STANDING RULES
THE AMERICAN CRIMINAL JUSTICE ASSOCIATION
LAMBDA ALPHA EPSILON
GRAND CHAPTER

REVISED MARCH 2017

DEFINITIONS

1. Standing Rules are related to the details of the administration of the Association rather than parliamentary procedure.
2. They can be adopted or changed upon the same conditions as any act of the Association.
3. A Standing Rule can be adopted by a majority vote at any Business Meeting without previous notice or by the Executive Board.
4. Standing Rules may be suspended for the duration of any session (but not for any longer) by a majority vote.
5. A Standing Rule continues in force until it is rescinded or amended.
6. Standing Rules taken from the Bylaws cannot be changed or suspended by a majority vote.

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A. DUTIES OF THE EXECUTIVE BOARD

1. All corporate duties of the Grand Chapter shall be vested in the Executive Board. ***(Bylaws, Article VI, A, 3.)***
2. All elected officers of Grand Chapter shall be required to attend Executive Board, Special, and Annual Meetings of the Association and shall be subject to recall for absence from two consecutive meetings without reasonable cause. ***(Bylaws, Article VI, B, 3.)***
3. All members of the Board shall make an annual report of their activities at the Annual Meeting of the Association, with a written copy given to the Executive Secretary. ***(Bylaws, Article VI, B, 6.)***

4. Expenses:

a. The President, Vice-President, Executive Secretary, immediate Past-President, National Student Representative, and all Regional Presidents shall be reimbursed for expenses incurred while attending Grand Chapter Conferences.
b. Executive Board members shall be reimbursed actual expenses in accordance with the Expense Reimbursement Policy.
c. Executive Board reimbursement for expenses must be submitted within sixty (60) days of the close of the National Conference or forfeit reimbursement.

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.
6. The Executive Board shall have general supervision of the affairs of the Association between Annual Conferences, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as specified in the Bylaws.
7. The Board has the right to make decisions on expenses not covered by the proposed budget, subject to ratification at the next Annual Meeting.
8. The Executive Board may conduct organizational business whenever necessary between meetings either by telephone, through the U.S. mail, via fax, email or other electronic means.

   a. All ballots cast by regular mail, facsimile, or email shall require a 2/3 vote of a quorum of the Executive Board for approval.
   b. Ballots shall be sent to the Executive Secretary by regular mail, facsimile, or email unless specified otherwise.
   c. The results of all ballots taken shall be reported as soon as possible to the Executive Board for appropriate dissemination.
   d. All ballots shall be kept by the Grand Chapter Executive Secretary until the next Board Meeting. The ballots may then be destroyed.

9. Members of the Executive Board writing letters on Grand Chapter business shall forward a copy to the Executive Secretary of Grand Chapter.
10. The Executive Board shall, prior to any National Conference, approve a registration fee submitted by the Conference Director.
11. 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.

B. BOARD MEETINGS

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. Motions need not be seconded.
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
4. Informal discussion of a subject is permitted while no motion is pending.
5. The Chairperson can speak in discussion without leaving the chair, but should not vote on operational matters except in the case of a tie. However, the Chairperson may vote on non-operational matters such as elections or awards.

C. ADMINISTRATIVE DUTIES OF THE PRESIDENT OF THE ASSOCIATION

1. He/She should be well versed in parliamentary law and thoroughly familiarize himself with the Bylaws and other rules of the Association.
2. The President is responsible for appointing and is an ex-officio member of all committees, except the Nominations Committee. As an ex-officio member of a committee, the President has the same rights as the other committee members, but is not obligated to attend meetings of the committee, nor is he/she counted in determining if a quorum is present.
3. He/She shall authenticate by his/her signature, when necessary, all Charters, membership applications, membership certificates, and the membership cards of Members at Large and Life Members.
4. The President shall preside at all Executive Board Meet-

ings and at the Annual Conference of the Association.

a. A delegate shall not speak more than twice upon a question unless permitted to do so by a majority vote of the members present at the Conference. Provided, however, that this rule shall not apply to the members of any committee of the Association when the question being discussed pertains to matters ordinarily coming within the jurisdiction of such committee, and no delegates shall speak more than once upon the same question until all who wish to speak have had an opportunity to do so.
b. The author of a motion shall be required to produce same in writing at the request of five delegates or by the Executive Secretary.
c. When a delegate rises to speak, or make, or second a motion, he/she shall state his/her name, chapter, city and state from which he/she comes.

5. He/She shall enforce a due observance of the Bylaws and Rules of Order prescribed for the governing of the Association.
6. The Journal Editor shall be appointed by the President of Grand Chapter within forty-five (45) days of his/her election and qualification.
7. He/She shall, within 45 days of his/her election and qualification, appoint all committees as prescribed in the Bylaws and may appoint such other committees as he/she deems necessary for the orderly operation of the Association.

D. DUTIES OF THE PRESIDING OFFICER AT MEETINGS

1. He/She shall call the meeting to order and ascertain that a quorum is present.
2. The presiding officer shall call for additions to the agenda before recognizing a motion to approve the agenda.
3. Announce in proper sequence the business to come before the assembly.
4. To recognize members who are entitled to the floor.
5. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
6. To respond to inquiries of members relating to parliamentary procedure.
7. He/She shall, previous to the adjournment of each Executive Board and Annual Meeting, require the Executive Secretary to submit a statement of all moneys received, deposited, and disbursed since the last regular meeting and of the financial standing of the Association.
8. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program.
9. At each meeting, in addition to the necessary papers proper to that meeting's business, the presiding officer should have on hand:

   a. A copy of the Bylaws and other rules of the organization.
   b. A copy of its parliamentary authority.
   c. A list of all standing and special committees and their names.
   d. A memorandum of the complete order of business, showing all known matters that are to come up under each heading, listed in proper sequence.

E. DUTIES OF THE VICE-PRESIDENT

1. The Vice-President shall assist the President in the performance of his/her duties and perform such duties as directed by the President.
2. In the absence of the President, the Vice-President shall serve in his/her stead.
3. In case of the resignation or death of the President, the Vice-President automatically becomes President for the unexpired term.

F. DUTIES OF THE EXECUTIVE SECRETARY

1. The Executive Secretary is in charge of the central office of the Association and acts under the immediate direction of the Board.
2. He/She is ex-officio Secretary of the Executive Board and is responsible for seeing that the Board's instructions are carried out.
3. He/She is expected to recommend plans of work and to conduct the day-to-day business of the organization.

4. **Records of the Secretary:**

   a. When reports are received from committees, the Executive Secretary should record on them the date when they were received and what further action was taken on them, and preserve them among his/her records.
   b. To keep a record of all proceedings of the organization, usually called the minutes.
   c. To keep on file all committee reports.
   d. To keep the organization's official membership roll, and to call the roll where it is required.
   e. To make the minutes and records available to members upon request.
   f. To notify officers and committee members of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
   g. To sign all certified copies of acts of the Association unless specified in the Bylaws.
   h. To maintain record book(s) in which the Bylaws, special Rules of Order, Standing Rules, and minutes are entered, with any amendments of these documents properly recorded, and to have the current record book(s) on hand at every meeting.
   i. To send out to the membership a notice of each meeting, known as the call of the meeting, and to conduct the general correspondence of the organization--that is, correspondence which is not a function proper to other officer or to committees. All Grand Chapter, inter-regional and inter-chapter correspondence, publications and other uses of the name of the organization shall contain the full and correct name of the organization; THE AMERICAN CRIMINAL JUSTICE ASSOCIATION -- LAMBDA ALPHA EPSILON.

      (1) At least 30 days prior to the Annual Conference, a copy of past receipts and disbursements shall be sent to Chapter Advisors, Presidents, and Secretaries of record.

5. To prepare, prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under each heading, all matters known in advance that are due to come up.
6. In the absence of the President and Vice-President, to call the meeting to order and preside until the election of a Chairperson Pro-Tem, which should take place immediately.
7. Keep a record of the names, addresses and such other data pertaining to the membership as may be of interest or use and as directed by the Executive Board of Grand Chapter.
8. He/She shall verify the qualifications of applicants for membership at large.
9. Furnish the Journal Editor with a current list of members and such other items of interest which are available to him/her and approved by the Executive Board for publication in the Journal.
10. Maintain a cash receipts journal of all funds received from any source, and maintain a cash payments journal of all funds disbursed.
11. Set format of Bi-Annual Reports to be submitted by Regional Presidents for all moneys received and expenditures by his/her region.

G. REPORTS REQUIRED OF THE EXECUTIVE SECRETARY

1. Report of all moneys received, deposited and distributed since the last regular meeting and of the financial standing of the Association.
2. Report of applications of new members received since the last regular meeting, and the number of applications approved and rejected.
3. Report of all Charters granted since the last regular meeting giving their names and locations.
4. Report of the status of subordinate chapters at least twice a year for the Regional Presidents.
5. DE3A Quarterly contribution return and report of wages under the UIC (Unemployment Insurance Code) and report of personal income tax withheld.
6. An annual report of activities at the Annual Meeting.

H. PROMOTIONAL DUTIES OF THE EXECUTIVE SECRETARY

1. The Executive Secretary shall answer all inquiries requesting information for procedure to be used in obtaining a Charter for a new subordinate chapter and send a copy to the Grand Chapter President and the Regional President within the area.
2. The Executive Secretary shall have on hand packets of all the information necessary in organizing a new subordinate chapter. A packet will be sent to all inquiries expressing an interest in forming a new subordinate chapter. The packet shall include the procedures for forming a chapter, applications, brochures, Bylaws, Rules of Order, pamphlets, Controller Forms, and Journals.
3. The Executive Secretary shall send all inquiries information of meetings to be held.

I. DUTIES OF THE EXECUTIVE SECRETARY TO SUBORDINATE CHAPTERS

1. Notify the subordinate chapters of the Annual Conference and Executive Board meetings.
2. Notify the subordinate chapters of their status with Grand Chapter at least twice a year.
3. Receive and approve all applications for new members and send them their membership certificates, membership cards, LAE pins, and decal and add their names to the National roster.
4. Receive and approve petitions for Charters for new subordinate chapters. Have Charters printed and signed by the Grand Chapter President.
5. Send graduation medallions to members who order them. Only members in good standing can order and wear graduation medallions.
6. Maintain and furnish subordinate chapters with necessary supplies and material (applications, brochures, pamphlets, jewelry, stationery, envelopes, Controller Forms, Supply Order Forms, Bylaws, Standing Rules and various procedure instructions, etc.).
7. Answer all correspondence and send special notices of general information as needed.
8. File for and notify the subordinate chapters of their Federal ID numbers. Only chapters making in excess of $25,000 a year need to file Form 990 with the Internal Revenue Service.
9. Keep on file all correspondence, Bylaws, copies of Form 990, and minutes of all subordinate chapters.
10. The cutoff date for membership initiations and dues for voting purposes shall be 15 working days prior to the first Executive Board meeting of the National Conference.

J. DUTIES OF THE NATIONAL STUDENT REPRESENTATIVE

1. The primary duty of the National Student Representative shall be to represent all of the student members of ACJA-LAE at all functions and meetings as well as to respond to all concerns of the student members during his/her term of office.
2. The National Student Representative shall attend all meetings of the Executive Board and vote on any “mail votes” that may be submitted during his/her term of office.
3. The National Student Representative will preside at the Ice-breaker held on Sunday night of the National Conference. It is expected that there will be others who will assist the National Student Representative with this activity.
4. The National Student Representative will preside at the Chapter Officers Breakfast held during the National Conference.
5. The National Student Representative will be the Master of Ceremonies for the Lip Sync / Talent Show held during the National Conference. The National Student Representative will not be one of the Judges.
6. The National Student Representative will assist the National President as requested.

K. DUTIES OF THE SERGEANT-AT-ARMS

1. A Sergeant-at-Arms shall be appointed by the President at each Conference. He/She shall carry out the orders of the presiding officer in keeping order, disseminating ballot(s), and take care of any other business the presiding officer deems necessary.
2. He/She should be well versed in parliamentary law and thoroughly familiarize himself/herself with the Bylaws of Grand Chapter and other rules of the Association.
3. He/She shall act as a parliamentarian at meetings when directed by the presiding officer.
4. He/She shall act directly under the order of the presiding officer and shall perform such duties as directed by him/her.

L. DUTIES OF THE REGIONAL PRESIDENTS

1. The Regional President shall act as President of his/her region.
2. He/She should be well versed in parliamentary law and thoroughly familiarize himself/herself with the Bylaws of Grand Chapter and the region and other rules of the Association.
3. The Regional President or person designated by him/her shall arrange for at least one Regional Meeting each year.
4. The Regional President or his/her elected delegate shall be required to attend all Executive Board Meetings and the Annual Meeting of Grand Chapter.
5. He/She shall send a copy of the region's Bylaws to the Secretary of Grand Chapter.
6. The Regional Presidents shall keep a complete record of their financial activities to be forwarded to the National President bi-annually. They shall maintain contact with chapters in their region and accept written reports from them on activities in their respective chapters.
7. **Financial Responsibilities**:
   a. He/She shall submit a report of all expenditures and moneys received by his/her region for the previous year at the first Executive Board meeting of the following year.
   b. In addition, he/she shall also submit to the Executive Secretary of Grand Chapter, Bi-Annual Reports showing financial activity for the periods January - June and July - December with a report made at the Annual Conference showing financial activity up to and including the previous month before the Annual Conference. The report will only consist of receipts, expenses, and balance.
   c. Regional reimbursement will not be released until the report is received.
8. He/She shall submit a report on all activities of his/her region, in writing, at the Executive Board meeting and the Annual Conference.
9. He/She shall represent the interests of chapters in his/her region unable to send a chapter delegate to meetings of the Association.
10. Regional Presidents shall be responsible for encouraging chapters within their region who will not be able, or may not be able, to attend the Annual Meeting of the Association to submit their proxy vote(s) to a person of their choosing in order that they may be properly represented at the Meeting; and in order for a quorum of votes to be present at the Annual Meeting; and to instruct subordinate chapters within

the region of the method of proxy submission..

11. He/She shall represent the interest of his/her region at Executive Board meetings and the Annual Meeting.
12. He/She shall assist subordinate chapters within his/her region in the organization and establishment of new chapters and shall give such other assistance as may be requested.
13. The Regional Presidents shall follow-up, either by telephone, by mail, or an electronic method of communication on all chapter starter packets sent from the National Office. Notification of starter packets will be supplied by the Executive Secretary.
14. The Regional President may make recommendations for recall of Charter and chapters within his/her region to the Executive Board of Grand Chapter. ***(Bylaws, Article VI. H, 10, c.)***
15. The Regional President shall have the authority to suspend for a period of not more than sixty days, the Charter, activities, functions, and acts of a chapter while an inquiry is made to determine if the chapter's Charter is to be revoked***.*** ***(Bylaws, Article VI, H, 14, g.)***

16. **National Conference Planning**:

    a. The order of Regions hosting the National Conference is 6 - 4 - 3 - 5 - 1 - 2.
    b. Each Regional President shall, in coordination with the Conference Director and the National President, start National Conference planning two (2) years prior to the Region hosting the Conference.
    c. The Conference Director shall prepare, in coordination with the Regional President, a tentative budget, select the hotel, and the Conference dates.
    d. Specific information given to the National President from the Conference Director, in coordination with the Regional President shall include:

        (1) Future Conference dates.
        (2) Hotel site.
        (3) Room rate information, including current taxes.
        (4) Registration fee.
        (5) Theme.
        (6) Tentative schedule and program.

    e. The National President shall review, visit location, and make recommendations to the Executive Board 30 days prior to the preceding National Conference.
    f. The Executive Board will exercise a vote on final approval at the preceding annual board meeting.

M. DUTIES OF THE JOURNAL EDITOR

1. The Journal Editor shall be responsible for the assembling, compiling, and publishing of the Journal of The American Criminal Justice Association--Lambda Alpha Epsilon.
2. He/She shall be empowered to appoint such associate editors, correspondents, managing editors and other assistants without pay as he/she deems necessary to carry out the publishing of the Journal.
3. He/She shall set deadlines for information to be included in the Journal and notify members of the Executive Board by mail the date of the deadline.
4. Paid or unpaid advertising is prohibited in the Journal.
5. The Journal Editor shall perform his/her duties under the direction of the Grand Chapter President.
6. The Journal Editor shall designate and publish the winners of the first place articles of the Student Paper Competition.

N. DUTIES OF THE NEWSLETTER EDITOR

1. The Newsletter Editor shall be responsible for the assembling, compiling, and publishing of the Newsletter of The American Criminal Justice Association -- Lambda Alpha Epsilon.
2. He/She shall set deadlines for information to be included in the Newsletter and notify members of the Executive Board by mail of the date of the deadline.
3. Paid or unpaid advertising is prohibited in the Journal.
4. The Newsletter shall be published at least one (1) time a year.
5. Photographs published in the Newsletter shall generally place emphasis on the professional activities of the membership.
6. Information regarding all important decisions, changes in the Bylaws, rules, regulations, etc., made by the Executive Board of Grand Chapter or at the Annual Meeting, shall be furnished the Newsletter Editor for publication so that the membership may be informed through the medium of the Newsletter of the changes.
7. Items of interest to the Association as a whole, such as requests for Charters, requests for information regarding the Association, and activities of members shall be furnished the Newsletter Editor for publication.
8. The complete minutes of the Executive Board Conference and the Annual Conference of the entire membership will be withheld from publication in the Newsletter. A summary report may be published and shall be stated as a summary of the minutes.
9. All expenditures for the Newsletter shall be administered through the Executive Secretary of Grand Chapter from the General Fund.
10. The Newsletter Editor shall perform his/her duties under the direction of the Grand Chapter President.

O. DUTIES OF THE HISTORIAN

1. Within 45 days of his/her election and qualification, the President of Grand Chapter shall appoint an Historian who shall be responsible for maintaining the Grand Chapter's Historian's Book.
2. The Historian shall collect and evaluate material sent to him/her by the National Office, subordinate chapters and Association members and display those contributions he/she determines to be of significant or historical interest to the Grand Chapter in this Book.
3. He/She shall make the Historian's Book available upon request from the Executive Board.

P. DUTIES OF THE CONFERENCE DIRECTOR

1. The specific duties of the Conference Director shall be to conduct the general planning and organization of the Annual Conference and shall be responsible for conducting the affairs of the Conference in accordance with the guidelines found in the Grand Chapter's "National Conference Manual", the Bylaws and the Standing Rules of the Grand Chapter.
2. The Conference Director shall be an ex-officio member of all committees related to the Conferences and shall be responsible for insuring that all committee functions are fulfilled.
3. The Conference Director shall inform the Executive Board at least one year in advance of the Conference of the dates for the Conference, the location where the Conference is planned to be held, and the approximate cost for guest rooms (including tax).
4. The Conference Director shall provide the Executive Secretary with a complete budget for the Conference not later than July 1st preceding the Conference. The Executive Secretary shall distribute copies of this budget to all members of the Executive Board.
5. Not later than October 1st preceding the Conference, the Conference Director shall forward a report to the Executive Secretary stating the final cost of guest rooms (including tax) for single, double, and quad occupancy, the cost of registration, and a preliminary schedule for the Conference. The Executive Secretary shall immediately distribute this information to the Executive Board.
6. The Conference Director shall be responsible for informing the general membership, through the Executive Secretary, of the Conference dates, location, registration costs, guest room costs (including tax), Conference schedule, seminar/workshop presenters, and other Conference related information on two occasions prior to the Conference.

    a. The first notification may be via the Journal/Newsletter of the American Criminal Justice Association. This first notification shall be made not less than 120 days prior to

the date of the Conference.

b. The second notification shall be the Conference Pre-Registration packet mailed directly to each member. This packet shall contain a pre-registration form and shall be sent not less than 60 days prior to the beginning of the Conference.

c. All Conference information shall be posted to the ACJA/LAE website as it becomes available.

7. The Advisor(s) shall affirm to the Conference Director or Coordinator upper or lower collegiate standing (70 semester hours/105 quarter hours completed for upper standing) for competing in competitions.
8. When the Conference Director and Executive Secretary determine that all revenue, expenses and accounting is concluded, the Executive Secretary will issue a Preliminary Conference Report to the Executive Board. This report will include all Conference revenue and expenses.
9. Grand Chapter shall only be fiscally responsible for authorized and properly documented expenditures.
10. The Executive Secretary will arrange for the Audit Committee to complete a full review and audit of the Conference income and expenditures. After the Audit Committee has completed their audit of the Conference books, a Final Conference Report will be sent to the Executive Board along with the Audit Committee's letter.
11. After the Final Report has been issued, the Executive Secretary will split any remaining funds: 50% with the hosting region and 50% with Grand Chapter.

Q. DUTIES OF THE SCHOLARSHIP COMMITTEE

1. The Committee shall set standards and rules for competition and determination of winners.
2. Take from any surplus moneys in the General Fund the amount needed to complete the designated amount for yearly scholarship or determine ways of raising funds.

   a. A scholarship and certificate may be awarded for first place. Stipends will be presented at the Annual Conference or mailed directly to the recipient.
   b. A scholarship and certificate may be awarded for second place. Stipends will be presented at the Annual Conference or mailed directly to the recipient.
   c. A scholarship and certificate may be awarded for third place. Stipends will be presented at the Annual Conference or mailed directly to the recipient.

3. The categories of competition based on academic level are: Graduate Level for those enrolled in an accredited post-graduate or Master's Degree program; Upper Division Level for those enrolled in an accredited undergraduate degree program who have completed a minimum of 70/105 semester hours of course work; and Lower Division Level for those enrolled in an accredited undergraduate degree program who have completed no more than 70/105 semester hours and no less than 12 semester hours/18 quarter hours.
4. Three scholarships may be granted each year at each level; the amounts being $400 for first place winners, $200 for second place winners, and $100 for third place winners.

R. GUIDELINES FOR AWARDING SCHOLARSHIPS

1. Applicants must:

   a. Be an ACJA-LAE member.
   b. Request and return completed application prior to December 31st for the award in the year following.
   c. Be a student enrolled with a minimum two-thirds (2/3) of a full load as established by the institution.
   d. Submit one copy of the applicant's Certified Grade Transcript..
   e. Submit letters of recommendation:

      (1) Letters of recommendation may be submitted concerning the applicant's work in the chapter or scholastic achievements. They will be used as background but not for evaluation.

   f. Prepare and submit a statement of career and educational goals, how they plan to fulfill these goals, and how the scholarship will help them attain these goals.
   g. Applicants will mail their original application along with one copy of their Certified Grade Transcript to the National Office to be mailed to the Chairperson of the Scholarship Committee. The Chairperson will scan the applications received and disseminate copies to other Committee members for evaluation.

2. Evaluation. Awards must be judged on:

   a. Overall GPA of 3.0 or better on a scale of 4.0.
   b. Statement of goals.
   c. Financial need, race, age, sex, religion, or national origin will not be considered in selecting recipients.
   d. Final decision will be made by the Scholarship Committee and announcement shall be made at the Annual Conference.

3. Dispensing of funds:

   a. Stipends will be mailed directly to the student.

S. AWARDS

1. Establish the following awards to honor persons for their contribution to the Criminal Justice System and its various subsystem: **"The Earl Warren Award"** for Outstanding Contribution to Criminal Justice; **"The Orlando W. Wilson Award"** for Outstanding Contribution to Law Enforcement; **"The Julia Lathrop Award"** for Outstanding Contribution to Juvenile Justice; **"The Cesare Beccaria Award"** for Outstanding Contribution to Court Administration; and **"The David Fogel Award"** for Outstanding Contribution to Penology.

   a. The criteria for selecting each awardee should include: (1) the nominee must be actively involved in the field of the Award for which they are nominated, and (2) the nominee must have made a contribution to the field of the nominated Award that is recognized as significant by peers within that field.
   b. It is the intent of the membership that these Awards, to be credible, must be bestowed not only on deserving individuals for deserving deeds but by a stringent process of selection.
   c. The Award is to be a plaque of distinctive design, includes the ACJA/LAE logo, and a brief description of the significant contribution.
   d. Nominees may be selected from within or without ACJA/LAE membership.
   e. Nominations shall be accepted through December 31st for awards to be made at the next National Conference.
   f. The Executive Board will determine Award recipients.
   g. Appropriate press notices shall be released at the time of the selection.
   h. Only one award in each category may be made each year.

2. **Star Award Qualifications**:

   a. Minimum criteria for nomination of a member for the Star Award shall include:

      (1) Ten (10) years of membership in the Association; **and**
      (2) Service as a chapter Advisor and/or elected officer of a local chapter; **and**
      (3) 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**
      (4) Service as an elected National officer for at least one full term or as an appointed member of National Committees for at least three (3) years.

3. **Richard McGrath Memorial Fund Award:**

   a. The Richard McGrath Memorial Fund may be given to one deserving student from each region each year. Each recipient shall be notified that his or her registration fee for the National Conference immediately following the acceptance of this Award will be paid. Upon receiving confirmation that the Award has been accepted, the Executive Secretary shall transfer the registration fee for each recipient from the Richard McGrath Memorial Fund to the National Conference fund. Minimum criteria for all recipients of this Award shall include:

      (1) Be an ACJA/LAE member in good standing.
      (2) Be currently enrolled in a degree-seeking program consistent with the criminal justice field.
      (3) Have been active in chapter and Regional activities.
      (4) Have attended at least one Regional meeting.
      (5) Completes and submits the Richard McGrath Memorial Fund Nomination Form.

   b. Completed forms shall be submitted to each Regional President by December 1st. The Regional Presidents shall select and submit the recipient and one alternate. The Regional Presidents are responsible for submitting their award winners to the Executive Secretary by December 31st.
   c. A separate fund will be maintained by the Association for this Award.

4. **Ron Pincomb Memorial Fund Award:**

   a. The Ron Pincomb Memorial Fund may be given to one deserving professional from each region each year. Each recipient shall be notified that his or her registration fee for the National Conference immediately following the acceptance of this Award, will be paid. Upon receiving confirmation that the Award has been accepted, the Executive Secretary shall transfer the registration fee for each recipient from the Ron Pincomb Memorial Fund to the National Conference fund. Minimum criteria for all recipients of this Award shall include:

      (1) Be an ACJA-LAE member in good standing.
      (2) Have been active within his or her region.
      (3) Have attended at least two (2) Regional meetings.
      (4) Completes and submits the Ron Pincomb Memorial Fund Nomination Form.

   b. Completed forms shall be submitted to the appropriate Regional President by December 1st. The Regional Presidents shall select and submit the recipient and one alternate. The Regional Presidents are responsible for submitted their award winners to the Executive Secretary by December 31st.
   c. A separate fund will be maintained by the Association for this Award.

T. BYLAWS PROPOSALS

1. All proposals for consideration must be submitted on the Bylaw Proposal Form provided by the National Office upon request.
2. The format will be as follows:

   a. Present wording of the Bylaw (does not apply if it is an addition).
   b. Proposed wording of the Bylaw.
   c. Collateral changes in Bylaws that will be affected by the change, if passed, shall be specifically referenced.
   d. A written rationale of the change.
   e. All proposed changes, additions, or deletions shall be submitted to the Committee for consideration through the Executive Secretary.

3. Any proposals not submitted on the proper form will be returned to the author.
4. Any proposal to be voted on that is not submitted to the National Office prior to December 15th, will not be considered.
5. The Bylaws Committee may return proposed amendments or additions for clarification to the proposer and may also recommend changes in wording to the proposer.
6. Each amendment presented at the Business Meeting must include the original Bylaw as it currently appears and the proposed amendment.
7. The Bylaws Committee shall review, make recommendations about, and present each proposed Bylaws and Standing Rule changes to the Executive Board or Conference delegates at the Business Meeting and state any collateral changes needed.

U. DELEGATE REPRESENTATION

1. Each delegate shall receive a Delegates Card issued by the Executive Secretary at the time of registration and shall display it whenever a vote is required.
2. Each delegate recording a proxy shall receive a Proxy Card for each proxy held and display it whenever a vote is requested.

V. DUTIES OF THE PARLIAMENTARIAN

1. The Presiding Officer shall appoint a Parliamentarian at the beginning of the Annual Business Meeting.
2. Upon call for a ballot vote, the Parliamentarian must select a representative member from at least four Regions of those in attendance.

W. VALID PROXIES

1. All proxies submitted to the National Executive Secretary shall be on the National Proxy Form or on college or professional letterhead.
2. All proxies submitted by other than the approved method shall be considered null and void.

X. NATIONAL CONFERENCES

1. The National Conference Manual is adopted by the Executive Board, in its entirety, for the operation of a National Conference.
2. Members of the Association must register for National and Regional Conferences as “members.”