

**BYLAWS**  
**CHI TAU EPSILON CHAPTER OF**  
**LAMBDA ALPHA EPSILON**

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**I. NAME**

1. The organization shall be known as CHI TAU EPSILON; a co-curricular organization of Irvine Valley College (IVC).

**II. PURPOSE**

1. The purpose of this organization shall be to foster, promote, and maintain a relationship between the students of the Administration of Justice department and the Criminal Justice System. This relationship will develop programs offering cultural, social, and academic enrichment as part of the total experience of the college; and to the development of leadership, character, and judgment.

**III. MEMBERSHIP**

1. Eligibility for Membership: Any student with a declared Administration of Justice (AOJ) major, who maintains a Grade Point Average (GPA) of 2.0 and higher, and is in good standing with the Associated Student Government of Irvine Valley College (ASIVC), will be considered for membership. All prospective members will be required to attend two (2) regular meetings prior to paying dues to become a member. Applications for membership will be made

available in all Administration of Justice classrooms and may be filled out at any time during the school year. All New Member Applications will be processed by the Membership Committee.

2. Membership standing: Members are considered to be in good standing when:

- a. Timely payment of semester chapter dues of \$20.00 or \$40.00 per year are on record with the Treasurer, *and (amended October 2004)*
- b. Current and regular meeting attendance and participation in chapter duties, depending on the need of the college.

3. Official Documents and Pins: Members in good standing with the organization shall be recipients of the official certificate of the organization. Members also receive one crest embroidered with the association logo.

**IV. TYPES OF MEMBERSHIP**

1. *Active member*: Members who are eligible for consideration to receive sponsored funds on designated trips and events.

2. *Honorary Member*: Honorary Membership may be granted in this organization to men and women who have rendered distinguished service to the criminal justice society. This includes, but is not limited to persons who are currently employed or retired from law enforcement or any other criminal justice field. Honorary members may not vote or hold office nor must they be officially inducted or pay membership dues. Honorary members are not eligible to receive school sponsored funds. Honorary membership must be approved by the executive board with permission of the advisors.

3. *Provisional Member*: A provisional member is a student who, in the opinion of the organization, has shown an active interest in the affairs of the society and who has served the society in some special capacity, but who does not meet the requirements for membership in the society. In order to qualify for provisional membership status, a student must be enrolled in associate degree course work at the two year college, adhere to school conduct code, and possess recognized qualities of citizenship.

## V. OFFICERS AND ELECTIONS

### 1. Officers

- A. The elected officers of the CHI TAU EPSILON organization shall be comprised of the President, the Vice-President, two Sergeant-at-Arms, the Treasurer, and the Secretary. Only those who are active members shall be eligible for elected offices.
- B. All candidates for office must be members in good standing. The election of officers shall be held during the last month of the *spring* semester by secret ballot; this is to ensure a harmonious environment and the promotion of due process.
- C. The term of office shall be one year, beginning with the *summer* semester and concluding with the termination of the *spring* semester.

### 2. Duties of Officers

- A. President—Shall chair all local chapter meetings and officiate said meetings in accordance with “Roberts Rules of Order.” Shall act as official liaison to the academic advisors, the national association, and ensure the integrity of the general membership.
- B. Vice-President—Shall act as the Presidents’ main advisor for the general membership, and shall carry out all of the Presidents’ functions in the event of his/her absence.
- C. Secretary—Shall be responsible for keeping accurate minutes of each membership meeting, and make copies of the minutes readily available to the members.
- D. Treasurer—Shall be responsible for an accurate account of all CHI TAU EPSILON finds (i.e. bookkeeping, bank accounts, membership dues, and receipts of purchase.) Shall also be responsible for a bi-monthly report to be given during local chapter meetings and coordinate the process for the reimbursement of funds.
- E. Sergeant-at-Arms (2)—Shall carry out any and all orders from the President, ensure fair voting procedures, and maintain order and proper behavior at all XTE functions. One of the Sergeant-at-Arms will act as media liaison, coordinating press releases and

public relations between this organization and the general public. This office will also coordinate and lead the training of all new members and the continuing training of the active members

- F. Immediate Past President – The Immediate Past President is an advisory member of the executive board. The position will be occupied by the outgoing chapter president from the previous term. The Immediate Past President shall act as a mentor for the executive board in order to maintain consistency and training for the newly elected chapter officers.

### 3. Recall

- A. Any and all of the elected or appointed officers may be removed for enumerated cause in the case that it is approved by 2/3rds vote of the entitled membership, and witnessed by one advisor.

### 4. Resignation

- A. Any elected or appointed officer may resign at any time upon giving two weeks notice to the Executive Board.

### 5. Vote of Confidence

- A. Any member may motion at any time that a vote of confidence is taken. If the motion is passed by 2/3rds majority in the presence of one advisor, the officer may exercise their right to resign, and an immediate election will be scheduled to replace the position.

## VI. MEETINGS

- 1. Local chapter meetings shall be held bi-monthly, on the first and third Friday, or other day by agreement of the Executive Board and the advisor, of the month. These meetings will be held at 1800 Hours (6:00 p.m.).
- 2. Special or emergency meetings shall be called by the President or Vice-President with the permission and presence of an advisor.
- 3. Executive Board meetings shall be held as deemed necessary by the President.
- 4. Committee meetings may be held at any time, under the authority of the committee chairperson.

## VII. COMMITTEES

1. *The Membership Committee* shall be responsible for the membership drive to be held the first week of the semester, unless otherwise announced. This committee shall also be responsible for the processing and filing of new membership applications.
2. *The Employment Opportunities Committee* will keep an updated list of current jobs in the criminal justice field and a record of all pertinent information on the respected departments.
3. *The Social and Athletic Committee* will plan fun group events to improve group cohesion and improve athletic ability.
4. *The Special Projects Committee* will work on individual events that may arise such as: Educators Consortium, Graduation, Honors Awards Banquets, etc.
5. *The Fundraising Committee* will develop methods and operate projects for raising funds. All proceeds from fundraising efforts will be deposited in the ASIVC club fund.
6. *The Inter Club Council (ICC) Representative* shall operate as a liaison for XTE to the Council Board. This person shall report directly to the President of CHI TAU EPSILON.

## VIII. AMENDMENTS

1. The CHI TAU EPSILON By-laws may be amended at any regular meeting, provided there is a 2/3rds vote of eligible voting membership. There must be one week written notice enumerating the by-law that is to be considered for amendment. This notice is to be given to the Executive Board.

## IX. CO-CURRICULAR ACTIVITIES

1. It is the standing practice of this organization to participate in the educational trips and competitions around the United States. This organization, when possible, will assist and/or sponsor eligible members to attend these events.
2. In the event a member has confirmed attendance at a Chi Tau Epsilon function, which is paid for with Chi Tau Epsilon or Associated Students of Irvine Valley College (ASIVC) funds, and the student does not

attend the event, the board shall have the right to demand that the student who did not attend reimburse the Chi Tau Epsilon account for all non-refundable fees that were paid on behalf of the member. (*Added May 2005*)

## X. DISCIPLINARY PROCESS

1. CHI TAU EPSILON is an organization dedicated to promoting and fostering professionalism within the Administration of Justice program at Irvine Valley College, and the criminal justice field as a whole. It is for this reason that there must be a disciplinary process in place that sets forth the actions that may be taken against any member who does not adhere to the rules or contribute to the overall mission of the organization.
2. To ensure due process for all members, the following offenses are published:
  - a. Making any derogatory remarks about another member of XTE, the advisor, CHI TAU EPSILON as an organization, or the National Chapter LAMBDA ALPHA EPSILON, as an organization, will not be tolerated.
  - b. Anyone who, in the scope of any CHI TAU EPSILON business, conducts themselves in a manner that goes against the rules or mission of the organization, or brings upon the organization any negative attention due to their action, may be subject to disciplinary action.
  - c. Any member who misses more than two (2) consecutive scheduled events and/or meetings without giving prior notice to the Executive Board, may be subject to disciplinary actions.
3. Review Board—Any of the above stated offenses committed by a member will be thoroughly investigated by an impartial Executive Board (excluding any member of the Executive Board involved, but no less than 5 members), and the Advisor. Any action taken against a member must be a unanimous decision of this board. The Advisor will have no vote in the process but will be present during any proceedings to ensure due process. Actions that may be taken against a member include, but are not limited to, the following:

1. A Probation period.
2. Removal from an elected or appointed position.
3. Removal from the organization.