



**AMERICAN CRIMINAL JUSTICE ASSOCIATION
KAPPA SIGMA UPSILON SUBORDINATE CHAPTER
CONSTITUTION & BY-LAWS**

KANSAS STATE UNIVERSITY

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**American Criminal Justice Association
Kappa Sigma Upsilon Subordinate Chapter
Kansas State University
Constitution & By-Laws**

Article I: Purpose

A. The American Criminal Justice Association shall have the following objectives:

1. Improve criminal justice through educational activities
2. Recruit professional guest speakers to educate students about their role in criminal justice and any employment opportunities that may be available
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, criminology (criminal justice)
6. Promote higher standards of ethical conduct, professional training, and higher education within the criminal justice field

B. Founders

1. The Kappa Sigma Upsilon Subordinate Chapter was originally founded and initiated by the following founding fathers:
 - i. Ronnie Hernandez, Chapter President
 - ii. Crystian Torres, Chapter Vice President
2. Co-Founders and inaugural holders:
 - i. Christopher McKinney, Secretary and Chief of Staff
 - ii. Brian Swenson, Treasurer
 - iii. Clint Jones, Director of Promotions
 - iv. Jordan Oatsvall, Director for Student Relations
 - v. Daniel Flores, Director for Recruitment

3. The principle address of the American Criminal Justice Association (Kappa Sigma Upsilon Subordinate Chapter) shall be as follows:

American Criminal Justice Association (Kappa Sigma Upsilon Sub. Chapter)
Office of Student Activities and Services
Kansas State University
809 K-State Student Union | Ground Floor
Manhattan, KS 66506

Article II: Application and Admission for Membership

A. Qualifications for Membership

1. Membership in the association shall be composed of persons 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 (criminology, criminal justice, criminalistics, forensic science, courts, etc.) at a college or university accredited by a recognized national or regional accreditation association; persons who have taken at least one course at the university that is related to criminal justice; and persons, approved by the Executive Board of Grand Chapter. Also, 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 Grand Chapter 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. Kappa Sigma Upsilon Subordinate Chapter Membership Selection Process

1. The Director for Recruitment shall be the chairperson of the Recruitment Committee.
2. The Director for Recruitment shall have the power to nominate at least two (2) members, and no more than six (6), of the subordinate chapter (KSU ACJA), to interview prospective members; the committee should be composed of odd numbered members in order to have a tie breaker.
 - i. The Director for Recruitment shall cast a vote only in the event of a tie within this committee.
3. The committee shall select students who show promise to be fully active members of the fraternity, claim criminology, law enforcement option – park management and conservation, pre-law, or any other related concentration as a major and/or have met other requirements as specified in the Grand Chapter Constitution and

By-Laws, and must maintain at least a 2.0 GPA at Kansas State University.

4. The committee must ask the same questions to all prospective members during the interview process and may not violate their rights as per the K-State SGA Constitution and any other university rules and regulations.
5. Student organizations at Kansas State University may not discriminate on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Veteran, sexual orientation or other fact which cannot be lawfully considered, within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination, shall not apply to social fraternities and sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.). (6-27-02).
6. Once the nominations are made, the Director for Recruitment and/or his committee must present the nominations to the fraternity as a whole at the next scheduled meeting order to hold a final vote. The persons selected must be present in order to provide further input, answer any questions, etc., before the decision is finalized by the KSU ACJA membership.
7. Upon the members being officially accepted by the subordinate chapter, they must turn in their Grand Chapter application form with the national initiation fee of \$36.00, plus chapter dues (if applicable). This must be turned in to the Director for Recruitment, who will present the form to the Chapter President and Secretary & Chief of Staff for final review before being sent to Grand Chapter.
8. No member will be an official member of the fraternity until approved for membership by both KSU ACJA and Grand Chapter (Lambda Alpha Epsilon).

C. Installation of New Members / Oath of Membership

“I, (state name), humbly recognizing the responsibilities entrusted to me, do vow that I shall always consider the high calling of Criminal Justice to be an honorable profession, the duties of which are recognized by me to be an art and a science. In my daily life, I shall strive to be both a student and a teacher in the art and science of Criminal Justice. I shall acquire due knowledge of the ethics of the profession of the Criminal Justice System in my domain and shall constantly seek to contribute to it to the best of my ability. I will support and uphold the By-Laws of the American Criminal Justice Association – Lambda Alpha Epsilon, and do my best to carry out the aims and purposes of the Association.”

Article III: Officer Rules and Elections

A. The Electoral Process and Succession to the Presidency

1. Official members of the American Criminal Justice Association (must be approved both in the subordinate chapter and grand chapter) shall have the right to vote for candidates running for the following offices:
 - i. Chapter President
 - ii. Chapter Vice President
 - iii. Secretary and Chief of Staff
 - iv. Treasurer
 - v. Director of Promotions
 - vi. Director for Student Relations
 - vii. Director for Recruitment
2. For the positions of Chapter President and Chapter Vice President, two official members of the chapter may run for office as a pair, otherwise, may run on a solo stance.
3. Elections for the offices mentioned in Article III, Section A.1 shall begin with a stump meeting in which all candidates shall have the opportunity to officially proclaim their candidacy and present his/her/their platforms.
4. After the stump meeting takes place, the election polls shall officially open in a few hours after (at the discretion of the Elections Commissioner) and conclude at least one day before the next Chapter meeting commences. All votes officially counted must be kept confidential until officially announced at the next chapter meeting.
5. The Elections Commissioner shall have the authority to announce the official results of the election.
6. Election rules and regulations must be provided by the KSU ACJA Cabinet and/or Elections Commissioner. A previous elections policy approved by a former cabinet may be used or a new written policy as determined by Cabinet and/or Elections Commissioner and approved by the chapter membership by majority vote.
7. Terms for the office of the Chapter President, Vice President, and Cabinet officials, shall begin the Friday before spring finals week and conclude the Thursday before spring finals week of the following year.
8. The incumbent or acting President shall be ineligible for re-election after having served two terms. There are no term limits for all other offices unless prescribed

otherwise by the chapter membership through an amendment to this constitution.

9. During transition time, the outgoing President and Vice President shall help prepare the President-Elect and Vice President-Elect for office by giving such assistance and advice as may be required.
10. The President Emeritus, with the assistance of the Vice President Emeritus, shall update and maintain a copy of the “Outline of Duties” and provide to all officers upon request. The President Emeritus must keep an open mind as resources and training materials may change year after year due to updates of the resources available at the university.
11. The President Emeritus shall train the new Chapter President before or after the spring semester, but before the fall semester commences in order to provide all training necessary to fulfill the duties of the office.
12. The emeritus officials shall be responsible for providing training to the new elected officers from their respective offices before fall semester commences.
13. The President Emeritus shall train the Director of Promotions, Director for Student Relations, and the Director for Recruitment. Once these officials have been trained, they must report to the Chapter President, Vice President, Chief of Staff or Faculty Advisor for further direction and advice as may be required.
14. In the event that an officer resigns, the line of succession shall be as follows:
 - i. Chapter President
 1. Chapter Vice President
 2. Secretary and Chief of Staff
 3. Treasurer
 4. Director of Promotions
 5. Director for Student Relations
 6. Director for Recruitment
 - ii. Once all the officers have had the opportunity to succeed to a higher office, the vacant position/s must be filled by special election or by appointment of the Chapter President (such appointment must be approved by majority vote of the membership selected and qualified).
 - iii. Only officially installed members of Kappa Sigma Upsilon & Lambda Alpha Epsilon shall be eligible to run for any office in the subordinate chapter.
 - iv. There shall be a minimum of four officers to represent the American Criminal Justice Association – Kappa Sigma Upsilon Subordinate Chapter

per year, which is composed of the Chapter President, Chapter Vice President, Secretary and Chief of Staff, and a Treasurer.

- v. Any official member running for office must be able to serve the whole term. If the student is going to be graduating at the end of the fall semester, such member won't qualify to run for office for any of the positions in the KSU ACJA Cabinet.
- vi. The student code of conduct of Kansas State University shall apply to all election processes within the chapter.
- vii. Rules and regulations for the elections process shall be written and provided by the Elections Commissioner and approved by majority vote of the total membership of KSU ACJA, unless if a previous approved policy is used.

Article IV: Appointed Officials and Committees

A. Chapter Committees

1. Unless otherwise provided by the Chapter President, the Treasurer and the Director for Recruitment shall have the power to nominate at least two (2) members of the fraternity, and no more than six (6), to their respective committees; such committees must have odd numbered members (including the chairperson) in order to have a tie breaker.
 - i. The Treasurer shall serve as the head of all fundraiser activities and as the Chairperson of the Fundraising Committee, who shall be responsible for planning, arranging, and coordinating the process on behalf of the chapter. Such formation and nominations must be appropriately introduced by the Treasurer to the Chapter membership and approved by majority vote. This also includes his/her Vice Chairperson of the committee.
 - ii. The Director for Recruitment shall serve as the head of all recruitment activities and as the Chairperson of the Recruitment Committee, who shall be responsible for planning, arranging, and coordinating the process on behalf of the chapter. Such formation and nominations must be appropriately introduced by the Director for Recruitment to the Chapter membership and approved by majority vote. This also includes his/her Vice Chairperson of the committee.
2. The Chapter President shall have the power to establish and nominate members to serve in special committees on behalf of the fraternity. Such formations and

nominations must be appropriately introduced to the Chapter membership and approved by majority vote of the total membership present.

Article V: Meetings and Open Records

A. Cabinet Meetings

1. The Cabinet shall be composed of the following officers:
 - i. Chapter President
 - ii. Chapter Vice President
 - iii. Secretary and Chief of Staff
 - iv. Treasurer
 - v. Director of Promotions
 - vi. Director for Student Relations
 - vii. Director for Recruitment
2. The cabinet officers of KSU ACJA shall hold meetings to brainstorm ideas and come up with concepts to fulfill the mission of the fraternity; find solutions to current problems and obstacles the chapter is facing, and perform the legwork on behalf of the fraternity.
3. All cabinet meetings shall be open to fraternity members only and the membership may address the officers during open period.
4. The Secretary and Chief of Staff shall be responsible for taking roll call and record the minutes for cabinet meetings. All minutes must be sent through the listserv to keep all fraternity members up to date, upon final review and approval of the Chapter President.

B. Chapter Meetings

1. All chapter meetings shall be open to fraternity members only other than professional speaker events, which members of the community may attend.
2. All members of the fraternity must attend chapter meetings, unless otherwise prescribed by the Chapter President, in order to discuss all official business matters of the group. This can include a social, event, an election (primary, general, or special), etc.
3. The Chapter President shall preside chapter meetings and a member may take the floor upon being recognized by the President or, in the absence of the President, the Vice President and/or designated officer.

4. When presiding the group, the Chapter president should refrain from saying “I” and instead say, “The President recognizes...” “You may now take the floor.”

C. Open Records

1. The Secretary and Chief of Staff must post all agendas and minutes taken from the Cabinet meetings, and any other documents which should be made public to fraternity members, on the ACJA—Kappa Sigma Upsilon Subordinate Chapter website where appropriate.

Article VI: Duties of the KSU ACJA Cabinet

A. Responsibilities

1. The Cabinet shall have the responsibility to brainstorm ideas and come up with concepts to further the mission of the chapter.
2. If an officer is unable to attend a Cabinet meeting, he/she must be excused by the Chapter President or Vice President and appoint a proxy to attend the meeting in order to speak and vote on his/her behalf if available.
3. The Chapter President shall preside the Cabinet meetings and shall determine if there is a quorum to hold the meeting.
 - i. The quorum shall be a minimum of at least 5 officers present.
 - ii. If a quorum is not met, as deemed by the President, he/she shall reschedule the Cabinet meeting at a later date.
4. All Cabinet officers shall take the following oath of office:
 - i. “I, (state name), do solemnly swear [affirm], that I will faithfully execute the office of _____ and to the best of my ability, preserve, protect, and defend, the Constitution of Kappa Sigma Upsilon Chapter and all other policies set forth by Grand Chapter.”
5. Shall have the power to remove members from the fraternity when a violation of any policy, which can include, but not limited to: Federal, State, Local laws, and policies from the university, its rules and regulations governed by the administration, included by student government, and/or constitution/by-laws of this document. The removal shall be effective immediately. The member will be

removed if the vote is or over two-thirds of the officials of Cabinet. This does not include elected officials, which must go through the impeachment process.

Article VII: Officer Duties

A. Office of the Chapter President

1. Serve as the chief executive officer and official representative of the Kappa Sigma Upsilon Subordinate Chapter.
2. Meet with the Faculty Advisor and President Emeritus regularly to receive guidance and suggestions to appropriately further the mission and responsibilities of the office
3. Preside all chapter and cabinet meetings
4. Revoke any prospective, new, and current members under probation by the Director for Recruitment and establish other terms.
5. Call chapter and cabinet meetings to order
6. Have the power to excuse absences (with final authority) of members/officers who are unable to attend chapter/cabinet meetings; he/she may delegate this authority to the Chapter Vice President.
7. Have the power to veto decisions rendered by the Cabinet or Standing Committees (e.g. Fundraising Committee, Recruitment Committee, etc.); such veto may be overturned by 2/3 vote of the total KSU ACJA Cabinet membership.
8. Have the authority to make executive orders, so long as they are consistent with the KSU ACJA Constitution and in the best interest of the chapter.
9. Shall have the power to appoint officials and committees on behalf of the chapter; such nominations and formations must be approved by majority vote of the total chapter membership present
10. Determine if a quorum is present during chapter or cabinet meetings
11. Announce, in proper order, the business to come before the cabinet or chapter meeting
12. Provide assistance and direction to all officers of KSU ACJA
13. Recognize members entitled to the floor
14. State and put to vote all questions that legitimately come before the assembly; such votes must be officially counted by the Chief of Staff and presented for final review
15. Expedite business in every way possible without denying the members of their rights
16. Have the power to enforce rules of debate, order, and decorum
17. Respond to relevant questions or concerns from members or officers of the chapter
18. Refrain from voting during chapter or cabinet meetings except in the event of a tie
19. Reserve a meeting room before cabinet or chapter meetings commence

20. Respond to questions arising from the media (discretion may be used) – also refer to the Faculty Advisor to learn of ways on how to effectively respond to such questions
21. Prepare the agendas before cabinet or chapter meetings commence
22. Recruit and present professional guest speakers
23. Reserve room and coordinate the process for speaker events
24. Have an ongoing concern for chapter retention and continuity

B. Office of the Chapter Vice President

1. Assist the President in the performance of his/her duties and perform such duties as directed by the President
2. Meet with the Faculty Advisor and Vice President Emeritus regularly to receive guidance and suggestions to appropriately further the mission and responsibilities of the office
3. Chair impeachment trails against elected and/or appointed officials, however, shall only vote in the event of a tie. If the impeachment is against the Vice President, or the Vice President is a witness, the Faculty Advisor shall preside.
4. Have the ability to excuse absences, upon consultation with the Chapter President
5. Act as the official representative of the Kappa Sigma Upsilon Subordinate Chapter in the absence of the Chapter President
6. Preside Chapter and Cabinet meetings in the absence of the Chapter President
7. Register new members of the fraternity on the listserv
8. In the case of resignation, illness, death, or inability of the Chapter President to perform his/her duties, the Vice President shall assume the duties of the Office of the Chapter President for the unexpired term of office.
9. Assist the Chapter President in recruiting professional guest speakers
10. Maintain and officially interpret the KSU ACJA Constitution & By-Laws
11. Respond to questions arising from the media (discretion may be used)
12. Provide leadership and advice to officers of the chapter when they have questions or concerns regarding their duties and functions
13. Serve as the President's liaison and attend the chapter's standing committee meetings when requested to do so by the Chapter President
14. Shall have the right to debate, vote for, or against, on any issue brought before the KSU ACJA Cabinet.
15. Perform other duties as assigned by the Chapter President

C. Office of the Secretary & Chief of Staff

1. Act as the official liaison of the Faculty Advisor and report any notes/comments to Cabinet officials in his/her absence
2. Act as the official liaison of the President Emeritus and report any notes/comments to Cabinet officials in his/her absence

3. Serve as the most senior advisor to the Chapter President, Vice President, and the Cabinet to provide ideas and concepts to further the mission of the fraternity
4. Meet with the Faculty Advisor and Chief of Staff Emeritus regularly to receive guidance and suggestions to appropriately further the mission and responsibilities of the office
5. Provide assistance and direction to lower ranking cabinet officials, including appointed officials
6. Oversee the operations of the fraternity as a whole and report directly to the Chapter President and Vice President
7. Keep accurate minutes of all cabinet and chapter meetings
8. Maintain an accurate membership list
9. Must have in hand the minutes book, by-laws, list of official members, and a list of active committees and its membership, records, and ballots
10. Send a copy of the minutes to the Chapter President for final review before making the document public through the listserv
11. Oversee voting processes during chapter or cabinet meetings and announce the results officially
12. Provide signatures to pertinent documents that need to be presented and delivered to Grand Chapter
13. Assist the Chapter President and Vice President in overseeing the administration of elected and/or appointed officials
14. Shall have the right to debate, vote for, or against, any issue brought before the KSU ACJA Cabinet.
15. Perform other duties as assigned by the Chapter President

D. Office of the Treasurer

1. Act as the chief financial officer of the chapter
2. Serve as head and chairperson of the fundraising committee
3. Maintain a report that keeps record of all receipts, disbursements, and the balance
4. Arrange and coordinate fundraiser activities
5. Meet with the Faculty Advisor and Treasurer Emeritus regularly to receive guidance and suggestions to appropriately further the mission and responsibilities of the office
6. Prepare budget requests for the Student Governing Association
7. Work with the Student Governing Association for fund allocations and Pepsi product sponsorships
8. Work with the Executive Assistant of the President to maintain proper communication with donors and sponsors of Kappa Sigma Upsilon.
9. Shall have the right to debate, vote for, or against, on any issue brought before the KSU ACJA Cabinet.

E. Office of the Director of Promotions

1. Act as the chief promotions officer
2. Prepare and distribute advertisement to promote upcoming public events
3. Have all promotional material prepared before an event takes place, such as the Activities Carnival, Open House, etc.
4. Oversee and update the Facebook Page and Twitter
5. Oversee and update the website of KSU ACJA, subject to review by the Chapter President
6. Create newsletters and/or press releases on behalf of the President
7. Take pictures during chapter/cabinet meetings or socials to promote the fraternity online
8. Shall have the right to debate, vote for, or against, on any issue brought before the KSU ACJA Cabinet.
9. Perform other duties as assigned by the Chapter President

F. Director for Student Relations

1. Oversee and coordinate field trips
2. Oversee and coordinate socials
3. Oversee and coordinate philanthropy functions
4. Shall have the right to debate, vote for, or against, on any issue brought before the KSU ACJA Cabinet.
5. Perform other duties as assigned by the Chapter President

G. Director for Recruitment

1. Serve as the official recruiter of KSU ACJA
2. Serve as the head and chairperson of the Recruitment Committee
3. Shall have the authority to place prospective, new members and current members under probation until such time established by him/her. This done in consultation with the Chapter President.
4. Provide applications and other pertinent information to prospective members
5. Shall have the right to debate, vote for, or against, on any issue brought before the KSU ACJA Cabinet.
6. Perform other duties as assigned by the Chapter President

H. Faculty Advisor

1. Have an ongoing concern for the continuation of KSU ACJA and provide assistance and advice to officers whom are elected and/or appointed
2. Be concerned about the leadership skills of members, particularly the Cabinet officials, by discussing and helping to analyze interactions and decision making

3. Be aware of the goals and directions of the fraternity and help the members evaluate their programs toward these goals
4. Advise the Chapter President on university policies and procedures in the areas of scheduling, purchasing, organizing public events/broadcasts, etc.
5. Advise the Treasurer and the Fundraiser Committee on financial matters affecting the fraternity
6. Ensure that all resources available by the university are accessible to fraternity members when possible
7. Certify any academic requirements of the fraternity
8. Chair impeachment trials against elected and/or appointed officials of the Chapter when the Vice President serves as a witness/complainant/respondent.
9. Act as the appeals officer during the elections process when a candidate is unsatisfied with the decision rendered by the Elections Commissioner.
10. During the elections process, the Faculty Advisor must remain impartial due to his/her role in enforcing the rules and regulations.

I. Elections Commissioner (appointed position)

1. The Elections Commissioner shall be nominated by a committee consisting of the Chapter President, Vice President, and the Secretary & Chief of Staff.
 - i. The Elections Commissioner must be approved by majority vote of the total membership present at the next scheduled chapter meeting.
2. Any official member of the chapter interested in serving as the Elections Commissioner may apply for the position.
3. The Elections Commissioner shall be charged with overseeing the elections process of KSU ACJA in an impartial manner, count the electoral votes, and have the authority to announce the results officially after the polls have closed.
4. The Elections Commissioner must be a member of the fraternity who is not seeking election or re-election for any office of KSU ACJA.
5. The Elections Commissioner shall have the power to disqualify members from the election if rules were violated in a manner in which becomes unethical for the membership and the process as a whole. Such determination must be made in consultation and agreement with the Faculty Advisor.

J. Executive Assistant to the President (appointed position)

1. Serve as the president's liaison and speak on his/her behalf when attending special or standing committee meetings
2. Assist the president in document and/or future membership installation preparations

3. Handle correspondence and send out notices on behalf of the president
4. Send new membership applications to Grand Chapter after being properly and signed by the Chapter President and Secretary & Chief of Staff
5. Answer to any official mail, email, etc., sent to KSU ACJA – unless otherwise stated by the Secretary & Chief of Staff
6. Attempt to maintain proper communication between the President and elected/appointed officials
7. Work with the Treasurer to maintain proper communication with donors and sponsors of KSU ACJA

K. Committee Vice Chairs (appointed position)

1. Unless otherwise provided by the Chapter President, the Chairs of standing or special committees shall nominate the Vice Chair of the committee they are representing and present such nomination to the chapter membership as a whole for final vote of approval. Such appointments must be approved by majority vote of the total membership present.
2. Vice Chairs must take roll call and minutes in their assigned committee and assist the Chairperson in preparing all documents, information, etc., before meetings commence.
3. The responsibilities may be provided in a “position description” form created by the Chair.

Article VIII: Duties of the Emeritus Cabinet

A. Lifetime Appointment, Powers and Responsibilities

1. The membership of KSU ACJA shall have the power to nominate and approve elected officials to be granted “emeritus” status within the chapter upon conclusion of their terms for proper recognition of their exemplary service and leadership to KSU ACJA and the university as a whole. Such nominations must be approved by majority vote of the KSU ACJA Emeritus Cabinet and the total KSU ACJA membership selected and qualified.
2. Emeritus status for approved officers shall be considered the highest honor to be bestowed to an official and will be for a lifetime. Officers approved for emeritus status shall be recognized by their official title (e.g. President Emeritus, Vice President Emeritus, etc.). Such officers will be entitled to be recognized by KSU ACJA as an official member of its chapter for a lifetime.

3. Emeritus status shall only qualify for the following offices: Chapter President, Vice President, Secretary & Chief of Staff, and the Treasurer.
4. Such officers shall serve as advisors to incumbent officials of their respective offices and have speaking privileges during KSU ACJA Cabinet meetings when visiting Kansas State University.
5. The Emeritus Cabinet shall have the power to assume the roles and responsibilities of their respective offices when the current officers no longer have control of the membership and fraternity as a whole. Otherwise, these powers shall rest with the current and future administrations. This process will be voted on by the Emeritus Cabinet as a whole and must pass by unanimous consent.
6. The Chairperson of the Emeritus Cabinet shall be responsible for providing direction to the Emeritus Cabinet and have the authority to provide executive orders in regards to and in the best interest of the Emeritus Cabinet and the fraternity as a whole.
7. The Chairperson shall have the authority to recognize talent in the fraternity and nominate such officer/s for a possible emeritus status. Such nominations must be approved by majority vote of the Emeritus Cabinet and the KSU ACJA membership.
8. The Emeritus Officers shall be responsible for providing training to new elected officials within the office they represent before the fall semester commences.
 - i. The Chairperson of the Emeritus Cabinet shall provide training before the fall semester commences, with the assistance of any emeritus officer available and appointed to:
 1. Office of the Director of Promotions, Office of the Director for Student Relations, and the Office of the Director for Recruitment.
 - ii. The Chairperson, with the assistance of the President and/or Vice President Emeritus I of KSU ACJA, will update and maintain an outline of duties and provide to cabinet officials upon request. The President must keep an open mind as resources and technology may change over the years and may have to update the form to keep up with the resources currently available at the university.
9. The Emeritus Cabinet may serve in a judicial capacity as the final appellate court and hear cases rendered to it by the KSU ACJA Cabinet or Elections Commissioner, in order to maintain impartiality and provide a process for final review. This must be agreed upon by the Chapter President, Chairperson of the Emeritus Cabinet, and the Faculty Advisor.

10. The Emeritus Cabinet shall have the authority to review any constitutional revisions and proposals presented by the KSU ACJA Cabinet, and vice versa, in order to maintain oversight. This in order to make sure that all laws passed are in the best interest of KSU ACJA.

Article IX: Removal of Elected Officials and/or Appointed Officials

A. Removal of an Officer

1. If a cabinet officer has more than 2 unexcused absences for Cabinet meetings in one semester, the officer may face charges of impeachment upon determination of the Chapter President. The president will act as chief executive officer (enforcer of the rules) and file a complaint to the Chapter Vice President. In the event the Vice President will be the respondent, the complaint should be filed with the Faculty Advisor.
 - i. In the event the President and Vice President have violated the rules, the Chief of Staff shall be responsible for filing the complaint to the Faculty Advisor.
2. The Chapter Vice President or Faculty Advisor must hold an impeachment trial with the entire membership no later than 5 days from the day the complaint was filed.
 - i. The Chapter Vice President and/or the Faculty Advisor shall preside the impeachment trial and have the power to maintain order during the proceeding.
 - ii. The chapter membership shall have the power to remove or retain an officer by 2/3 vote.
 - iii. Such complaint documents must be obtainable from the fraternity's website and must have the following minimum items per petitioner:
 1. First and Last Name
 2. Phone Number
 3. K-State E-Mail
 4. Signature with date

B. Removal of a Chapter Member

1. If a member of the chapter has two (2) or more unexcused absences for chapter meetings in once semester, the Chapter President will inform the Cabinet at the next scheduled Cabinet meeting to hold a vote and determine whether to remove

or retain the member; also to impose any possible sanctions. Such member must also be notified of the charges before the next scheduled Cabinet meeting in order to have the opportunity to defend him/herself and provide input to the Cabinet.

2. Upon determination that there has been academic dishonesty, misconduct, or violation of any policy, the Cabinet will be authorized to decide and have the member expelled from the subordinate chapter and membership transferred to Member-At-Large and the National Executive Board of Grand Chapter be notified of the findings.
3. Any violations of the K-State Student Code of Conduct, rules and regulations, including local, state, and federal law, will be ground for expulsion for any member or officer of the chapter. The expulsion shall be determined by majority vote of the KSU ACJA Cabinet. If such person is expelled from the chapter, his/her membership will be transferred to Member-At-Large and the National Chapter Executive Board be notified.

C. Grounds for Impeachment

1. Misfeasance: The illegal or improper performance of a legal and proper act or duty.
2. Malfeasance: Misconduct or wrongful act, especially by an elected or appointed official. This includes violations of the Student Code of Conduct, KSU SGA Constitution and By-Laws, local, state, and federal laws.
3. Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement.
4. For Cabinet Officials: Having two (2) or more unexcused absences for Cabinet meetings as determined by the Chapter President or Cabinet as a whole.

Article X: Definitions

A. Definitions

1. **Officer:** shall be a student or law enforcement professional in the chapter who was elected by the membership, or appointed as an officer by the President.
2. **Member:** shall be a student or law enforcement officer who have been officially recognized by the chapter as a member and have paid their dues to grand chapter.
3. **Quorum:** the number of members needed to hold a meeting.

4. **Cabinet:** shall be composed of the following officers: President, Vice President, Secretary & Chief of Staff, Treasurer, Director of Promotions, Director for Student Relations, and the Director for Recruitment.
5. **Impeachment** – to make an accusation against an elected or appointed official of Kappa Sigma Upsilon Chapter and a proceeding chaired by the Chapter Vice President or Faculty Advisor. An impeachment will be on the grounds of charging an elected or appointed official for improper misconduct in office.

Article XI: Constitutional Revisions

A. Amending and Revising the KSU ACJA Constitution

1. This Constitution & By-Laws document may be amended only after being properly presented for reconsideration at a chapter meeting by the President or President Emeritus.
2. A two-thirds (2/3) vote of the total membership present at the meeting shall be necessary to amend any sections of this Constitution & By-Laws.
3. Voting may be done by proxy, provided that the proxy is in writing, accompanied by the member's signature, and delivered to the chapter Secretary & Chief of Staff prior to the meeting in which the vote will be conducted.
4. Voting shall be by ballot. The Secretary & Chief of Staff shall record the vote(s) and announce the results.

Original Author: Ronnie Hernandez, Chapter President (2011 – 2012)

Any revisions considered for this Constitution and By-Laws must be completed as prescribed in Article X. Amendments will be shown at a separate link at the KSU ACJA website.

This Constitution and By-Laws document was revised and approved by unanimous consent of the total chapter membership on April 4, 2012.

This Constitution and By-Laws document was revised and approved by unanimous consent of the total chapter membership on March 20, 2014.

This Constitution and By-Laws document was revised and approved by unanimous consent of the total chapter membership on March 13, 2015.

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