After the local chapter approves the amendments, they must be submitted for approval to the Director of Student Life.

ARTICLE XI: HAZING

A. Definition

“Hazing, encouraging, facilitating or allowing hazing by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community. Hazing is any action or situation

requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing or degrading activities regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as a part of membership or as part of initiation.”

-Radford University Handbook 2008-2009

B. Policy on Hazing

As members of the Chi Nu Chapter, we do not tolerate, under any circumstance, acts of hazing by active members.

C. Disciplinary Actions for Violating Hazing Bylaw

1. Should any member be accused of violating Article XI, Section A, the individual upon being charged will have the right to, defend him or herself against the charge(s), cross examine the witnesses against him or her, and present any evidence or witnesses for his or her defense.
2. Charges will be made at a meeting and both sides will have a week to prepare.
3. The hearing will be held at the following meeting and the vote will be held after the hearing during that meeting.
4. To be found guilty of the charge quorum must be present. A majority vote is required to find a member guilty. The vote will be by secret ballot only. The ballot will contain three (3) choices ~ not guilty, guilty or abstain. The Sergeant of Arms will read the ballots aloud while the Secretary records each ballot. The President will then announce the verdict. If found guilty the brother in question is removed from the fraternity unless other punishment is brought before the chapter in motion form. A simple majority must approve any punishment other than removal from fraternity.

ARTICLE XII: ATTENDANCE

A. Rules for Meetings

1. In order for you to be excused you must have a reasonable excuse, including if you have to work, going out of town, or if you are sick. Any other excuses will be voted on at the Executive Meeting of that week prior to the Chapter Meeting by a simple majority vote.
2. If a member cannot attend a meeting deemed mandatory by the Executive Board call or contact the Sergeant of Arms or the Secretary before the Executive Board Meeting for that week in order to be excused. Members are allowed to miss two (2) unexcused meetings per semester, four (4) meetings a year (whether you contact the Sergeant at arms or not), no questions asked. Any member, who has more than four (4) absences from any meeting deemed mandatory by the Executive Board, will result in a monetary penalty of twenty dollars (\$20) per missed meeting, unless excused by the Executive Board. The Executive Board may request a letter of explanation for absences prior to excusing within the week prior to the next meeting.

B. Rules for Community Service

All members must complete at least four (4) hours of Community Service (any and all Community Service Projects within the fraternity are accepted) per semester. Failure to complete hours will result in a fine of five dollars (\$5). Community Service Chair will have the discretion to accept non-fraternity related community service activities.

C. Rules for Fundraising

All members must complete at least four (4) hours of Fundraising per semester. Failure to complete hours will result in a fine of five dollars (\$5). Fundraising chair will deem how many hours are earned per event.

D. Fraternity Enrichment

The Sergeant at Arms will undertake the responsibility to ensure that all members complete at least one (1) hour per semester of fraternity enrichment, which consists of participation of reviewing the bylaws within the Bylaws Revision Committee. Failure to complete these hours will result in a fine of one (1) missed meeting.