

## **BYLAWS**

**Students for Criminal Justice Reform (SCJR)**

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## SCJR Bylaws

### **ARTICLE I. Organization Name**

The name of the organization shall be Students for Criminal Justice Reform (“SCJR”).

### **ARTICLE II. Mission and Scope**

#### Section 1. Mission

The mission of SCJR is to build consciousness and advocate for reform of the criminal justice system.

#### Section 2. Scope

The scope of SCJR includes the entire United States criminal justice system with a focus on the City of Chicago and the State of Illinois. SCJR may include other regions and topics as they relate to criminal justice in Chicago and Illinois.

### **ARTICLE III. Membership**

#### Section 1. Eligibility

All members of SCJR must be degree-seeking candidates in good standing at the University of Chicago.

#### Section 2. Term; Renewal

Membership in SCJR is for a term of one (1) Academic Year. Members of SCJR may renew their membership during the Fall quarter of each Academic Year.

### **ARTICLE IV. Officers; Executive Board; Committees**

#### Section 1. Eligibility

All officers of SCJR must be degree-seeking candidates in good standing at the University of Chicago.

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### Section 2. Executive Board; Offices

There shall be an Executive Board that oversees the administration of SCJR and consists of the following four (4) offices, each to be held separately by one (1) member of SCJR:

- A. President
- B. Vice President of External Affairs
- C. Vice President of Operations
- D. Vice President of Strategic Planning

### Section 3. Committees; Offices

There shall be four (4) Committees that report to the Executive Board and consist of the following four (4) offices, each to be held separately by one (1) or two (2) member(s) of SCJR:

- A. Director of Advocacy Campaigns
- B. Director of Community Outreach
- C. Director of Programs
- D. Director of Public Relations

In the event that more than one (1) member of SCJR holds a Committee office, the title of that office shall be “Co-Director”.

To the extent that a Committee Director seeks to appoint a Deputy Director to assist with the administration of the Director’s Committee, the Committee Director must seek written approval from the Executive Board prior to making such appointment.

### Section 4. Duties

The following are duties for each of the eight (8) offices of SCJR:

- A. President
  - a. Manage the vision and priorities of SCJR.
  - b. Collaborate with the Executive Board on major initiatives, leadership appointments, and organization direction.
  - c. Preside at all meetings of SCJR and draft agendas for such meetings.
  - d. With the Vice President of External Affairs, represent SCJR at meetings with University of Chicago administration officials and officers and/or members of Harris Student Organizations or Registered Student Organizations.
  - e. Represent SCJR to the general public and greater student body of the University of Chicago.
  - f. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - g. Perform additional duties as needed.

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- B. Vice President of External Affairs
  - a. Represent SCJR at meetings with University of Chicago administration officials and officers and/or members of Harris Student Organizations or Registered Student Organizations.
  - b. With the Director of Public Relations, manage the online and social media presence and marketing strategy of the organization.
  - c. With the Director of Community Engagement, build relationships with organizations off-campus.
  - d. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - e. Perform additional duties as needed.
- C. Vice President of Operations
  - a. Oversee the day-to-day operations of SCJR.
  - b. Serve as Treasurer for SCJR, including keeping and monitoring funds of SCJR and making necessary disbursements for expenditures related to the organization's meetings, programs and related activities.
  - c. Prepare quarterly statements of SCJR's financial position.
  - d. With the Director of Programs, oversee on-campus events and programming.
  - e. Provide notice to Executive Board, Committee Directors and the general membership of meetings to which they are invited to attend.
  - f. Record minutes of meetings with the Executive Board and general membership, respectively.
  - g. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - h. Perform additional duties as needed.
- D. Vice President of Strategic Planning
  - a. Oversee the development of short-and long-term strategic plans for SCJR.
  - b. Manage organization membership and recruitment initiatives.
  - c. With the Director of Advocacy Campaigns, create proposals for and manage SCJR's advocacy campaigns and initiatives.
  - d. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - e. Perform additional duties as needed.
- E. Director of Advocacy Campaigns
  - a. With the Vice President of Strategic Planning, create proposals for advocacy campaigns regarding policy and legislation on issues relating to the mission of SCJR. The Executive Board and Committee Directors will vote on such proposals
  - b. Manage approved advocacy campaigns.
  - c. Oversee the Advocacy Campaigns Committee, which includes distinct issue campaigns in the area of criminal justice reform.
  - d. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - e. Perform additional duties as needed.

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- F. Director of Community Outreach
  - a. Build relationships with off-campus community organizations and programs and collaborate on larger community initiatives in Chicago and Illinois.
  - b. Manage volunteer and service projects in the broader community.
  - c. Oversee Community Outreach Committee.
  - d. Broadcast SCJR programs to the Chicago community to increase participation.
  - e. Assist Vice President of External Affairs in managing overall outreach strategy.
  - f. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - g. Perform additional duties as needed.
- G. Director of Programs
  - a. Oversee all programming, including lectures, lunch discussions, panels, and presentations.
  - b. Communicate with invited speakers and panelists and manage logistics for programs.
  - c. Oversee Programs Committee.
  - d. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - e. Perform additional duties as needed.
- H. Director of Public Relations
  - a. Manage social media and marketing strategy.
  - b. Develop materials to increase SCJR's brand recognition internally and externally.
  - c. Coordinate including articles, letters and op-eds, for university and other publications.
  - d. Assist Vice President of External Affairs in collaborating with campus organizations.
  - e. Oversee Public Relations Committee.
  - f. Record minutes of meetings with the Executive Board and Committee Directors on a rotating basis with other meeting attendees.
  - g. Perform additional duties as needed.

### Section 5. Term

All officers shall serve a term of one (1) Academic Year, which may be renewed for successive one (1) year periods if no other members seek election to such office(s).

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**ARTICLE V. Meetings**

Section 1. Executive Board Meetings

The Executive Board shall meet on an as-needed basis during each quarter of each Academic Year. Such meetings shall be in-person or via conference call.

Section 2. Executive Board and Committee Director Meetings

The Executive Board shall meet with Committee Directors on at least a bi-weekly (once every two weeks) basis during each quarter of each Academic Year. Such meetings shall be in-person or via conference call.

Section 3. Committee Meetings

The Committee Directors shall meet with their committees on an as-needed basis during each quarter of each Academic Year. Such meetings shall be in-person or via conference call.

Section 4. SCJR Meetings

SCJR shall have at least one (1) in-person meeting with the general membership during each quarter of each Academic Year.

Section 5. Special Meetings

The Executive Board may convene special meetings with Committee Directors or the general membership on an as-needed basis. Such meetings shall be in-person or via conference call.

Section 6. Quorum

For all matters requiring votes, a minimum of three fourths (3/4) of the Executive Board and Committee Directors members (three of which must be Executive Board members) must be present. Votes shall be decided by a majority of the Executive Board and Committee Directors (50% + 1). In the event of a tie, the President shall have the casting vote.

Section 7. Attendance Policy

Officers must notify the President and Vice President of Operations in advance if they plan to miss any meetings. More than four (4) absences during the officer's elected term will result in consideration for removal from office.

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**ARTICLE VI. Elections**

Section 1. General

Eligible members of SCJR may run for an Executive Board or Committee Director office.

Section 2. Timing of Elections

Elections shall be held during the Spring quarter of each Academic Year. On the day elections are held, votes shall be submitted in-person to the Vice President of Operations or online.

Section 3. Committee Director Appointment

In the event that a Committee Director who is elected pursuant to this Article seeks to share such office with another member of SCJR, the Executive Board may appoint a member to share such office, provided that any members who sought election to such Committee Director office are considered to share such office.

**ARTICLE VII. Removal of Officers**

Section 1. Criteria for Removal

Any officer of SCJR may be removed from his or her office based on the following:

- A. Demonstrated failure to consistently fulfill his or her duties as determined by SCJR.
- B. More than four (4) absences from meetings during the Academic Year.
- C. Any other reason that adversely affects the organization as determined by the Executive Board in its discretion.

Section 2. Notice

Notice to vote on the removal of any officer shall be given to the Executive Board and Committee Directors at least three (3) days in advance of any meeting at which such vote is to be held.

Section 3. Removal Procedure

A vote of at least two-thirds (2/3) of the Executive Board and Committee Directors is required for the removal of any officer. In the event of a tie, the President shall have the casting vote.

Section 4. Resignation and Appointment of New Officer

In the event that an officer decides to resign, the President shall have the right to recommend one (1) or more members from the general membership to be appointed to the position vacated by

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such resignation, provided that such recommendation for appointment is approved by a majority of the Executive Board and Committee Directors (50% + 1). In the event of a tie, the President shall have the casting vote. If the President resigns, a special meeting shall be called by the Executive Board and Committee Directors to select a new President among the Executive Board officers.

## **ARTICLE VIII. Amendments**

### Section 1. Notice

Notice to amend the SCJR Bylaws shall be given to the general membership at least three (3) days in advance of any meeting at which such amendment is to be voted upon. The text of the proposed amendment shall be included in such notice.

### Section 2. Amendments

The SCJR Bylaws may be amended at a regularly-scheduled or special meeting of the general membership by a vote of two-thirds (2/3) of the general membership present. In the event of a tie, the President shall have the casting vote.