



**American Criminal Justice Association- Lambda Alpha
Epsilon
Lambda Chapter Constitution**

Adopted Fall 1999
Amended September 2017
Amended March 2022
Amended October 2023
Amended May 2024
Amended September 2025

Article I: Name

The chapter shall be known as Lambda Chapter of the American Criminal Justice Association- Lambda Alpha Epsilon.

Article II: Purpose

- A. Lambda Chapter shall uphold the following objectives of the Grand Chapter of the American Criminal Justice Association - Lambda Alpha Epsilon as stated in the National Bylaws:
 - a. Improve criminal justice through educational activities.
 - b. Foster professionalism in law enforcement personnel and agencies.
 - c. Promote professional, academic, and public awareness of criminal justice issues.
 - d. Encourage the establishment and expansion of higher education and professional training in criminal justice.
 - e. Provide a unified voice for professionals in, and students of, criminal justice.
 - f. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.

Article III: Membership

A. Membership Statement

- a. Membership in Lambda Chapter shall be open to all students in good standing at Florida State University.
- b. 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 Fraternity.
- c. Any person convicted of a felony may be considered five (5) years after expiration of sentence and must receive approval of the Region President plus two-thirds (2/3) vote of the Executive Board of the Grand Chapter.

- d. No person may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, the inability to pay dues, or any combination thereof.
- e. No hazing or discrimination will be used as a condition of membership in this organization.

B. Recruitment

- a. Applicants must provide the Secretary with a completed application for Grand Chapter membership.
- b. Applicants must complete the new member requirements as set forth in the Bylaws.

C. Members-in-Good-Standing

- a. To be considered a member-in-good-standing and have voting privileges, a member must complete the requirements set forth in the Bylaws.

D. Revocation of Membership

Any member who shall be guilty of any immoral, dishonest, fraudulent, or criminal act against the laws of the United States of America or the State of Florida or who shall act in such a way as to discredit the Association or who shall offend against the Bylaws of the Grand Chapter or Lambda Chapter or the Florida State University Code of Conduct as determined by the Executive Board shall be reprimanded, suspended, and/or expelled from membership as the Executive Board of Lambda Chapter by a vote may determine.

E. Appeal Process

Any member disciplined by the Executive Board may appeal such action to the general membership of Lambda Chapter at the next general meeting. The President will present the facts and rationale of the disciplinary action to the membership who will, by majority plus one (1) vote, either sustain the Executive Board's action; modify it; or reverse it.

F. Transfer Members

- a. Must provide proof of National membership.
- b. Must pay Lambda Chapter dues and complete new member requirements.

Article IV: Officers

Section 1: Title and Duties

A. The offices of this organization shall include President, Vice President, Secretary, Treasurer, Sergeant-at-arms, and Recruitment Officer. These officers shall constitute the Executive Board, and may be referred to as the Executive Board hereafter.

a. Officers cannot reappoint themselves for a second term; they must be re-elected as described in Article V.

b. The President Shall:

- i. Shall oversee all Lambda Chapter Meetings and functions according to the American Criminal Justice Association - Lambda Alpha Epsilon National Standing Rules, section D, subsections 1, 3, 4, 5, and 8.
- ii. File Lambda Chapter with Florida State University Student Organization and with Florida State University Student Government Association each Semester.
- iii. Maintain a strong professional relationship between Lambda Chapter and the faculty of the Florida State University School of Criminology and Criminal Justice.
- iv. Attend an accounting seminar, as scheduled by the Florida State University Student Government Accounting Office, each semester.
- v. Be responsible for retrieving mail from the Lambda mailbox in a timely manner.
- vi. Be responsible for applying for Student Government Association funding each semester.
- vii. Be responsible for preparation, publication, and distribution of an Executive Board contact list to the Lambda Chapter membership each semester.

c. The Vice President Shall:

- i. Follow duties set forth by the American Criminal Justice Association-Lambda Alpha Epsilon National Standing

Rules, sect. E, subsections 1-3.

- ii. Be responsible for appointment of chairpersons to Lambda Chapter Banquet, Communications, Community Service, Conference, Fundraising, Intramurals, Liaison, Merchandise, New Member Activities, Scholarship, and Socials committees.
- iii. Be responsible for initial screening and presentation of all committee proposals to the Lambda Chapter Executive Board.
- iv. Be responsible for preparation, publication, and distribution of a committee chairperson list, including committee names, chairperson names, telephone numbers, and email addresses, to Lambda Chapter members each semester.
- v. Be responsible for holding a meeting as needed, to be attended by the chairpersons of each committee.
- vi. Be responsible for preparation, publication, and distribution of a Lambda Chapter calendar of events each month.
- vii. Have the authority to create non-standing committees for the purpose of organizing Lambda Chapter hosted Regional and National Conferences as needed, as approved by the majority of the Lambda Chapter Executive Board.

d. The Secretary Shall:

- i. Be responsible for the reservation of the meeting room on Florida State University campus for Lambda Chapter general meetings each semester.
- ii. Be responsible for preparation and filing of Grand Chapter membership paperwork for Lambda Chapter members.
- iii. Be responsible for recording minutes of all Lambda Chapter General and Executive Board Meetings.
- iv. Take formal attendance at all Lambda Chapter General and Executive Board Meetings.
- v. Keep alumni records.

- vi. Submit a report to the Lambda Chapter Executive Board specifying all members-in-good-standing as well as new members that have met membership requirements each semester.
 - vii. Be responsible for keeping a current list of all members-in-good-standing and alumni.
 - viii. Provide a current list of all members-in-good-standing prior to Chapter elections.
- e. The Treasurer Shall:
- i. Be responsible for presentation of Lambda Chapter financial statements at the first Executive Board meeting of each month, and at any other time that Lambda Chapter Executive Board requests.
 - ii. Be responsible for providing receipts to Lambda Chapter members for all payments received.
 - iii. Be responsible for balancing Lambda Chapter accounts held with banking institutions and Florida State University.
 - iv. Be responsible for conducting all financial transactions involving Lambda Chapter.
 - v. Be responsible for transferring Lambda Chapter account authority to the incoming Treasurer.
 - vi. Attend an accounting seminar, as scheduled by the Florida State University Student Government Accounting Office, each semester.
 - vii. Submit a report to the Secretary specifying which members have met member-in-good-standing requirements as well as new members that have met membership requirements each semester.
 - viii. Complete an audit, through a Certified Public Accountant, of all Lambda Chapter accounts, prior to the end of their term of service.
- f. The Sergeant-at-Arms Shall:

- i. Act as a parliamentarian at all meetings.
- ii. Act directly under the authority of the President, and shall perform such duties as directed by the President.
- iii. Be responsible for supervising Lambda Chapter elections and counting all ballots.
- iv. Be responsible for appointing or serving as the Lambda Chapter Pistol Team Captain and Crime Scene Captain, who shall serve in that capacity for a period of one (1) semester.
- v. Be responsible for securing a waiver from all participating Lambda Chapter Pistol Team members, absolving Lambda Chapter from injury or damages that may be incurred during Lambda Chapter Pistol Team activities.
- vi. Be responsible for all aspects of any Lambda Chapter Pistol Team and Crime Scene Team activities.
- vii. Be at least twenty-one (21) years of age or be able to provide evidence of sufficient firearm experience as determined by the Executive Board of Lambda Chapter prior to election.
- viii. Plan and supervise a minimum of one (1) 48-round official ACJA-LAE Lambda Chapter pistol competition each semester, preceding the ACJA-LAE Conference by a minimum of three (3) weeks. The competition must be scored, the results of which shall be provided to the Lambda Chapter Conference Committee Chairperson.
- ix. Ensure compliance with all National and Lambda Chapter Constitution and Bylaws.
- x. Be responsible for accurately updating the Lambda Chapter Bylaws to reflect changes incurred through passed amendments.
- xi. Be responsible for keeping detailed records of all Lambda Chapter Bylaws and Constitutional amendments and their respective dates of approval by the membership.

g. The Recruitment Officer Shall:

- i. Construction, publication and presentation of a new member events calendar to the Vice President on a monthly basis.
 - ii. Providing the Lambda Chapter Vice President with a written proposal for any requests from Lambda Chapter Executive Board.
 - iii. Keeping detailed records of all new member events.
 - iv. Planning, coordinating, and supervising a New Member Initiation and an LAE Banquet each semester.
 - v. Enact Recruitment Committee Chairs as needed:
 - 1. These chairs shall be known as the Banquet Chair and the New Member Activities Chair
 - 2. These chairs shall be appointed with the approval of the Vice President and Recruitment Officer, respectively
 - 3. The duties of these chairs shall be outlined in the Lambda Alpha Epsilon Bylaws
 - 4. The Recruitment Officer shall meet with these chairs on a regular basis
 - vi. Each member of the Executive Board shall have one (1) vote per new member, to be cast for the purpose of verifying each new member's Lambda Chapter membership.
 - 1. Each new member shall require a majority vote of the Executive Board to be admitted as a member of Lambda Chapter. In the case of an even split vote, the President has the final voting power.
 - 2. No Executive member shall vote any new member into Lambda Chapter membership if said new member has not met the conditions set forth, per membership requirements.
- h. The Deputy Shall:

- i. Participate in Executive Board Meetings
- ii. Assist the Executive Board Member that they are replacing in order to conduct clean transition
- iii. Not act as any Executive Board Official capacity while being Deputy
- iv. May hold a chair position during the same semester

Section 2: Eligibility

- A. A candidate for an office in the Executive Board must be a member-in-good-standing for two (2) semesters, including their first semester.
- B. A candidate for an office in the Executive Board must be currently enrolled as a student at Florida State University.
- C. The aforementioned officers shall not hold any other elected or appointed position within Lambda Chapter with the exception of Lambda Chapter Pistol Team Squad Leader.
- D. A candidate for an office in the Executive Board must have a GPA of 3.0 in the preceding semester of nomination or have a 3.0 cumulative GPA.

Section 3: Requirements

- A. They must meet the same requirements members-in-good-standing do.
 - a. Overseeing Officer Requirements:
 - i. The Presidents has checkpoints between meetings for Executive Members to make sure they are on top of their points
 1. Any problems will be at the discretion of the President and Sergeant-at-Arms
 2. The Vice President and Sergeant-at-Arms will do checkpoints and issues for the President.
 3. The President and Vice President will do checkpoints and issues for the Sergeant-at-Arms.
 - ii. Officers Violating Requirements:

1. If an Officer fails to fulfill points and requirements by the semester's end without valid reasons, it triggers a reassessment and election for that Officer position. Elections will automatically take place during the final business meeting of the semester.

Article V: Selection Of Officers

Section 1: Nomination Process

- A. Any member may nominate candidates as per the most current edition of Robert's Rules of Order
- B. Election Process
 - a. Elections shall be held each spring semester for the offices of President, Vice President, Secretary, Treasurer, Recruitment Officer, and Sergeant-at-Arms.
 - b. The election process shall be held two (2) weeks prior to the end of the Spring semester and shall be held in two (2) parts during two (2) meetings:
 - i. Part I: Nominations of Candidates (the general meeting before elections.)
 - ii. Part II: Pro-speeches, Speeches, Pro-con-pro discussion, final submission of proxy votes, and formal voting.
 - c. Only members-in-good-standing have voting privileges.
 - d. Only new members who are eligible for initiation have voting privileges.
 - e. Any presidential candidate not elected may thereafter choose to run for the vice-presidency, but only the vice-presidency. Candidates for all other offices are fixed upon the closure of nominations.
 - f. Candidates may run for more than one (1) office. Once a candidate is elected to an office, he/she is then removed from candidacy for all other offices.
- C. Pro-speakers

- a. Each candidate requires a pro-speaker to speak on his/her behalf prior to the candidate's own speech. Candidates for President require two (2) pro-speakers each.
- b. Neither the Chapter Advisor, any Assistant Chapter Advisor, nor any present member of the Executive Board may act as a pro-speaker.
- c. In the event that a candidate does not have the required number of pro-speakers, then he/she shall be removed from candidacy.
- d. Pro-speaker speeches shall be limited to a maximum of five (5) minutes.
- e. Candidate speeches shall be limited to a maximum of five (5) minutes.
- f. Pro-con-pro discussion will be three (3) minutes in length and open to all members to discuss agreement or opposition to the candidates running.
 - i. The discussion will take place after the pro-speaker
 - ii. All discussions must end on a pro
 - iii. A motion may be called to end pro-con-pro before the three (3) minute mark. This motion must be passed by a simple majority
 - iv. Each member-in-good-standing may only say one (1) pro/con

D. The Sergeant-at-Arms shall supervise the election and count the ballots. An impartial member-in-good-standing shall be on hand to verify the ballot count.

- a. A majority vote is required to elect a person to a position.
 - i. A simple majority is defined as fifty percent (50%) plus one (1) vote of all eligible voters present or having presented proxies.
 - ii. A failure to obtain a simple majority by any one (1) candidate shall result in a run-off election between the two

(2) candidates who received the largest percentage in the initial vote.

- b. Proxy votes may be submitted, in writing, to the Lambda Chapter Treasurer at any time preceding the election. The proxy document must include the signatures of both the member-in-good-standing that will be voting and the proxy.

E. Election by Acclamation

In the case where a candidate is running unopposed, a member-in-good-standing may motion to skip the pro-speaker's speech as well as pro-con-pro. This motion must pass by a simple majority.

Section 2: Terms of Office

The length of office shall end at the conclusion of the spring semester banquet. Newly elected officers shall take office immediately after the banquet. If an officer should resign before the end of their term, and an election is required, the newly appointed officer shall take office immediately.

Article VI: Parliamentary Authority

- A. Rules contained in the current edition of Robert's Rules of Order shall govern the Lambda Chapter in all cases to which they are applicable and in which they are not inconsistent with Lambda Chapter and National Chapter Bylaws and any special Rules of Order Lambda Chapter may adopt.
- B. All general meetings and Executive Board meetings are open to all members-in-good-standing.

Article VII: Officer Vacancies

Section 1: Removal of Officers

A. Removal

- a. Any officer may be removed from office upon a two-thirds ($\frac{2}{3}$) majority vote of all members-in-good-standing. Any member may petition for a vote to terminate an officer. The officer will be notified in writing of the possible termination or removal at least seventy-two (72) hours prior to the vote and will be allowed to

address the organization in order to relate to members any relevant defense prior to the voting for removal.

B. Resignation

- a. Any elected official may resign. The officer must submit a written letter of resignation to the President. A letter of resignation from the President shall be submitted to the Vice President. The officer shall have the opportunity to give a resignation speech at the next general meeting. If a speech is not given, then the President (or Vice President) shall read the letter of resignation.
- b. Once the resignation letter is submitted, it is final and a new election will take place to elect a replacement. In the event of a resignation of the President, the Vice President shall assume the presidency and the subsequent election shall be to elect a new Vice President.
- c. A majority vote of members-in-good-standing present is needed to elect a replacement.

C. Deputy Replacement

- a. When an elected official has planned to resign their duties by the end of the Fall Semester prior to the beginning of the Fall Semester, due to circumstances (e.g. graduation), the elected official may nominate a Deputy.
 - i. The Deputy position is an honorary position that allows for a clean and prompt transition if an Executive Member graduates early
 - ii. Only available if an executive board member plans to graduate Fall Semester and not continue their studies at Florida State University
- b. Members in good standing may cast in votes. If votes were to fail, an election process will be held at the end of the Fall Semester
 - i. Refer to Article VII: Section 1.B and Article V for Election Process
 - ii. Refer to Article IV: Section 1.9 for Deputy Responsibilities

Article VIII: Meetings

The quorum required to conduct business is seventy percent (70%) of the officers and fifty percent (50%) of the organization's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least forty-eight (48) hours in advance and shall be notified via e-mail or on the calendar. The president shall preside over all meetings and shall follow Robert's Rules of Order in conducting organizational meetings.

Article IX: Staff Advisor

The advisor shall be selected by the Florida State University College of Criminology. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor shall be a registered member of the grand national chapter. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current, full-time FSU faculty or staff member.

Article X: Law Enforcement Advisor

Section 1: Nomination and Role

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of current and new members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor shall be a registered member of the Grand National chapter. The advisor has no voting rights. The advisor position has a one (1) year term. Must have a law enforcement background.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least seventy-two (72) hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a two-thirds ($\frac{2}{3}$) majority vote of current and new members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within fourteen (14) calendar days.

Section 3: Duties

- A. Work closely with Staff Advisor, The Law Enforcement advisor will act as a subordinate to the Staff Advisor.

- B. Be a constant source of information and knowledge about law enforcement as well as other law enforcement agencies.
- C. Act as a resource for knowledge in relation to law enforcement.
- D. Serve as a mentor to students.

Article XI: Finances

Section 1: Membership Dues

- A. Lambda Chapter dues shall be collected no later than the fourth (4th) business meeting. After the fourth (4th) business meeting has passed, there will be a late charge added each week until the dues are paid.
- B. Any acquired late fees is up to the Treasurer's discretion.
- C. National dues must be paid annually, as necessary.
- D. Chapter dues will be charged as stated in the Bylaws.
- E. No Florida State University student may be denied membership or continued membership based upon the inability to pay dues.

Section 2: Spending the Organization's Money

For the protection of the organization and its officers the records of monetary transactions are available for the viewing of all members. Members may view the records at any executive board meeting or an appointment can be set up with the Treasurer. In addition, it is the duty of the Treasurer to provide a summary of all expenses and revenues to the membership at the end of the semester. Only the President and Treasurer can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 3: Donation and Sells

- A. Any monies donated to Lambda Chapter, whether collected by group or an individual, shall be allocated to the membership as a whole.
- B. Any and all monies received through the manufacture and sale of Lambda Alpha Epsilon merchandise by Lambda Chapter members, or any item

containing either the Lambda Alpha Epsilon or Lambda Chapter name shall be allocated to the membership of Lambda Chapter as a whole.

- C. Any payment made by a member or sponsor to Lambda Chapter, including Lambda Chapter and Grand Chapter membership dues, ACJA-LAE Regional or National conference registration fees, ACJA-LAE Regional or National Conference lodging fees, and ACJA-LAE Regional or National Conference transportation fees, is non-refundable, barring extenuating circumstance as determined by a majority of Lambda Chapter Executive Board.
- D. Any payment made by a member or sponsor to Lambda Chapter through the Lambda Chapter Banquet, Communications, Community Service, Conference, Fundraising, Intramurals, Liaison, Merchandise, New Member Activities, Scholarship, Socials Committees, or Recruitment Officer, to be used for events provided by any of the aforementioned committees, is non-refundable, barring extenuating circumstances as determined by a majority of the Lambda Chapter Executive Board.
- E. By personal inclusion of their name on any event list provided by Lambda Chapter Banquet, Communications, Community Service, Conference, Fundraising, Intramurals, Liaison, Merchandise, New Member Activities, Scholarship, Socials Committee, or Recruitment Officer, any member or sponsor assumes the financial responsibility contained therein.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Article XII: Amendments to the Constitution

- A. Amendments may be proposed by any member-in-good-standing of the Lambda Chapter and must be presented at a general meeting.
- B. The first (1st) general meeting scheduled after the new member/member-in-good-standing verification shall be designated as a mandatory meeting.
- C. A quorum must be established at the mandatory meeting to vote on amendments to the Lambda Chapter Constitution. A quorum will be met when two-thirds ($\frac{2}{3}$)

of all members-in-good-standing of the Lambda Chapter are present at the mandatory meeting or represented by proxy vote.

- D. Inactive alumni members, inactive lifetime members, and inactive honorary members shall retain any voting privileges but shall not be included in the total number of members required to establish a quorum. Inactivity shall be defined as failure to attend a single Lambda Chapter function in the current semester. A function shall be defined as any Lambda Chapter general meeting, e-board meeting, social event, fundraising event, community service event, or any other type of LAE event officially sanctioned by Lambda Chapter.
- E. Amendments must be passed by a three-fourths ($\frac{3}{4}$) majority of members-in-good-standing present at the mandatory meeting.
- F. Copies of the proposed amendment shall be made available to the general membership at the time of proposal.
- G. Any amendment to the Lambda Chapter Constitution passed by a three-fourths ($\frac{3}{4}$) majority of members-in-good-standing in attendance at the mandatory meeting shall become effective in the following semester.

Article XIII: Bylaws

- A. Bylaws are related to the details of the administration of Lambda Chapter rather than parliamentary procedure.
- B. A Bylaw can be adopted, rescinded, suspended, or amended by a four-fifths ($\frac{4}{5}$) vote of the Executive Board
- C. Amendments may be proposed by any member-in-good-standing of the Lambda Chapter at an Executive Board meeting. At the time of the proposal, the Executive Board will discuss the implications of the Amendment.
- D. The following committee chair meeting will be a mandatory meeting for committee chairs. The Vice President will present the proposal to the committee chairs. The committee chairs will then vote on passing the amendment by secret ballot. The Vice President will tally the votes and will vote on behalf of the majority at the next Executive Board Meeting.
- E. The following Executive Board meeting will be mandatory for all Executive Board members. The Executive Board will then vote on the proposal and the Vice President will vote on behalf of the committee chairs.

- F. If at any time a member disagrees with an amendment to the Bylaws passed by the Executive Board, the said member can present the amendment to the general membership at the next general meeting. The membership will then vote by majority to either sustain the passed amendment; modify it; or reverse it.