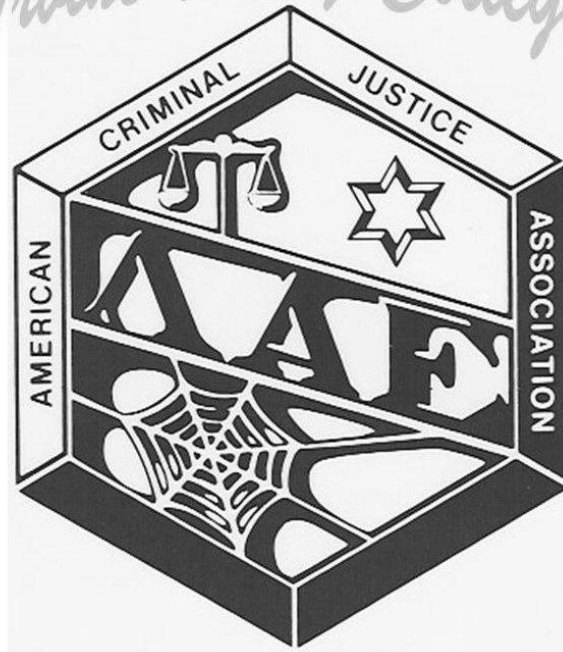


Irvine Valley College



XTE

Chi Tau Epsilon
Chapter

**New Member
Welcome Packet**

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American Criminal Justice Association
Lambda Alpha Epsilon
P.O. Box 601047
Sacramento, CA 95860-1047
Telephone (916) 484-6553
Email: acjalae@aol.com Web: www.acjalae.org

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(Grand Chapter Use Only)

National Initiation Fee
\$36.00

PERSONAL INFORMATION

(Please PRINT Legibly For Certificate)

I AM AT LEAST 18 YEARS OLD: YES ☐ NO ☐

(Must be at least 18 years old to join)

_____	_____	_____	_____
Title	First Name	I.	Last Name
_____			_____
Permanent Mailing Address			Email Address
_____	_____	_____	_____
City	State	Zip Code	() Telephone Ext.

EDUCATIONAL INFORMATION

Are you presently enrolled in a course of study in Criminal Justice? ☐ Yes ☐ No

If Yes, please complete items 1-4 below:

(1) Name of college/university attending: _____

(2) ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

(3) Degree Sought (i.e., AA, BA etc.) _____ (4) Expected date of graduation (Mo-Yr) _____

Indicate Level of Education Completed to Date:

H.S. ____/____ A.A. ____/____ B.A. ____/____ M.A. ____/____ Other _____

EMPLOYMENT INFORMATION:

Are you currently employed in (full-time, part-time, volunteer) or retired from the Criminal Justice field? ☐ Yes ☐ No

If Yes, please fill in items 5-7 below:

(5) Present Employer _____

(6) Employed by: ☐ Federal ☐ State ☐ City ☐ County ☐ Private Other _____

(7) Position or Occupation: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? ☐ Yes ☐ No If Yes, provide criminal justice documentation from the Probation Department., Courts, etc. and current status of conviction. **(Please refer to National Bylaws Article III., A., 3)**

EDU	REGION	CHAPTER	TYPE	STATUS	OCCUPATION	EMPLOYED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE ON	EXPIRATION DATE	DATE PAID	AMOUNT PAID	OFFICER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

(GRAND CHAPTER USE ONLY)

In affixing my name hereto, I declare the above answers to be complete and accurate statements of my status and qualification and that I hereby petition for membership in _____ Chapter of the American Criminal Justice Association--Lambda Alpha Epsilon;

OR as a Member-at-Large of Region _____ of the American Criminal Justice Association--Lambda Alpha Epsilon.

Signed _____ Dated _____

CERTIFICATIONS TO GRAND CHAPTER

Please Print

MEMBER: _____
Last Name First Name Initial

THIS SECTION FOR MEMBERSHIP AT LARGE ONLY:

I do hereby submit this Application for membership in the American Criminal Justice Association--Lambda Alpha Epsilon. I certify that I am currently or was, at the time of submission of my Application, employed in an area concerned with the administration of criminal justice; honorably retired from a career in an area concerned with the administration of criminal justice; enrolled in a program of study in the criminal justice field at a college or university accredited by a recognized national or regional accreditation association; or involved in volunteer work directly related to the administration of criminal justice.

Signed _____ Dated _____

THIS SECTION FOR CHAPTER MEMBERSHIP ONLY:

We, the undersigned officers of _____

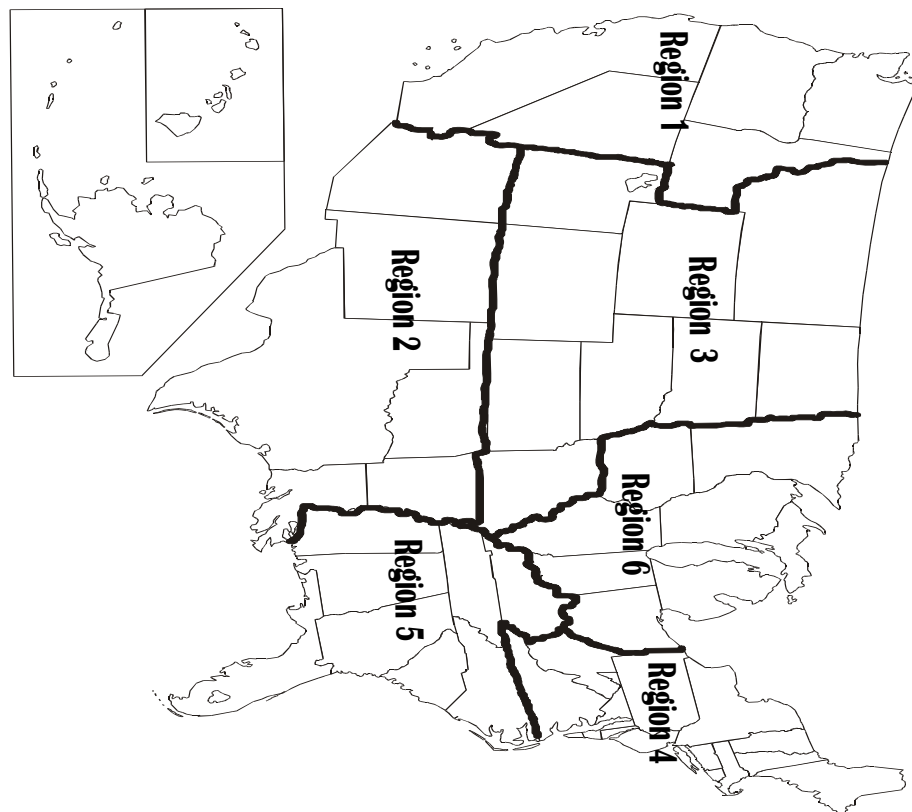
Chapter _____ of the American Criminal Justice Association--Lambda Alpha Epsilon do hereby submit this Application for membership in the Association. We certify that the applicant has been endorsed by the chapter and/or its chapter officers. We certify that the applicant is currently or was, at the time of acceptance of their application, employed in an area concerned with the administration of criminal justice; honorably retired from a career in an area concerned with the administration of criminal justice; enrolled in a program of study in the criminal justice field at a college or university accredited by a recognized national or regional accreditation association; or involved in volunteer work directly related to the administration of criminal justice.

Signed _____ Dated _____
Chapter President (Please Print)

Signed _____ Dated _____
Chapter Secretary (Please Print)

PLEASE SEND ALL COMPLETED APPLICATIONS WITH INITIATION FEES TO THE NATIONAL OFFICE AT THE ADDRESS LISTED ON THE FRONT OF THIS APPLICATION.

CHAPTERS: BE SURE TO SUBMIT CONTROLLER SHEETS (IN DUPLICATE) WITH YOUR APPLICATIONS AND INITIATION FEES.





Irvine Valley College
American Criminal Justice Association/LAE
CHI TAU EPSILON (XTE) Chapter
LOCAL MEMBERSHIP APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ ZIP _____

PHONE: Home: (____) _____ Work (____) _____ EXT. _____

UNITS CURRENTLY ENROLLED: _____ GPA above 2.0? Yes No (circle one)

AGE: _____ (Students under 18 years of age must have a parental waiver to participate)

EDUCATIONAL GOALS:

Why are you interested in becoming a member of XTE

What can you offer to XTE as a member?

Please turn in the above portion to the membership coordinator at the next XTE meeting along with a check or money order for *XTE membership dues* of **\$20.00**. National dues are \$36 initially and \$30.00 annually and must be paid separately. Thank you and we look forward to your participation.

.....
XTE Membership Committee Use Only

Date XTE application submitted:

Date attended first meeting:

Date accepted as member:

Date national application submitted:

Signature of membership committee chairperson _____

ACJA-LAE History



Background and Development

During the first three decades of the twentieth century, law enforcement in the western United States was simple and extremely rudimentary by comparison with today's high tech standards. The ability to do a "cop's job" relied heavily on physical brawn to maintain the peace and a degree of political connections to maintain one's job. Ethics and standards varied between states and political subdivisions if, indeed, heed was paid to these virtues.

There was little formalized training of peace officers, and only in the 1920's did any formalized U.S. governmental agencies begin to develop standards which might someday affect local police operations.

One of the most significant law enforcement officers in the early development of professional law enforcement in California was August Vollmer. Entering law enforcement by accident in Berkeley (California) in 1905 as "Marshal", Vollmer soon moved to the position of "Chief" in a rapidly growing University community. Utilizing resources of the University's technical and behavioral scientists, he studied the criminal and his modus operandi, means of identifying physical characteristics, and other information. From these studies, he developed advanced methods of detection and apprehension of criminals by scientific and deductive investigative conclusions. Some of the by-products of several decades of experience were:

- A School of "Criminology" at the University of California at Berkeley;
- Specialized training and orientation of officers hired to be policemen, with motivation to move on and train others;
- Research, experimentation and evaluation of new methods of crime detection and investigation, with results promulgated to other jurisdictions that would accept and utilize them;

The ultimate result was many former Berkeley-trained officers in college instructor positions, state agencies and other positions where "the Gospel according to August Vollmer" could be further spread and inspire others.

By mid-1930's, a small nucleus of resources existed in California which promoted "vocational training" for police. Among these were the State Peace Officers Association and the State Advisory Committee on Peace Officer Training. These groups, in coordination with San Jose State College, obtained partial funding from the State Bureau of Trade and Industrial Training within the Department of Education to conduct a series of two-week summer sessions for selected law enforcement officers. Three such seminars were held in the summer of 1937 at San Jose. The official title was "California Technical Institute for Peace Officer Training".

Notes from the LAE founders identify the motivation of the initial participants:

"While some attended on orders and at the expense of their department, the majority of the men attending the school had demonstrated their sincere interest in training by attending on their own time and at their own expense. As each class terminated, the students realized their mutual interest in law enforcement training and the friendships they had built during the school were incentives to perpetuate their contacts with one another."

The Establishment of a Professional Fraternity

At one of the 1937 class graduation dinners Frank Gompert, Laboratory expert from the Los Angeles County Sheriff's Department and an instructor at the school, was selected as temporary chairman of a group of graduates whose mission was to explore the feasibility of establishing a "brotherhood or fraternity" of commonly trained officers who could promulgate the learning they had acquired through their participation in the school. Earl Warren, District Attorney of Alameda County and Chairman of the Advisory Committee of Peace Officer Training (later Governor of California and Chief Justice of the United States Supreme Court), saw the proposed organization as a valuable contribution to peace officers in the state. He provided resources and facilities of his office as well as legal assistance to the study group. Ten committee meetings were held over the next several months. The Organization Committee included Oscar J. Jahnsen, Lt. of Inspectors, Alameda County District Attorney's Office; Inspector E.A. Steinmeyer, California Highway Patrol; J. M. Ritchie, Deputy Sheriff; Police Sergeants Claude Morelock (Bakersfield) and F.E. Macabee (Hayward); Sherwood Morrill, State Division of Criminal Identification; R.L. Drexel, San Jose State Police School; and Alton Fuller, Coordinator of Oakland Police Training School. A considerable number of graduates contributed to the planning and development of a Constitution and Bylaws.

The initial meeting of the Association was held on December 18, 1937 in Hayward. All students and instructors were invited to attend. Minutes of the first meeting show twenty-four persons in attendance, with the first order of business being to adopt the proposed Constitution. Modification was enacted which allowed Charter membership in Alpha Chapter of the Lambda Alpha Epsilon Fraternity open to:

"Graduates and Instructors of the First California Institute for Peace Officers Training during the summer of 1937 . . . who had achieved grades of B or better."

Officers elected included: Oscar Jahnsen, President; Frank Gompert, E.A. Steinmeyer, Walter Hawkinson (Oakland Police Department), Vice-Presidents; F. E. Macabee, Secretary; Guy Skelton, Treasurer; Vincent Spooner, Sergeant at Arms; and five members of an Executive Committee. The initiation fee of \$10.00 paid dues through July 1939 and could be paid in three monthly installments! Regular meetings were held in the Bay Area following the inaugural meeting.

The first Annual Convention was held in Lodi, California June 13-15, 1938 with members present from all over California. In addition, numerous interested law enforcement executives attended, reflecting support and potential for expansion of membership beyond institute graduates. The membership elected Frank Gompert as the second President of Lambda Alpha Epsilon.

At the Convention, Lambda Alpha Epsilon Keys and Honorary Memberships were awarded to J. Edgar Hoover, Director, Federal Bureau of Investigation, Washington, D.C.; August Vollmer, Professor of Police Administration, University of California, Berkeley; and Earl Warren, District Attorney of Alameda County and Chairman of the Board of Governors of the State Division of Criminal Investigation, for their contributions to the cause of law enforcement training.

Associate membership was also granted to several key local and state police officials. Honorary and Associate memberships furthered the concept of a professionally trained rank-and-file committed to training and mutual cooperation .

With the continuation of the Institute sessions in 1938 and 1939, more students became eligible for active membership in LAE and enthusiasm for membership activities was sustained.

The second Annual Convention was held in Oakland August 17 and 18, 1939 with Walter Hawkinson, Oakland Police Inspector, elected as the third President of LAE. During the ensuing year, the Technical Institute for Peace Officer Training was transferred to the Los Angeles (U.C.L.A.) and Berkeley (U.C.B.) campuses of the University of California, and training activities expanded.

At the third Annual Convention, held in Bakersfield September 26 and 27, 1940, James Ritchie, Alameda County Deputy Sheriff, was elected fourth President of the Fraternity. A group of members from Los Angeles petitioned to form a new Chapter. On April 25, 1941 Beta Chapter was established at Los Angeles with the Mayor, Chief of Police and Sheriff attending the ceremony, again, indicative of the high level of respect and support for the endeavor by public officials and police administrators.

The fourth Annual Convention in Santa Barbara on September 19 and 20, 1941 was a milestone in terms of the number of members attending from Alpha and Beta Chapters and interest from a broad sector of law enforcement officials. Many members were in the military or naval service. Robert C. Knight, Assistant Chief of Police, Bakersfield was elected fifth President of "Grand" Chapter. The fifth Annual Meeting was held in Oakland on September 1 and 12, 1942 with Sergeant Robert H. Morton, Modesto Police Department, designated as the sixth President of Grand Chapter. A significant number of members were absent due to active duty in the Armed Forces. Travel restrictions, wartime conditions, and emergency conditions limited attendance and participation at the sixth Annual Convention, where all existing officers were re-elected for an additional term.

At the seventh Annual Convention, on September 16, 1944, Thomas P. Hunter, Agent, U.S. Secret Service (and former police officer, Alameda and Berkeley Police Departments), was elected seventh President of Grand Chapter. Secretary Macabee, who had served since 1937, "retired" to enter private business and was replaced in that capacity by Jesse J. Jackson, Lt. of Inspectors, Oakland Police Department.

After eight years, Lambda Alpha Epsilon found its membership spread throughout the world, on the battlefields of Europe, Asia, Alaska and the South Pacific. In spite of law enforcement being "exempt" from the military draft, the training and expertise of peace officers was essential to the military and adjunct services in time of war. LAE Journals of the 1943-46 era are replete with stories of heroism of its members with messages of hope for the future from the war zones to the home front.

Those who remained at home were planning for the future. Fraternity committees developed curriculum suggestions for subjects to be included at in-service police schools within California departments, and at colleges within the state. Members were striving to uphold and support the stated aims and purposes of Lambda Alpha Epsilon.

Aims and Purposes of Lambda Alpha Epsilon

1. To promote a greater fraternal relationship among graduates of technical and professional police schools.
2. To promote higher standards of educational attainments among peace officers.
3. To promote the institution of courses of police science by recognized colleges and universities.
4. To promote research projects in the field of police science.
5. To promote a better understanding by the public of the aims and deals of peace officer organizations.
6. To promote the selection of properly trained personnel for law enforcement positions.
7. To promote standard modern methods in the field of law enforcement.
8. To promote unity of action among law enforcement agencies.

Those who served at home planned for the future. Changes were inevitable, and the limitation of membership needed to be broadened.

Post-World War II Expansion

With the return of "Veteran" LAE members from the military to their former jobs and the renewed interest in veterans with G.I. benefits seeking employment in law enforcement jobs, the role of LAE changed. Many of the Charter members were Vollmer-trained or influenced persons who were now moving into administrative roles of influence in the field. The emphasis on quality training and new methods of detection were generally accepted standards.

LAE opened its membership to any college graduate who was either employed full-time in a police agency or had completed at least thirty college units in police science or administration with a "B Average" or better. Between 1945 and 1950 subordinate chapters had been established in San Francisco (Delta Chapter), San Jose (Gamma) and Sacramento (Eta), with membership open only to full-time, sworn employees of law enforcement agencies or instructors in police training courses in state colleges.

Annual meetings were held with Grand Chapter functioning in a coordination and policy-making role between the five subordinate chapters.

Breaking the College and State Barriers

With the establishment, in 1950, of a professional School of Criminology at the University of California, Berkeley, the climate was right to expand membership to pre-service persons. The school was the ultimate goal of August Vollmer and the first Dean was Orlando W. Wilson, a former Berkeley police officer who had achieved notoriety as Chief of Police and Military Police Governor in postwar Berlin. Dean Wilson was a member of LAE.

When the petition for a new chapter was received at Grand Chapter, a long discussion ensued as to the feasibility of accepting non-sworn persons into LAE. The granting of the Charter to Epsilon Chapter broke two barriers: Student membership and the admission of "Brother Barbara Feister", Secretary and Criminology major, the first female member of LAE. The Chapter President was John Warner, who still maintains active membership as Deputy Director, Federal Drug Enforcement Administration (Retired).

Permanent Grand Chapter Secretary Tom Hunter expressed his hope: "that admission of Epsilon Chapter to 'Lambie Pie' opens the membership to students with 15 or more college units in Criminology, to both men and women, with the hope that membership will commence at the pre-service phase of employment and continue through all levels of police service on to retirement."

What Tom Hunter did not envision was the expansion of the School of Criminology into not only Police Science, but also Corrections and Criminalistics. Within five years, Epsilon Chapter had contributed several hundred student members to various police, probation, parole, prison and specialized state agencies. The enthusiasm of college-trained entrants into the field, inspired by their employed professional "brothers" again renewed the interest of all levels in training in criminal justice.

1952 saw a petition received from the University of Indiana, Police Science Department. With the establishment of Zeta Chapter, membership was established beyond the State of California. "Provincial" thinking was expanded, thanks to the group affectionately known as "our corresponding chapter".

1953 saw the establishment of a professional "Women's Chapter" in Sacramento. Eta Chapter declined to break the sex barrier as a "Fraternity" but assisted in the establishment of Theta Chapter. Membership was opened initially to full-time sworn employees of law enforcement agencies with academic qualifications, or women enrolled in police science programs at Sacramento State College. It was later opened to "support" personnel with all other qualifications.

LAE first became "international" in 1953 when two visiting lecturers at the U.C. School of Criminology participated in Epsilon and Alpha activities over a nine-month period. On return to Britain, Sir Arthur Dixon, H.M. Inspector of Constabulary, and Col. C.E. St. Johnston, Chief Constable, Lancashire Constabulary, not only had LAE membership, but became the hosts to many American visitors for several years following their sabbaticals.

In 1956, Bill Melnicoe was appointed Assistant Professor at Sacramento State University, Police Science Department. Melnicoe was a former Berkeley officer, graduate of U.C. Berkeley and member of both Alpha and Epsilon Chapters. As Chapter Advisor, he took steps to charter a Collegiate chapter at that institution. Iota Chapter became the catalyst

for rapid expansion within the State Community Colleges in both California and throughout the country.

At the Annual Meeting on September 15, 1956, founding member Tom Hunter (permanent Secretary) ascended to the presidency of Grand Chapter for the second time. With him was the new generation of young professionals, in entry level jobs in police agencies, corrections and colleges. The old ideas were tempered with broader visions for the future. At the Annual Meeting in 1957, 200 members were challenged by speakers O.W. Wilson (Dean of Criminology) and Richard McGee (Director of Corrections, State of California) to expand the professional organization to encompass all facets of the criminal justice field.

Professor Melnicoe, under the guidance of Tom Hunter, began to systematically plan the expansion of LAE into existing Criminal Justice Programs in California and elsewhere through his association with Criminal Justice Educators' Associations. During this phase, Tri Omega Chapter at Rio Honda College (1963) and Pi Kappa at Cerritos College (1961) gave a base and impetus to college-to-professional movement in Southern California. The recruitment of C. Alex Pantaleoni and Dick McGrath as Faculty Advisors resulted in strong, continuing chapters which repeated the Epsilon experience of introducing and recruiting many students who proceeded to enhance professional membership upon graduation and entry into law enforcement jobs in Southern California.

In 1958, Bill Melnicoe assumed the Presidency of Grand Chapter and worked tirelessly with Secretary Hunter to form a network of chapters in various locations from Florida, Washington, Massachusetts and elsewhere in the U.S.

In 1965, the first formal competitions took place at the Annual Meeting in Oakland. President Gene Luttrell, past member of Epsilon (1954) and Alpha chapters, presided at the first Awards Banquet, with trophies presented for Firearms, Accident Investigation and Crime Scene. Coordinator Melnicoe spoke to future competitions and the desire that, in the future, competition would be at a national level. At the Annual Meeting, new member Hubert Owsley was initiated as a professional member of LAE.

Also at that meeting, Past Presidents Lee Meyers (1961), Alex Pantaleoni (1963) Bill Melnicoe (1958-60 and 1967-69) and Tom Hunter (1944-45, 1956-58) were present together with future Presidents Dick McGrath (1966) and Hugh Owsley (1969-70) and 1974-75). Strong support was given to future activities by founding fathers and those who passed the torch as the Fraternity grew and developed. This was a pivotal and progressive session from which growth and progress mushroomed, both geographically and in changing directions which pointed to the present board, nationwide appeal and function.

The objectives and purposes of LAE were discussed and rewritten after many hours of argument and haggling. As stated by President McGrath in his message at the 1967 Annual Meeting:

"Each year LAE continues to grow in the number of chapters and total membership. Each year our expansion has taken us further from our California 'home base'. We are truly a National organization, with nationwide impact on law enforcement education."

McGrath further affirmed the objective to "promote public understanding of the problems and objectives of the administration of justice" and challenged the membership to view the Fraternity as an unlimited horizon as to the opportunity to contribute to the profession and the communities we serve.

During the presidency of Hugh Owsley we saw the formalization of the Regional Concept (1974-75) and the change of the name from LAE to ACJA/LAE to reflect a national rather than "provincial" or local association.

Today's American Criminal Justice Association/Lambda Alpha Epsilon shows in excess of 145 chapters throughout the 50 states, comprising over 4,500 members, including "at-large" membership throughout the world. Truly the ACJA has grown beyond the wildest dreams of the small group of "Founding Father's" who met in Hayward in December of 1937. The world has changed, a profession has emerged and each of us, over the years, by the joining of hands and acts of mutual cooperation and understanding, has helped to forge a better community.

LAE has served a valuable purpose over each of the decades of its existence: It is this writer's hope that each future generation will be as successful in their own time as have been those of the past.

Onward and Upward with LAE!
By Eugene V. Luttrell
Past-President

A Quarter Century of Change

(The Rest of The Story)

This interpretation of ACJA/LAE history continues where Eugene V. Luttrell closed his excellent recount of LAE's early years. These highlights of the past twenty-five years, or so, are events selected from the official records of the Association and from the author's thirty years of notes, etc.

However, two historic "firsts" should be added to the earlier account. To attract more professionals to the LAE conferences, professional seminars were first presented during the October 4th, 5th, and 6th, 1963 Annual Conference of the Grand Chapter in Sacramento, California. Secondly, at the May 1965 Conference in Oakland, California, the "First Annual Law Enforcement Competitions" were organized and directed by Dick McGrath and included: Criminal Law and Procedure, Criminal Investigation, and Traffic Accident Investigation (LAE Journal, April 1965).

Reorganization

Gene Luttrell brought us to the beginning of the reorganization and the new constitution that would change the Professional Law Enforcement Fraternity and its power structure forever. Quite a few forward thinking people (such as Gene Luttrell, Ted Rankin, Dick McGrath, and other LAE leaders — many of which are discussed later) were involved in the deliberations: to reorganize or not — if reorganization, the form it should take.

After years of deliberation, on March 24, 1969, Dr. Ernie Kamm, Chairman of the Reorganization and Development Committee, published a Preliminary Report Dr. Kamm proposed that a permanent National Headquarters be established in Sacramento, California. He outlined the number and type of meetings that seemed appropriate. Division of LAE into nine regions was advocated. The election and terms of officers were also suggested. Voting procedures, organizational structure, and memberships were detailed. The authority for and the details of the transition were additionally described. The outstanding work of this committee provided the nucleus for the birth of the "modern" LAE. (Dr. Kamm was Chairman of the Police Science Department, California State University, Los Angeles.)

To finalize and operationalize the "new" LAE, Hugh Owsley was elected National President March 3, 1969. The following members were also elected to this historic Executive Board: Ernie Kamm was elected Vice President, Nell Hutchinson was elected Secretary-Treasurer, Anna Herkomer was elected Assistant Secretary-Treasurer, and Jim Allen was elected Sergeant-at-Arms. Addressing the reorganization, President Owsley's plea was for unity to move ahead and for a divestiture of parochialism. Interim Vice-Presidents were appointed by the Executive Board for the five regions: Region 1, Al Nottingham (soon after replaced by Tom Sutak); Region 2, Ron Rogers; Region 3, Dave Couper; Region 4, Jim Hooker, and Region 5, Jim Merritt.

President Owsley also pushed for a broader concept for our organization —from a law enforcement fraternity to a criminal justice association. This philosophy was formed by the fact that Hugh had been an Oakland, California, police officer and (like Gene Luttrell before him) was a parole officer for the Department of Corrections when elected president of LAE. Hugh's philosophy also caused him to strongly advocate professional ethics and greater cooperation between the professional members and the collegiate, preservice members.

The evolution of the "new" LAE continued at the 1970 National Conference in Anaheim, California. At the April 11, 1970, Business Meeting, decisions of particular relevance to LAE history were made. Alex Pantaleoni proposed a successful motion that the name be changed to Professional Criminal Justice Fraternity. Dick McGrath successfully argued against a motion to identify members either "professional" or "collegiate." (This idea has been defeated several times in following years.) Alex Pantaleoni also advocated the consolidation of California into one region leaving Texas, Oklahoma, Arizona, and New Mexico as region 2 — his motion carried.

In October 1970, President Owsley declared that ". . . we finally did it. Lambda Alpha Epsilon now has a legitimate set of Bylaws" (LAE Journal, October 15, 1970). A Special Annual Grand Chapter Meeting was held on September 26, 1970, in Oakland, California, to finalize the new Bylaws. Importantly, June Schott pointed to recommendations in Robert's Rules that both a constitution and bylaws are not required when an organization is incorporated. A motion passed to combine the Constitution and Bylaws into one document to be called The By-Laws of Lambda Alpha Epsilon. The procedure for voting was also passed after much discussion, where each active chapter will have one vote with one additional vote for each forty members, and that these votes may be represented by proxies for all business of the

organization.

Executive Secretary-Treasurer

Very important to the growth of the Association was that the new Bylaws adopted at this meeting provided for a part-time, paid staff for the National Office in Sacramento, California. On November 1, 1970, the first Executive Secretary-Treasurer, Loretta Brady was hired. The Association continued its phenomenal growth and it became impossible for a part-time person to keep up with the work. Mrs. Brady continued doing an excellent job in this increasingly difficult position for some ten years. Finally in November 1979, the Association was solvent enough to provide for a full-time person to handle this role. Commitments prevented Mrs. Brady from accepting the position. After a careful search, the first full-time Executive Secretary-Treasurer, Karen K. Campbell, was hired. Karen, her husband Fred, and various National Presidents developed the National Office into the professional, computerized National Headquarters it is today.

Continued Development

Convinced that many of his objectives for LAE were accomplished, Hugh Owsley announced at the 1971 National Conference in Reno, Nevada, that he would not run for reelection due to other commitments. At this May 13, 1971, meeting Jim Hooker, Region 4 President, was elected the first National President without California ties. Additionally, the regions were realigned and Region 6 was added. President Owsley proudly reported that during his tenure the Association had grown from twenty-five active chapters in fifteen states to some seventy chapters in twenty-five states, with Region 4 growing the fastest with eleven new charters granted and nineteen inquiries received by the National Office.

The first National Conference held away from the California area (there had been one previous conference outside California in Reno, Nevada, in May 1971) was hosted by the then National President, Jim Hooker, and Sigma Delta Rho Chapter in York, Pennsylvania, in April 1973.

LAE Name Changes

The name of the organization also experienced changes during this period of time. At the Annual Grand Chapter Business Meeting (April 11, 1970) in Anaheim, California, Alex Pantaleoni moved that the name be changed from Lambda Alpha Epsilon, Professional Law Enforcement Fraternity to Lambda Alpha Epsilon, Professional Criminal Justice Fraternity — the motion passed. In the February 1973 LAE Journal (page 18), Hugh Owsley proposed that the name be changed to Lambda Alpha Epsilon – American Criminal Justice Association. The name was adopted as the "official" name later in the year. In 1976, the name was reversed to read "American Criminal Justice Association – Lambda Alpha Epsilon."

LAE Journal

The evolution of the National Journal is the final issue to be addressed here. The records reveal that various members served as Journal Editors until about 1960. In 1960, Vivian E. Dudgeon, a member of Theta Chapter in Sacramento, California, became Journal Editor and poured her heart and soul into the LAE Journal for over a decade. She typed, published and mailed the, usually, monthly journals during this period, which were significant to the continued growth of LAE. LAE owed this great lady a tremendous debt of gratitude at the time of her death, June 4, 1972.

"Smiling" Jack Perry, a Kansas City, Missouri, police officer who had a print shop in his basement accepted the position as LAE Journal Editor at considerable personal expense in 1973. Smiling Jack wanted the Journal (always a large expense) to at least pay for itself by publishing advertising in each issue. To provide a Journal that would be of interest to advertisers, Editor Perry produced an excellent Journal that was a blend of the traditional news of the Association with pertinent criminal justice information and articles relevant to the members of ACJA/LAE. Hugh Owsley, on several occasions, and Paul Ricks (see particularly, Executive Memorandum, July 25, 1985) were also strong advocates of printing appropriate advertising in the LAE Journal, but the issue has been voted down each time it has been proposed.

In 1976, under National President John P. J. Dussich, the LAE Journal took on a new look. The new Journal became a

series of good quality criminological articles, but it carried no news of the Association. Richie Tidwell, the first Editor, and subsequently, Dr. Ira J. Silverman found it very expensive and time consuming to produce such a Journal and – in the opinion of many members — it still did not satisfy the needs of the Association.

A new President, Richard Coughlin, appointed Jim Hooker to be Newsletter Editor in 1981 to share ACJA/LAE news with our membership. In 1982, Jim Hooker was appointed LAE Journal Editor and charged to return the Journal to its mission of informing the membership of relevant news of the Association as well as to publish criminal justice articles of interest to professional and pre-professional members. At the same time, the name was changed back to its historic title, The LAE Journal.

In 1987, Fred Campbell became Editor of the LAE Journal. Fred brought considerable talent and a staff to the publication of the Journal. It is currently an excellent blend of news of the Association, professional criminal justice articles, and high quality papers written by LAE members. Measured by any standards, it is a top quality, professional Journal.

Epilogue

Where are we today? We have an excellent organization, a knowledgeable Executive Board, an excellent Executive Secretary, and a top-of-the-line LAE Journal. The Association continues to grow in number of chapters and members. This brings thoughts of something Eugene V. Luttrell wrote as National President:

MEMBERSHIP:

Over the past five years we have seen unprecedented growth in the pre-service chapters primarily at the Junior and State College levels. Marked by its absence has been the matriculation of membership from the academic to professional chapters. This fault lies with the lack of orientation by Faculty Advisors and officers toward the new members as to the purpose of L.A.E. in the professional life and development of individual members. Too often LAE., at the college level, is seen as a "college club" rather than an internship that bears fruition once the student completes his (or her) academic endeavors and becomes directly involved as "working-personnel," when the fraternal spirit can aid to further develop the professionalization of his (or her) chosen field. Membership in such an organization may well have greater value to the individual at the working level than as a pre-service member. Faculty advisors should take an active role in professional chapters following graduation. This should be the lifeblood of the fraternity membership: the development of future L.A.E.. leaders from the ranks of student members (LAE Journal, July 1965, pages 16 & 17).

Each President since (and probably before) Gene Luttrell has voiced similar concerns. Our roots lie with the professional members yet retention of members after they become professionals remains a weakness. Experience teaches that many criminal justice students join ACJA-LAE because it is a professional organization (and it also looks good on their resumes). A student member who goes into an interview for a job proudly wearing their LAE pin might well expect the interviewer to react with a big smile and to exclaim, "LAE—I used to belong to LAE when I was in college!" ACJA/LAE has much to offer to criminal justice professionals and pre-professionals alike and yet we lose many members each year. The growth (or lack thereof in the number of professional members and professional chapters is predicted to dictate the future history of this great organization. There is much we can do; however, that is another subject for another time.

Plea From Historians

It would be a serious omission not to mention that every ACJA/LAE Historian from Leslie Siemer, Vivian Dudgeon, and Nell Hutchison to Debbie Peck (it is hoped no one was missed) begged for members to send information and photographs to be included in the official history book. With few exceptions, little material was forthcoming. As ACJA/LAE members we should all pledge to be contributors to our Association's rich history. If you have any such material, please send it to Karen.

By Jim Hooker

Past-President

In Closing

ACJA/LAE has continued to grow since our "nationalization". The Association holds a National Conference every year with excellent workshops and speakers; competitions including corrections, criminal law, juvenile law, physical agility,

and crime scene investigation; and a National Pistol Match. The Association also offers and awards scholarships each year to our members who wish to apply for them. The LAE Journal and the National Newsletter are the "official" publications of the Association.

The Association will continue to grow in size and stature in the years to come and members will be more and more aware of the "impact" of their membership in the Association in achieving their academic and professional goals.

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 (XTE); 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, is in good standing with the Associated Student Government of Irvine Valley College (ASIVC), and is eligible for membership in the American Criminal Justice Association – Lambda Alpha Epsilon 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 XTE chapter dues of \$20.00 per semester or \$40.00 per year is on record with the Treasurer, *and*
 - b. Current ACJA-LAE membership dues are paid and recorded with the ACJA-LAE secretary, *and*
 - c. 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 meet Chi Tau Epsilon membership qualifications, American Criminal Justice Association – Lambda Alpha Epsilon qualifications, and are in good standing with both Chi Tau Epsilon and ACJA-LAE,.
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, or is

not currently in good standing with Chi Tau Epsilon and/or ACJA-LAE. In order to qualify for provisional membership status, a student must be enrolled in associate degree course work at Irvine Valley or Saddleback College, adhere to school conduct code, and possess recognized qualities of citizenship.

IV. 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 develop an agenda for XTE business meetings, 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 publishing an agenda for upcoming meetings and keeping accurate minutes of each membership meeting, and making copies of the minutes readily available to the members. Shall maintain a list of current XTE member’s contact information as well as their status with the national association (ACJA-LAE).

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 requesting funds for travel and 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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. The following criteria must be met in order to qualify for co-curricular (ASIVC) funding for attendance at a Chi Tau Epsilon function: Current membership in the American Criminal Justice Association – Lambda Alpha Epsilon; current Active Member status in Chi Tau Epsilon; current enrollment in at least 6 units at Irvine Valley College, including 3 units of Administration of Justice coursework; Have an established minimum GPA of 2.0 at IVC; and possess a current ASIVC Activity Sticker. The term current in this paragraph refers to the semester in which the travel is planned.
3. 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) co-curricular 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*)

IX. 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.

**NATIONAL BYLAWS
THE AMERICAN CRIMINAL JUSTICE ASSOCIATION
LAMBDA ALPHA EPSILON
GRAND CHAPTER**

REVISED APRIL 2013

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ARTICLE I: NAME

1. This organization shall be known as The American Criminal Justice Association--Lambda Alpha Epsilon.
2. It shall take a 90% vote of the general membership to change this Article.

ARTICLE II: OBJECTIVES

OBJECTIVES OF THE ASSOCIATION SHALL BE TO:

1. Improve criminal justice through educational activities.
2. Foster professionalism in law enforcement personnel and agencies.
3. Promote professional, academic, and public awareness of criminal justice issues.
4. Encourage the establishment and expansion of higher education and professional training in criminal justice.
5. Provide a unified voice for professionals in, and students of, criminal justice.
6. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.

ARTICLE III: MEMBERSHIP

A. QUALIFICATION FOR MEMBERSHIP

1. Membership in the Association shall be composed of persons, 18 years of age or older, who are currently or were, at the time of their application for membership, employed in an area concerned with the administration of criminal justice, persons honorably retired from a career in an area concerned with the administration of criminal justice and persons enrolled in a program of study in the criminal justice field at a college or university accredited by a recognized national or regional accreditation association; and persons, approved by the Executive Board of Grand Chapter, involved in volunteer work directly related to the administration of criminal justice.
2. No person shall be considered for membership whose occupation or activities are inconsistent with the aims and purposes of The American Criminal Justice Association--Lambda Alpha Epsilon.
3. Any person convicted of a felony may be considered five (5) years after expiration of sentence and must receive approval of their Regional President plus two-thirds vote of the Executive Board.
4. If a person has been convicted of a felony, they must provide criminal justice documentation from the Probation Department, Courts, etc. and the current status of the conviction at the time their application is submitted for membership.

B. APPLICATION FOR MEMBERSHIP

1. Applications for subordinate chapter membership shall be completed and presented to the subordinate chapter. Upon endorsement by the chapter and/or chapter officers, the application and the necessary fees shall be forwarded to the Executive Secretary of Grand Chapter along with the necessary fees. Applications for Membership at Large shall be sent directly to the Executive Secretary of Grand Chapter along with the necessary fees.
2. Any member desiring to register an objection to an applicant shall do so, in writing, setting forth the reasons for such objections within ten (10) business days after application is

presented to the subordinate chapter membership committee.

3. No applicant shall be denied membership in the American Criminal Justice Association—Lambda Alpha Epsilon for reasons of race, creed, color, sex, religion, national origin, or physical disability.
4. The Executive Secretary of Grand Chapter shall be authorized to accept applications for new members.
5. If an application does not meet the qualifications for membership as stated in Article III. A., the Executive Secretary shall return the initiation fee to the applicant with an explanation of why the application does not meet the qualifications for membership.
6. Any "questionable" applications will be sent to the Executive Board for their ratification or rejection.

C. TIME OF MEMBERSHIP

1. An applicant is not considered a member of the Association until such time as the application is received and approved by the Executive Secretary of Grand Chapter.

D. APPLICATION OF REINSTATEMENT

1. Applicants for reinstatement must meet the qualifications for membership.

E. TRANSFER OF MEMBERSHIP

1. A chapter member in any region, and against whom no charges are pending, who desires to affiliate with another subordinate chapter may do so by contacting the chapter to obtain approval of the transfer. If the transfer is approved, a chapter officer or advisor must notify the Executive Secretary, either in writing or by email, to transfer the member into the new chapter.
2. A Member at Large in any region, and against whom no charges are pending, who desires to affiliate with a subordinate chapter may do so by contacting the chapter to obtain approval of the transfer. If the transfer is approved, a chapter officer or advisor must notify the Executive Secretary, either in writing or by email, to transfer the member into the new chapter.
3. A chapter member can transfer to the Member at Large chapter in any region by notifying the Executive Secretary, either in writing or by email. Upon notification, the Executive Secretary will transfer the member to the Member at Large chapter.

F. WITHDRAWAL OF MEMBERSHIP

1. A member of any chapter or a Member at Large in any region and against whom no charges are pending, may withdraw their membership at any time by notifying the Executive Secretary, in writing or by email, that they no longer wish to continue membership in the Association.
2. No funds will be returned to the member who has withdrawn their membership.
3. If a member withdraws their membership, their membership is not transferable to another member.

G. DUES

1. Dues Structure:

- a. The initiation fee is \$36.00 per applicant, which includes the annual dues.
 - b. The annual dues are \$30.00 per member.
 - c. The reinstatement fee is \$36.00 per applicant, which includes the annual dues.
 - d. To maintain good standing, a member must have paid the annual dues.
2. Annual dues shall be due and payable on or before January 1st of each year. Annual dues not paid by January 31st shall be considered delinquent. Annual dues for members joining the Association after September 1st will be paid through the following year.
 3. Any member who is in arrears for dues or owes any money

for assessments legally passed by the Grand Chapter for the past year will be dropped from the Association's National roster on September 1st of the current year. Individuals may apply for reinstatement if they meet the qualifications for membership.

4. No member of Grand Chapter will be allowed to vote at the Executive Board Conference of the Annual Conference if their annual dues have not been paid to Grand Chapter.
5. Star Members of Grand Chapter and Retired Members of Grand Chapter shall be exempt from the payment of all dues and assessments to Grand Chapter and their subordinate chapters.

H. CLASSIFICATION OF MEMBERSHIP

1. Chapter Members:

- a. Chapter Members are those members of the Association who have paid all current dues and assessments to their subordinate chapter, their region, and to Grand Chapter and who meet all the qualifications for membership. Such members shall be members in good standing.
- b. Star Members of Grand Chapter and Retired Members of Grand Chapter may be Chapter Members.

2. Members at Large:

- a. Any person who is qualified for membership but does not desire to belong to a local subordinate chapter may apply to Grand Chapter for membership in the "Members at Large" chapter in the region that they are located in.
- b. Members at Large shall remain members as long as they continue to meet the responsibilities and qualifications of membership.
- c. Grand Chapter shall maintain a roster and mailing list of "Members at Large" chapters. Members at Large shall receive conference notices of their region and Grand Chapter and pertinent information from the region and/or the Executive Secretary of Grand Chapter. The persons belonging to the "Members at Large" chapters may meet on functions as any other subordinate chapter and may hold election of officers for the purpose of representing the chapter. However, if no officers are elected by the Members at Large" chapters, the President of each region shall appoint a representative from the "Members at Large" of their region for voting purposes.
- d. The Member at Large representative shall be appointed at least 45 days before the Annual Conference.

3. Retired Members:

- a. Retired Members of the Association are those members who are honorably retired from a career in the administration of criminal justice and who have been granted retired status with the Association.
- b. Eligibility for retired status requires membership in The American Criminal Justice Association -- Lambda Alpha Epsilon for a period of at least fifteen (15) years.
- c. The granting of retired status shall be subject to the approval of the Executive Board of Grand Chapter.
- d. Members shall apply for retired status through their subordinate chapter. The subordinate chapter shall forward application and certificate of retirement signed by the chapter President and Secretary to the Executive Secretary of Grand Chapter.
- e. Members at Large shall apply for retired status through their Regional President. The Regional President shall sign the application and certificate of retirement and forward to the Executive Secretary of Grand Chapter.
- f. Retired Members shall have the same privileges as chapter members or Members at Large.

4. Paid Life Membership:

- a. Life membership may be granted by paying twelve times the current annual dues. The fee may be paid by

- making four (4) quarterly payments.
- b. Paid Life Members shall not be exempt from subordinate chapter dues and assessments.
- c. Paid Life Members shall be members for life provided all dues and assessments to his/her subordinate chapter are paid annually.
- d. The Grand Chapter Executive Secretary shall issue a Life Membership Certificate with the member's name and date of issuance along with a Life Membership Card. A distinctive Life Member Pin will also be issued.

5. Agency Membership:

- a. The Executive Board may provide for a public or private non-profit criminal justice organization to obtain an Agency Membership. They shall set the fee and entitlements. Agency members shall not have voting privileges.

I. GENERAL PROVISIONS OF MEMBERSHIP

1. A member of the Association shall not be denied the right to attend meetings of other chapters provided he/she abides by the Bylaws enforced by such chapter.
2. No member of the Association shall, either directly or indirectly, advocate in the name of The American Criminal Justice Association--Lambda Alpha Epsilon any legislation or cause to be introduced before any legislative body or commission any legislation pertaining to any matter whatsoever unless authorized to do so by the Executive Board of Grand Chapter.
3. No member of the Association shall, in the name of The American Criminal Justice Association -- Lambda Alpha Epsilon and either directly or indirectly, participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
4. No member of the Association shall act on behalf of The American Criminal Justice Association -- Lambda Alpha Epsilon unless authorized to do so.

5. Trials and Penalties of Membership:

- a. Any member who shall be guilty of any immoral, dishonest, fraudulent or criminal act or who shall act in such a way as to discredit the Association or who shall offend against the Bylaws of the Association shall be fined, reprimanded, suspended and/or expelled as the Executive Board of Grand Chapter by four-fifths (4/5) vote may determine.
- b. Any member disciplined by the Executive Board may appeal such action to the general membership at the next general membership meeting. The National President will present the facts and rationale of the disciplinary action to the membership who will, by majority vote, either sustain the Executive Board's action; modify it; or reverse it.

J. AWARDS

1. In order to be nominated or apply for and to receive an award, the person must be a member in good standing of the Association. (This membership requirement does not apply to the Jim Hooker Outstanding Advisor Award (Bylaws J. 5.), Honorary Life Membership (Bylaws J., 6.) or the five National Awards (Standing Rules S., 1.).)
2. Nominations for Star Member; Tom Hunter; Bill Melnicoe Distinguished Service Award; Jim Hooker Outstanding Advisor Award; and Honorary Life Membership Awards may be made by a subordinate chapter or member. A written nomination must be submitted to the Executive Secretary by December 31st prior to the Annual Conference.

2. Star Member Award:

- a. Star Members are elected to Life Membership from within the membership of the Association in recognition of their outstanding contribution to the Association.
- b. The right to issue Star Membership rests with the vot-

ing members of Grand Chapter. Three quarters (3/4) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.

- c. The presentation of Star Memberships may be made at the Annual Conference of the Association. In the absence of the recipient or a delegate, the award shall be sent to the Regional President or the subordinate chapter president for presentation to the member. The award shall be published in the Journal.
- d. Grand Chapter shall issue a Star Member certificate of recognition to each Star member inscribed with the member's name, date of issuance, and ACJA/LAE logo; and a Star membership card inscribed with the member's name and ACJA/LAE logo.
- e. Star Members shall have the same privileges as chapter members or Members at Large.
- f. The Award is an earned recognition of members who have substantially contributed to the furtherance of ACJA-LAE. A nominee must have displayed exemplary loyalty and dedication to ACJA-LAE and shall have provided service which is substantially superior to that performed by other members. A statement of achievements and services to ACJA-LAE must be included in the nomination letter.
- g. Minimum criteria for nomination of a member for the Star Award shall include:

- (1) Service as a chapter Advisor and/or elected officer of a local chapter; **and**
- (2) Service as an elected Regional officer for at least one (1) full term or as an appointed member of Regional Committees for at least three (3) years; **or**
- (3) Service as an elected National officer for at least one (1) full term or as an appointed member of National Committees for at least three (3) years.

h. Other consideration:

- (1) Members-at-Large who do not meet the qualification of service to a local chapter, may satisfy this requirement by a total of two (2) additional years of service at the regional level or as an elected officer or appointed committee member.

3. Tom Hunter Founders Award:

- a. One Tom Hunter Founders Award may be granted per year.
- b. Recipients of the Tom Hunter Founders Award are elected to Life Membership.
- c. The right to issue the Tom Hunter Founders Award rests with the voting members of Grand Chapter. Three quarters (3/4) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.
- d. A distinctive plaque will be presented to the awardee inscribed with his/her name, date of issuance, and ACJA/LAE logo.

4. Bill Melnicoe Distinguished Service Award:

- a. The Bill Melnicoe Distinguished Service Award is an earned award granted to members of ACJA/LAE in recognition of outstanding service to the national organization or within a specific region of ACJA/LAE.
- b. The award is granted upon the favorable vote of a majority of the voting membership of ACJA/LAE present at the National Conference. Voting shall be by secret ballot.
- c. Minimum criteria for nomination for the Distinguished Service Award shall be at least five (5) years active membership in the Association, and outstanding service to the Association at a National, Regional or Chapter level.
- d. A distinctive plaque will be presented to the awardee inscribed with his/her name, date of issuance, and ACJA/LAE logo. The award is not a separate class of membership and does not grant Life Membership

privileges.

5. Jim Hooker Outstanding Advisor Award:

- a. The Jim Hooker Outstanding Advisor Award is an earned award granted to advisors of ACJA/LAE in recognition of outstanding service to a chapter and/or region of ACJA/LAE.
- b. The Award is granted upon the favorable vote of a majority of the voting membership of ACJA/LAE present at the National Conference. Voting shall be by secret ballot.
- c. Minimum criteria for nomination for the Jim Hooker Outstanding Advisor Award shall be membership in the Association; at least five (5) years continuous service to at least one ACJA/LAE chapter; and attendance with said chapter(s) at the National Conference during that period.
- d. One Jim Hooker Outstanding Advisor Award may be granted each year.
 - (1) In the event the Executive Secretary receives more than one nomination from a single region, the nomination will be forwarded to the Executive Committee of that region for the purpose of moving forward one nomination from that region. Regional Executive Committees must act upon the nominations and return their findings to the Executive Secretary within a period of ten days upon receipt of the nominations. Failure to do so will result in forfeiture of that region's nominations.
- e. It will be the responsibility of the Executive Secretary to verify the nominee's membership status and length of service as an Advisor "prior to notification" as defined by Article III., Section K.
- f. A distinctive plaque of recognition will be presented to the awardee inscribed with his/her name, date of issuance, chapter, and school affiliation and the ACJA/LAE logo at the Annual Conference. It will be the responsibility of the President of Grand Chapter to notify the awardee's supervisor(s) of the award in a timely manner. The award shall be published in the Journal. The award is not a separate class of membership and does not grant Life Membership privileges.

6. Honorary Life Membership Award:

- a. Honorary Life Members may be elected to Honorary Life Membership in the Association in recognition of outstanding contribution to or performance in the field of the administration of criminal justice.
- b. The right to issue Honorary Life Membership rests with the voting members of Grand Chapter. A three-fifths (3/5) vote of the voting membership present at the Annual Conference is required. Voting shall be by secret ballot.
- c. The presentation of the Honorary Life Membership may be made at the Annual Conference of the Association. In the absence of the recipient or a delegate, the award shall be sent to the Regional President or to a subordinate chapter President for presentation of the award. The award shall be published in the Newsletter.
- d. Grand Chapter shall issue a Life Member certificate to each Honorary Life member inscribed with the member's name, date of issuance, and ACJA/LAE logo; and a Life membership card inscribed with the member's name and ACJA/LAE logo.

7. Key Awards:

- a. Key Awards are granted to members in recognition of outstanding scholastic attainment in the field of criminal justice.
- b. There shall be three (3) classes of Key Awards; known as the Graduate Key, Gold Key, and Silver Key.
 - (1) Graduate Keys with sapphire shall be awarded to those who meet the requirements with a Graduate

Degree.

- (2) Gold Keys shall be awarded to those who meet the requirements with a Bachelors Degree.
- (3) Silver Keys shall be awarded to those who meet the requirements with an Associate Degree.
- c. The Key Membership is an honorary award and does not grant any special privileges to the recipient.
- d. The candidate's scholastic quality point accumulative (QPA) or grade point average (GPA) shall be at least 3.50 on a scale of 4.00.
- e. The nomination, accompanied with the Scholastic Honor Award Form and a Certified copy of the candidate's QPA or GPA transcript and the degree awarded shall be forwarded to the Executive Secretary of Grand Chapter. The candidate must be a member in good standing.
- f. The Grand Chapter Executive Secretary will verify that the candidate meets the requirements for the award specified.
- g. Members in good standing may apply for the Key Award. The presentation of the Key Award may be made at the Annual Conference, sent to the chapter for presentation to the member, or mailed to the Key Award recipient. The award shall be published in the Newsletter.
- h. Grand Chapter shall issue a Certificate of Recognition of such members inscribed with member's name, type of award (Graduate, Bachelors, Associates Degree), and date of issuance; the Key Insignia will also be presented to the member.

8. Scholarship Award:

- a. The Association shall award at least four (4) scholarships each year, the number and amount to be defined in the Standing Rules.
- b. Funds for the scholarships shall be generated in accordance with Article VI., Section C. 1. a.
- c. The Scholarship Committee shall coordinate the program ensuring that all applications are complete and submit the results to the Executive Board of Grand Chapter before its Annual Spring Conference.
- d. Rules for the administration of the scholarships shall be placed in the Standing Rules.

9. Student Paper Competition:

- a. The Association shall conduct a competition open to all members who are students which shall require competitors to prepare original written papers. The specifics of the competition shall be determined by the Executive Board of Grand Chapter and/or their designee. Such specifics will be circulated well in advance of the due date of the papers.
- b. The President of Grand Chapter shall appoint the Chairperson for this competition within forty-five (45) days of his/her election and qualification. The Chairperson will serve until the close of the next National Conference. Winners of the competitions will be announced at the Annual Awards Banquet.

10. Other Awards:

- a. The Executive Board may develop awards that are consistent with, and in furtherance of the objectives of the Association.

K. NOTIFICATIONS

1. Nominations for Star Award; Tom Hunter Founders Award; Honorary Life Membership; Bill Melnicoe Distinguished Award; Jim Hooker Outstanding Advisor Award; and National Election Nominations will be sent to each member of the Executive Board and to each chapter Advisor, President, and Secretary of record by mail at least thirty (30) calendar days prior to the first day of the Annual Conference by the Executive Secretary. Copies shall be made available to members attending the Conference. Conference notices shall design-

nate the time, place and business to be transacted.

ARTICLE IV: OFFICERS OF GRAND CHAPTER

A. OFFICERS

1. The officers of Grand Chapter shall be President, Vice-President, Regional Presidents, Student Representative, and the Immediate Past President.
2. The Ex-Officio officer shall be the Executive Secretary.

B. DUTIES OF THE OFFICERS

1. Officers of Grand Chapter shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.
2. Ex-officio officers of Grand Chapter shall not have voting privileges on the Executive Board or the General Business Meeting unless they are carrying valid proxies.
3. The Student Representative member of the Executive Board shall be the student representative of the host region of the National Conference. The Student Representative shall have all the power as stated in the Bylaws. If the Student Representative of that region is unable to attend the meeting, the President of that region shall appoint a new Student Representative. The Student Representative shall receive Grand Chapter reimbursement along with the waiver of Conference registration fees. The term of office shall begin on the day following the end of the previous National Conference and end with the closing banquet of the National Conference for which his/her region is host.

C. ELECTION OF OFFICERS

1. The President and the Vice-President shall be elected from the membership on odd numbered years at the Annual Conference of the Association by secret ballot and shall hold office until their successors are elected and qualified. The term of office shall begin at the close of the Annual Business Meeting.
 - a. The President of Grand Chapter may serve only two (2) consecutive two-year terms of office.
 - b. The immediate Past President shall serve only one (1) two-year term of office.
 - c. In the event of the resignation or death of the President, the Vice-President shall ascend to the office of President for the remainder of the unexpired term. The office of Vice-President shall remain vacant until the next Annual Conference. If the term of office assumed by the Vice-President is less than one year, the Vice-President shall be allowed to serve a full two-year term of his/her own. If the term of office is more than one year, the Vice-President's term of office as President shall be deemed to have been fulfilled.
 - d. In the event of the resignation or death of the President and the unavailability of a Vice-President to succeed to the office of President, the Executive Board member with the longest tenure on the Board shall assume the duties of Chairman of the Executive Board with all of the duties and powers of the President until an election can be held at the next Annual Conference of the Association to fill both vacancies.
2. The Executive Secretary shall be hired by the Executive Board of Grand Chapter.
3. The Regional Presidents shall be elected from the membership of their region every second year.
 - a. Odd numbered regions will hold their elections during odd numbered years and even numbered regions will hold their elections during even numbered years. However, should it be more convenient for any region to hold their elections other than as herein specified, they may do so, so long as the Regional Presidents so elected do not take office until the beginning of the appropriate odd or even numbered year.
4. The Journal Editor shall be appointed by the President of Grand Chapter within forty-five (45) days of his/her election

and qualification.

5. At the Executive Board Meeting just prior to the annual Association's meeting in which elections are to be held, the Executive Board shall select a Nominations Coordinator.
 - a. The Coordinator shall have the responsibility to solicit such nominations as any member in good standing shall submit for the office of the National President and the National Vice-President.
 - b. All nomination letters shall be sent to the Nominations Coordinator through the Executive Secretary by December 31st prior to the Association's meeting in which elections are to be held. The letters should include background and written criteria for each nominee.
 - c. The Coordinator and the Executive Secretary shall verify that each nominee meets all qualifications as may be set forth in the Association's Bylaws. The Coordinator shall address any incomplete and/or inaccurate information.
 - d. The Nominations Coordinator will give a report at the Business Meeting at the Annual Conference before the election on the nominations that were received.
 - e. The Coordinator shall not be a member of the Executive Board.
6. Nominations for officers of the Grand Chapter may also be made from the floor.
7. When there is only one candidate for an office, the election by ballot may be dispensed with.
8. Should the presiding officer wish to nominate a member for office, he/she shall appoint an alternate presiding officer to conduct the Business Meeting until the completion of the election.
9. In order to be nominated, a candidate for the office of President or Vice-President shall have been a member of the Association for two consecutive years at the time of his/her nomination.
10. Only members of the Association may nominate a candidate for office.
11. The election of officers of the Grand Chapter shall be held under new business and must be completed before adjournment.
12. A majority vote of all votes cast must be secured by one nominee to secure election to office.
13. In the case of a tie or divided vote, the names of the members receiving the two highest numbers shall be voted upon again until one has secured a majority vote.
14. The highest office vacant must be filled before passing on to the next office.

D. RECALL OF OFFICERS

1. Officers of Grand Chapter may be recalled for any violation of the Bylaws and/or ruling of the Grand Chapter.
2. A motion for recall may be made at any Executive Board Conference of Grand Chapter or the Annual Meeting of the Association.
3. Procedures found in Roberts Rules of Order Newly Revised shall be followed.

ARTICLE V: MEETINGS AND CONFERENCES

A. EXECUTIVE BOARD MEETINGS

1. At least one regular Meeting of the Executive Board of the Association shall be held each year with the first Meeting being held in conjunction with the Annual Conference of Grand Chapter.
2. The President of Grand Chapter or person designated by him/her shall arrange for this Meeting of the Executive Board of Grand Chapter and other Meetings as necessary.
3. Two thirds (2/3) of the Executive Board of Grand Chapter shall constitute a quorum for the transaction of any business.
4. When a member of the Executive Board of Grand Chapter receives a notice of either a regular Meeting or a special Meeting and is unable to attend, he/she shall enclose with his/her acknowledgment of the notice, a signed proxy stating the name of his designee.
5. A voting member of the Executive Board of Grand Chapter

may hold and vote as many lawful proxies as he receives.

6. The Executive Board may promulgate such policy and procedures as necessary to conduct its business in an efficient and expeditious manner in the furtherance of the objectives of the Association, and in conformity to the Bylaws and Standing Rules. Such items are to be contained in the Director's Manual.

B. ANNUAL CONFERENCE

1. The Annual Meeting of this Association designated as the National Conference shall be held between March 1st and May 1st each year. The location of the Annual Meeting should be determined by the President with the advice and approval of the Executive Board approximately twenty-four (24) months in advance whenever possible.
2. Two-thirds (2/3) of the voting membership shall constitute a quorum for the transaction of any business.
3. Any certified delegate may request a roll call vote following an oral vote or a division of the assembly; and if joined by certified delegates from five (5) chapters, such request shall be granted.

4. Delegate Representation:

- a. Voting at the Annual Meeting of the Association shall be by accredited delegates. An accredited delegate shall be a member of the Association, duly registered with the host chapter and certified by the Executive Secretary as qualified to vote.
- b. Each subordinate chapter shall be entitled to one (1) vote plus an additional one (1) vote for each twenty-five (25) members.
- c. There will be one Member at Large chapter for each region with its own elected officers.

d. Proxies:

- (1) A member may hold and vote as many lawful proxies as he/she receives.
- (2) A member holding lawful proxies may be certified as a voting delegate for those proxies.
- (3) Any and all acts done under the authority of a proxy vote will be considered as having been done by the absent member for whom the proxy is acting.
- (4) Subordinate chapters unable to be represented at the Annual Meeting may send their proxy(s) to their Regional President or to any member who will be in attendance at the Annual Meeting.
- (5) Should the member sending his/her proxy subsequently appear at the Meeting, his/her proxy shall be automatically void.

5. Conference Director:

- a. There shall be a Conference Director for the Association selected by the President with the advice and approval of the Executive Board. This Conference Director shall be appointed two years in advance of the conference for which he/she will be responsible.
- b. The Conference Director shall be provided with the current edition of the Association's "National Conference Manual." The Conference Director shall comply with the policies and guidelines contained in the Manual. Deviation from these policies and guidelines shall require the express written consent of the President of Grand Chapter or Executive Board, when necessary.

C. SPECIAL CONFERENCES

1. Special Conferences of the Executive Board of Grand Chapter and of the Grand Chapter may be called by the President, Executive Secretary or on written request of three (3) members of the Executive Board for a special Executive Board Conference or fifteen (15%) of the subordinate chapters for a special Conference of the entire membership.

- a. Requests for Special Conference shall be directed to the Executive Secretary and shall specify the business to be transacted.

2. Calls for Special Conferences are subject to availability of funds.

ARTICLE VI: COMPOSITION OF THE ASSOCIATION

A. GRAND CHAPTER

1. The Association shall have one Grand Chapter which shall exist for the purpose of unifying regions and subordinate chapters and is the parent body.
2. The Grand Chapter shall be composed of all members of subordinate chapters and Membership at Large.
3. The ruling body shall be known as the Executive Board of Grand Chapter. All corporate duties of the Grand Chapter shall be vested in the Executive Board of Grand Chapter.

B. EXECUTIVE BOARD OF GRAND CHAPTER

1. The Executive Board of Grand Chapter shall consist of:
 - a. The officers: President, Vice-President, Student Representative, and the Regional Presidents.
 - b. The immediate Past President of Grand Chapter.
 - c. The Ex-Officio officer: Executive Secretary.
2. Only members may serve on the Executive Board of Grand Chapter.
3. All elected officers of Grand Chapter shall be required to attend regular, Special, and Annual Conferences of the Association and shall be subject to recall for absence from two consecutive Conferences without reasonable cause.
4. The Executive Secretary of Grand Chapter shall receive a salary of not less than \$200.00 per month.
5. The Journal Editor shall receive an honorarium of \$100.00 per Journal to be paid upon completion of each Journal.
6. Members of the Executive Board of Grand Chapter shall make an annual report of their activities at the Annual Conference of the Association, with a written copy submitted to the Executive Secretary.
7. The Executive Board of Grand Chapter shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

C. FUNDS OF THE ASSOCIATION

1. A "General Fund" is hereby created. All revenues, except for the Richard McGrath Memorial Fund and Ron Pincomb Memorial Fund, shall be placed in said fund. Such funds shall be in the care of the Executive Secretary of Grand Chapter and shall be administered as provided for in these Bylaws.
 - a. Sufficient funds shall be annually allocated to the Scholarship Fund to cover all costs necessary to fulfill the monetary award requirements associated with the student scholarship program.
2. The Executive Secretary shall be authorized to pay from the moneys of the General Fund all bills submitted in accordance with budgeted expenses.
 - a. Expenditures other than those in the above section in excess of two-hundred-fifty dollars (\$250.00) shall have approval of the President with concurrence of a majority of the Executive Board.
 - b. The request for approval must be in writing with narrative justification.
 - c. Documented receipts must be submitted to the Executive Secretary prior to payment.
 - d. All checks written on the General Fund account must be cashed within 90 days of the date of the check. After the 90 day period, the check will become null and void. The "Void After 90 Days" will be printed on the Association's checks.

D. COMMITTEES OF GRAND CHAPTER

1. Audit Committee:

- a. Within forty-five (45) days of his/her election qualification, the President of Grand Chapter shall appoint an Auditing Committee of not less than three members from among the active members of the Association who do not hold office in Grand Chapter.
- b. The Committee shall inspect all fiscal records of the Executive Secretary of Grand Chapter at least once a year and submit their report to the Executive Board. If any irregularities are noted, they shall immediately inform the President of Grand Chapter.
- c. The Committee shall also inspect the calendar records of any other official of the Grand Chapter on request of the Executive Board of Grand Chapter.

2. Bylaws Committee:

- a. Within forty-five (45) days of his/her election and qualification, the President of Grand Chapter shall appoint a Bylaws Committee consisting of not less than three members from among the active members of the Association who do not hold office in Grand Chapter.
- b. Members of this Committee shall familiarize themselves with the duties of the respective positions as set forth in the Bylaws and shall do such reports as directed by the presiding officer of Grand Chapter.
- c. The Bylaws Committee shall have the power to draw up and propose all amendments to the Bylaws. Any suggestions, proposals or orders appertaining to the Bylaws shall be presented for action by the members.
- d. All proposed changes, additions, or deletions shall be submitted to the Committee for consideration through the Executive Secretary by December 15th prior to the Annual Meeting.

3. Scholarship Committee:

- a. The President shall appoint a Scholarship Chairperson with the advice and consent of the Executive Board.
- b. The Committee shall consist of an additional four (4) members appointed by the President, no two of whom shall be from the same region of the Association.

4. Chapter Advisor's Committee:

- a. The President shall appoint a Chapter Advisor's Chairperson with the advice and consent of the Executive Board.
 - b. Duties of the Chapter Advisor Chairperson shall include making sure information in the ACJA/LAE Advisor's Handbook is current.
 - c. With assistance from the Executive Secretary, make sure every ACJA chapter advisor has a copy of the ACJA/LAE Advisor's Handbook.
 - d. Publish a letter to all chapter advisors prior to the Annual Conference.
 - e. With assistance from the Executive Secretary, coordinate the ACJA/LAE Advisor Recognition Form for awarding of an Advisor Certificate, Recognition Plaque and Letter of Recognition to be sent to the college / university Dean, Provost, etc.
 - f. Chair the Chapter Advisor's Breakfast and meeting at the Annual Conference.
 - g. With assistance from the Executive Secretary, send the Chapter Advisor's Breakfast and meeting minutes to all chapter advisors in attendance at the Breakfast meeting.
5. The President may appoint all committees as prescribed in the Bylaws and may appoint such other committees and standing committees as he/she deems necessary for the orderly operation of the Association.
 6. The composition of all standing committees may contain a student..

E. JOURNAL OF THE AMERICAN CRIMINAL JUSTICE ASSOCIATION--LAMBDA ALPHA EPSILON

1. The primary publication of the Association shall be called the Journal of The American Criminal Justice Association -- Lambda Alpha Epsilon. "LAE Journal of The American Criminal Justice Association" may be used as the title on the cover. The Journal will be published at least once a year. Additional issues may be authorized by the Executive Board as funds permit. It shall be furnished to all members of the Association.
2. The Journal shall at all times reflect the concern of the Association for the movement toward professionalization in the administration of criminal justice.
3. No article in the Journal shall either directly or indirectly advocate in the name of The American Criminal Justice Association and/or Lambda Alpha Epsilon any legislation pertaining to any matter whatsoever without direct authorization of the Executive Board of Grand Chapter.
4. Articles printed in the Journal shall be in good taste and reflect the varied interests of the membership of the Association.
5. Any questionable material submitted to the Journal Editor shall be referred to the President of Grand Chapter or to person or persons designated by him/her for clearance before publication.
6. All expenditures for the Journal shall be administered through the Executive Secretary of Grand Chapter from the General Fund.

F. ADDITIONAL PUBLICATIONS

1. The Executive Board may authorize such additional publication(s) in the furtherance of the objectives of the Association as funds permit.

G. REGIONS

1. The Association shall be divided into geographic regions.
 - a. The Association shall include as many regions as shall be authorized by the Executive Board of Grand Chapter.
 - b. Regions shall consist of all classifications of membership within that region.
 - c. The regions of the Association shall be subject to the provisions of the Bylaws and rulings of the Executive Board of Grand Chapter.
 - d. Whenever a region is created by the Executive Board of Grand Chapter, the President shall, on approval of the Executive Board, appoint an interim Regional President. The interim Regional President shall proceed to call a regional meeting of the chapters for the purpose of electing a Regional President.
2. **Regional Officers:**
 - a. The regions must elect a Regional President, Vice-President, and may elect a Secretary-Treasurer.
 - b. The Regional President shall be responsible for all activities of the Association as stated by Grand Chapter Bylaws and Rules within that region.
 - c. The regions must elect a Regional Vice-President to assist the Regional President in his/her responsibilities and represent the region in the absence of the Regional President.
 - d. If a vacancy occurs in a Regional President's chair, the Regional Vice-President shall assume those duties. In the event that a Regional Vice-President is not available to assume such duties, then an active member of the Region may be appointed by the President of Grand Chapter on an interim basis until such election is made.
 - e. Elected or appointed Regional Student Representatives shall provide a unified voice for students of criminal justice in all matters that are of professional concern to them, and to provide a line of communication to their respective region's Executive Board and additionally to the Executive Board of Grand Chapter.

3. Regional Funds:

- a. An annual reimbursement shall be made to each region consisting of five percent (5%) of the initiation fees and dues received from the membership of that particular region. This reimbursement shall be made in two installments based on moneys received by Grand Chapter during the six month period of November--April and May--October of each year. This disbursement shall take priority over all other Grand Chapter expenses except the Executive Secretary's salary, the direct expenses of operating the National Office, or other expenses given higher priority by a 3/4 vote of the Executive Board. The amount of reimbursement may be raised or lowered from the five percent (5%) figure by a written vote of 3/4 of the Executive Board. Any such deviation shall be effective for one six month period and must be revoked to continue into a new reimbursement period.
- b. The Regional Presidents shall receive all funds for the region from Grand Chapter and shall keep records of expenditures. The Regional Presidents shall submit a bi-annual report on the Bi-Annual Report Form to the Grand Chapter Executive Secretary no later than 30 days after the close of each reimbursement period. This report shall reflect the amount received, an itemized account of amounts expended, and balance remaining in the regional treasury. No funds shall be released to the Regional Presidents prior to receipt of this report by the Grand Chapter Executive Secretary.
- c. If, at the end of each consecutive reimbursement period, a Regional President(s) is behind two or more Bi-Annual Reports, he/she will forfeit the funds for the region if more than 12 months in arrears.

H. SUBORDINATE CHAPTERS

1. Subordinate chapters are localized groups of Association members organized to further the aims and objectives of the Association.
2. The Association shall include as many subordinate chapters as shall be authorized by the Executive Board of Grand Chapter.
3. Only one subordinate collegiate chapter may be established at each campus.
4. Subordinate collegiate chapters must have a chapter advisor.
5. Each subordinate chapter except "Members at Large" chapters shall choose a Greek letter(s), not to exceed four, for a chapter designation. The choice of letters is subject to approval of the Executive Secretary of Grand Chapter. Each region shall have one subordinate chapter known as the "Member at Large" chapter which shall consist of all qualified paid members who are not a member of any other subordinate chapter.
6. Subordinate chapters shall elect the officers it deems necessary. Delegates to represent subordinate chapters at the Annual Conference shall be appointed or elected by the chapter.
7. Chapter officers must be members in good standing at the time of their election.
8. Chapters are required to file the e-Postcard with the Internal Revenue Service (IRS) by May 15th each year for the preceding year to maintain their non-profit exemption. This is an IRS requirement. Chapters failing to file the e-Postcard each year will lose their federal tax exemption. The IRS will charge a significant fee to reinstate the chapter's tax exempt status.
9. Subordinate chapters shall not admit persons to chapter membership in any classification unless such persons are also admitted to membership in the National Association.
10. Subordinate chapters shall be subject to the provisions of these Bylaws, Grand Chapter Standing Rules and rulings of the Executive Board of Grand Chapter.
11. Advisors are encouraged to pay the initiation fee and join their chapter. However, if the Advisor does not choose to join the chapter, he/she will be added to the chapter roster and receive all Journals, Newsletters and mail outs, but will not receive a membership certificate, card, pin, or decal.

12. If a chapter has been inactive for at least two consecutive years (less than five paid members) and was notified at least twice by the Executive Secretary of their inactive status, the Executive Secretary may remove the chapter from the National roster until such a time that at least five paid members wish to re-establish the chapter.
13. Any remaining paid members within the chapter shall be notified and transferred to the Member at Large chapter.

14. Granting of Charters:

- a. The Executive Secretary shall, upon application of not less than five (5) persons who are eligible for membership, grant a Charter.
- b. The President and the Executive Secretary of Grand Chapter shall have the power to grant Charters subject to ratification at the next Executive Board meeting.
- c. The Greek letters for chapters shall be issued in order of acceptance of application. Should two or more be accepted at the same time, the date of filing shall determine priority.
- d. Each chapter shall devise Bylaws as soon as possible and a copy shall be sent to the Executive Secretary of Grand Chapter.

15. Recall of Charter:

- a. The Charter issued to each subordinate chapter remains the property of the Association and shall be surrendered on demand.
- b. The Charter shall be subject to revocation and recall for violations of any of the provisions of these Bylaws or if the chapter is unable to maintain a paid membership of at least five (5) members.
- c. Recommendations for recall of a Charter may be made by the chapter's Regional President and/or of the Executive Board of Grand Chapter.
- d. Upon the majority vote of the Executive Board of Grand Chapter in favor of the revocation of Charter, the Regional President shall immediately notify the President and Faculty Advisor, when applicable, of the concerned chapter.
- e. Upon receiving notification of revocation of Charter, the concerned chapter may ask for a reasonable time in order to show cause why their Charter should not be revoked.
- f. Upon revocation of the Charter, it shall be surrendered to the Regional President and the chapter shall be removed from the Association's roster.
- g. The Regional President shall have the authority to suspend for a period of not more than sixty (60) days, the Charter, activities, functions, and acts of chapter while an inquiry is made to determine if a chapter's Charter is to be revoked.
- h. In the event a Charter is suspended, the Regional President shall immediately notify the Executive Secretary of Grand Chapter indicating the reasons for the suspension.

ARTICLE VII: INSIGNIA--SEAL OF THE AMERICAN CRIMINAL JUSTICE ASSOCIATION - LAMBDA ALPHA EPSILON

A. ASSOCIATION INSIGNIA

1. The regular Association Insignia of The American Criminal Justice Association--Lambda Alpha Epsilon shall be a true hexagon in shape, the sides of which shall measure nine thirty-seconds (9/32) of an inch with a raised panel five thirty-seconds (5/32) of an inch wide, running diagonally downward from left to right; imposed in relief upon which shall appear the Greek capital letters Lambda, Alpha and Epsilon. In the upper right field above the letters Lambda Alpha, there shall appear the scales of justice in relief, in the upper right field above the letter Epsilon, there shall appear a six-pointed star in relief; in the lower left field, there shall appear a spider web rampant in relief. A beveled edge, three sixty-fourths (3/64) of an inch wide shall surround the outer edge of the insignia. The words "American Criminal Justice Association" shall appear on the beveled edge.

Color shall be that of the material used. This insignia shall be issued to members by the Executive Secretary of the Grand Chapter only upon final acceptance of the application by the Executive Board of Grand Chapter.

B. STAR INSIGNIA

1. The Star Insignia of the Association shall consist of the regular insignia, superimposed upon a yellow-gold six-pointed star, the points of which shall have an overall diameter of five eighths (5/8) of an inch. This insignia may be issued only to Star Members of the Association who have been so selected and elected by three-quarters (3/4) vote of the voting members present at the Annual Conference.

C. KEY INSIGNIA

1. The Key Insignia of the Association shall consist of the regular insignia mounted on a key bar.
 - a. In the case of a Graduate Degree Award, the bar shall be yellow-gold with a sapphire stone in the star of the ACJA/LAE logo..
 - b. In the case of a Bachelor Degree Award, the bar shall be yellow-gold.
 - c. In the case of an Associate Degree Award, the bar shall be silver.

D. GREAT SEAL

1. The Great Seal of the Association shall consist of a replica of the regular insignia, around which shall appear the words, "SEAL OF THE GRAND CHAPTER" and below which shall appear "FOUNDED 1937" within two concentric circles, the outer circle having a diameter of one and one-half (1-1/2) inches. This seal shall be in the custody of the Executive Secretary of Grand Chapter and shall be affixed to official papers.

E. GENERAL PROVISIONS

1. The power to issue any badge, certificate, pin, emblem or any replica or facsimile of any badge, certificate, pin or emblem containing these, "THE AMERICAN CRIMINAL JUSTICE ASSOCIATION -- LAMBDA ALPHA EPSILON", or any abbreviation or alteration of the words "THE AMERICAN CRIMINAL JUSTICE ASSOCIATION--LAMBDA ALPHA EPSILON", shall rest solely with the Executive Board of Grand Chapter.
2. Any region or subordinate chapter may, upon application to the Grand Chapter Executive Board, be granted permission to issue any of the aforementioned artifacts. The application should state the physical nature of item or artifact and the purpose for which it is intended or shall be used.
3. The Executive Board of Grand Chapter will grant automatic approval of any embroidered cloth reproduction or silk-screen of the Association's insignia to be used on jackets, t-shirts, hats, etc. This logo cannot be added to or symbols changed.
4. The Official colors of the National Association are Royal Blue and Gold. Subordinate chapters may choose their own colors.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

1. Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Association 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 Association may adopt.

ARTICLE IX: AMENDMENTS

1. These Bylaws may be amended at the Annual Conference of Grand Chapter provided notice of such amendment be brought to the attention of the entire membership for their consideration and comment.

2. A two-thirds (2/3) vote of the voting membership present at the Annual Meeting shall be necessary to amend any section of these Bylaws.
3. Voting on amendments to the Bylaws and Standing Rules may be by roll call if five (5) members request it. If required, the Executive Secretary shall call the roll. The delegates shall declare their vote(s) aye (yes) or no. The Executive Secretary shall record vote(s) and then repeat them to be sure of their accurate recordation.

Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
 2. Why is Parliamentary Procedure Important?
 3. Example of the Order of Business
 4. Motions
 5. Types of Motions
 6. How are Motions Presented?
 7. Voting on a Motion
-

1. What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

2. Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

3. Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

4. The method used by members to express themselves is in the form of moving motions.

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

5. There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

6. How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

7. Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice --** The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.

2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

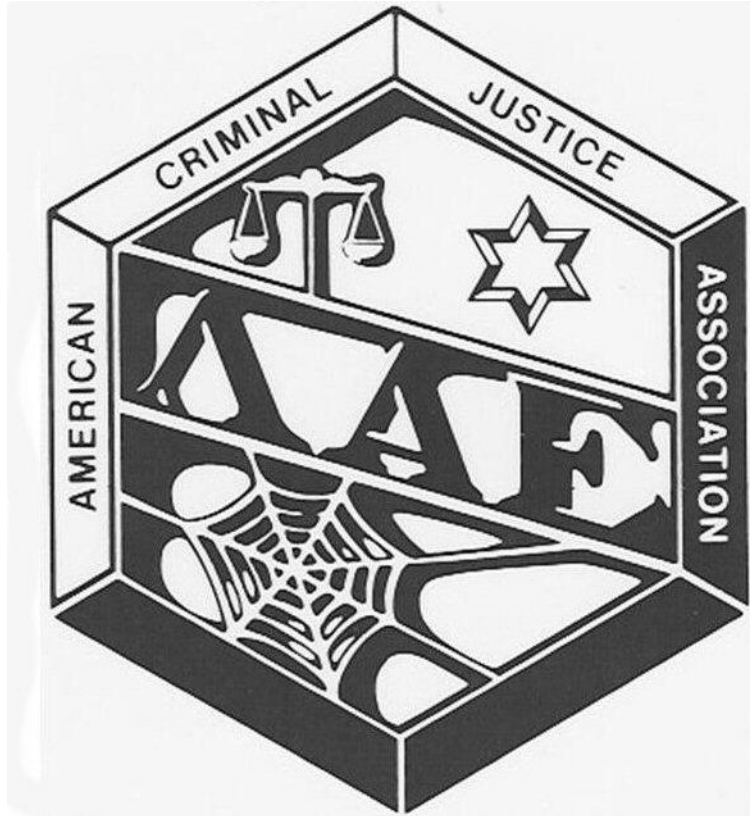
1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

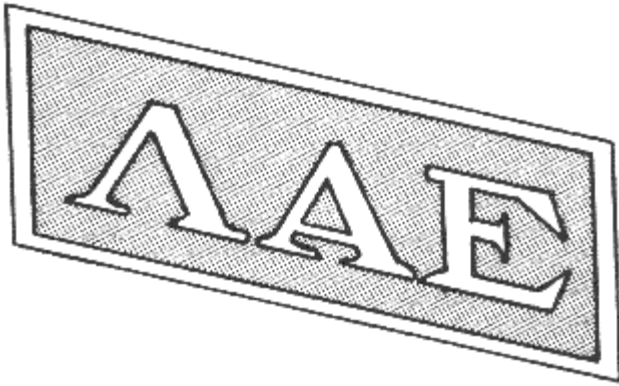
Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- 1. Allow motions that are in order.**
 - 2. Have members obtain the floor properly.**
 - 3. Speak clearly and concisely.**
 - 4. Obey the rules of debate.**
- Most importantly, *BE COURTEOUS*.**

American Criminal Justice Association Lambda Alpha Epsilon

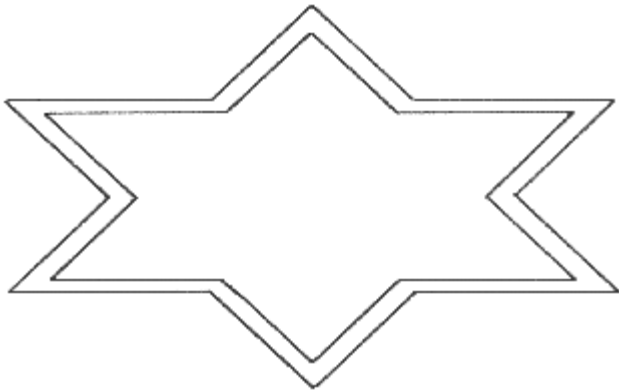
Emblem





The emblem of the American Criminal Justice Association - Lambda Alpha Epsilon consists of a hexagon upon which is inscribed three Greek letters, Lambda, Alpha and Epsilon; a web, a star and a pair of scales. Each of these figures has a particular significance for us in the field of criminal justice.

The Greek letter "Lambda" is the first letter of the Greek word "Lambano" which means "to detect and apprehend". "Alpha" is the first letter of the Greek word "Anakrinen" meaning "to adjudicate". "Epsilon" is the first letter of the Greek word "Exorthoun" which translated means "to rehabilitate". The three letters taken together are representative of the primary functions of criminal justice systems everywhere; to detect, to adjudicate, to rehabilitate.

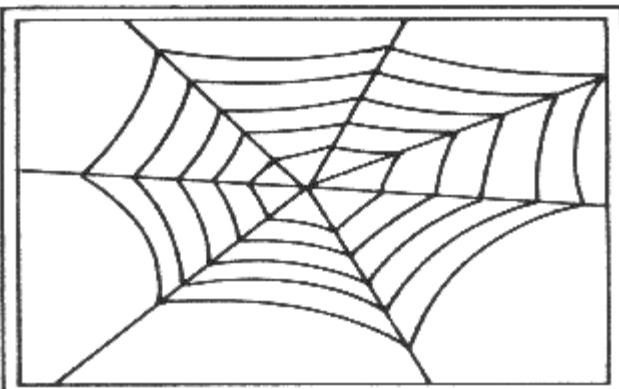


The star is representative of the light of knowledge. The truth of the adage "Knowledge is Power" becomes more apparent each day. Now, more than ever, those of us who are committed to the criminal justice system appreciate that only by acquisition and dissemination of knowledge, can we hope to perform an adequate service to our communities. In our oath we have obligated ourselves to be both a teacher and a student of the art and science of criminal justice. Let this star constantly remind us of our dedication to the pursuit of knowledge.



Traditionally, scales are emblematic of justice. As criminal justice agents, we are committed to deal with our respective tasks honestly, truthfully, and without prejudice. The evidence of our skill is the ability to consummate our tasks with the highest degree of professional integrity possible.

As criminal justice agents, we are charged to detect, to apprehend, to prosecute, to adjudicate, and to rehabilitate criminal offenders whenever and wherever they come before the system. As members of the American Criminal Justice Association - Lambda Alpha Epsilon, we know that these objectives can best be achieved through the just administration of the art and science of the criminal justice system.



The web symbolizes that great complexity of criminal activity. The edges of this web are anchored to our national boundaries from state to state and city to city. The web has a second significance for criminal justice agents. It accentuates the multitude of agencies dedicated to cope with this massive dilemma. Each act of agency cooperation helps eliminate a strand in the web of crime making it progressively easier to deal with this enormous social problem.

Commonly Used Radio Codes

Terms	Definitions		
10-1	Receiving poorly	10-30	No wants your subject
10-2	Receiving well	10-31	Subject has record but no wants
10-3	Stop transmitting	10-32	Subject wanted, are you clear to copy
10-4	OK	10-32F	Subject wanted, felony-type hit
10-5	Relay	10-33	Standby, emergency traffic only
10-6	Busy	10-34	Resume normal radio traffic
10-7	Out of service	10-35	Confidential information
10-8	In service	10-36	Correct time
10-9	Repeat	10-37	Name of operator on duty?
10-10	Out of service subject to call	10-39	Message delivered
10-11	Transmitting too rapidly	10-42	Pickup officer
10-12	Officials or visitors present	10-45	Service your equipment
10-13	Weather or road conditions	10-48	I am now ready to take information
10-14	Escort or convoy	10-49	Proceed to __
10-15	En route with prisoner	10-86	Traffic check, do you traffic for this unit/dispatcher?
10-16	Pick up prisoner	10-87	Meet __ at __
10-17	Pick up papers	10-97	Arrive at location
10-18	Complete present assignment as soon as possible	10-98	Finished last assignment
10-19	Return or returning to station	11350	Possession of controlled substance
10-20	Location	11357	Possession of marijuana
10-21	Call by telephone	187	Murder
10-22	Cancel last message or assignment	211	Robbery
10-23	Standby	240	Misdemeanor assault
10-25	Do you have contact with __?	242	Battery
10-27	Check for warrants	245	Assault with a deadly weapon
10-28	Registration request	261	Rape
10-29	Check for stolen or wanted	273.5	Domestic violence
		390	Drunk

415	Disturbing the peace
459	Burglary
487	Grand theft
488	Petty theft
502	Drunk driver
503	Stolen car/motorcycle/boat
594	Malicious mischief
901	Traffic accident, unknown injury
901-N	Ambulance needed
901-T	Injury traffic accident
902	Accident, non-traffic
904	Fire
907-N	Paramedic team needed
909	Traffic information
909-C	Traffic congestion/control
909-T	Traffic hazard
910	Can handle call
911-B	Contact the officer
912	Are we clear to/for __?
913	You are clear to/for __
914-A	Attempted suicide
914-C	Coroner needed
914-S	Suicide
917-A	Abandoned vehicle
918	Mental case
918-V	Violent mental case
919	Keep the peace
921	Prowler
924	Station detail
925	Suspicious person

925-V	Suspicious vehicle
926	Tow truck needed
927	Unknown trouble
927-D	Investigate dead body
929	Investigate person down
954	Off the air at scene
960	Car stop, request follow-up
960-X	Car stop, expedite follow-up, dangerous suspects
961	Car stop, no follow up needed
962	Suspect armed and dangerous, are you clear to copy?
968	Request want and warrant check of a person
982	Bomb threat
995	Riot or major disturbance
997	Officer needs assistance from own agency units only. Urgent
998	Officer involved in a gun battle
999	Officer needs help. Any units respond
Code 1	Routine. Take this call next.
Code 2	Urgent. Expedite, but obey all traffic laws. No red light or siren.
Code 3	Emergency. Proceed immediately using red light and siren.
Code 4	No further assistance needed.
Code 4-A	No further assistance needed. Suspect at large in the area.
Code 5	Stake out. Other units stay away unless dispatched in response to a call.
Code 6	Out for investigation.
Code 7	Out of service to eat.
Code 9	Jail break

Code 12	Patrol your assigned district and report extent of disaster damage
Code 13	Activate major disaster plan or perform major disaster duties
Code 14	Resume normal operations (used only in conjunction with Codes 12 and 13)

Code 20	Notify news media
Code 20-D	Request departmental photographer
Code 99	Emergency situation. Emergency button on radio has been depressed. No voice contact.

How to tell Military Time

The military clock starts at midnight, known as 0000 hours. This is called "Zero Hundred Hours." Instead of having a twelve-hour clock that resets twice, in military time, you work with one clock that starts with 0000 at midnight and runs all the way until 2359 hours (11:59 p.m.) until it resets at 0000 hours at midnight again. Note that the military clock does not use the colon to separate the hours and minutes.

Time	Military Time Equivalent
Midnight (12 a.m.)	0000 hrs
1 a.m.	0100 hrs
2 a.m.	0200 hrs
3 a.m.	0300 hrs
4 a.m.	0400 hrs
5 a.m.	0500 hrs
6 a.m.	0600 hrs
7 a.m.	0700 hrs
8 a.m.	0800 hrs
9 a.m.	0900 hrs
10 a.m.	1000 hrs
11 a.m.	1100 hrs
12 p.m.	1200 hrs
1 p.m.	1300 hrs
2 p.m.	1400 hrs
3 p.m.	1500 hrs
4 p.m.	1600 hrs
5 p.m.	1700 hrs
6 p.m.	1800 hrs
7 p.m.	1900 hrs
8 p.m.	2000 hrs
9 p.m.	2100 hrs
10 p.m.	2200 hrs
11 p.m.	2300 hrs