

**BY-LAWS OF
THE DIVISION OF CYBERCRIME (revised 3/1/22)**

Article 1. Executive Board Meetings

- Section 1. Executive Board Meetings shall be open to all members and shall be called at the discretion of the Chair with at least one (1) week written notice provided to all members by the Chair. Executive sessions of the Board may be held, on occasion, for the purpose of discussing issues involving personnel or other confidentiality matters.
- Section 2. There shall be at least one (1) Board Meeting between Annual Meetings.
- Section 3. Upon petition by at least one third of the Executive Board members to the Chair, a special meeting of the Executive Board shall be scheduled within three (3) weeks' time.
- Section 4. The Executive Board may render decisions by electronic voting.
- Section 5. No later than three (3) days prior to scheduled Board Meetings, any documents to be viewed at the forthcoming meeting, including the agenda, shall be distributed to all Board members by the Chair or Vice-Chair.

Article 2. Membership Dues

- Section 1. The annual dues for all membership categories shall be determined by the Executive Board. The Executive Board will follow the guidelines regarding the setting/adjusting of annual dues that is enumerated in the current constitution at that moment.

Article 3. Annual Membership Meetings

- Section 1. A registration fee may be assessed for participants at the Annual Meeting and other conferences of the Society. The fee shall be set by the Executive Board and membership shall be notified by the Chair. The Executive Board will follow the same guidelines outlined for the setting/adjusting of membership dues that is enumerated in the current constitution at that moment.
- Section 2. During each Annual Meeting, there shall be a Business Meeting open to all members. Included in the meeting will be the announcement of election results, a budget report, and a report on the Division's publications and the Annual Meeting. The membership will be able to raise issues with the leadership of the Division.

Article 4. Procedure

- Section 1. Robert's Rules of Order shall govern the procedure of the Division during all general and committee meetings, unless otherwise designated.

Article 5. Nominations and Elections

- Section 1. Nominations. The Nominations Committee shall be appointed by the Vice-Chair with the approval of two-thirds (2/3) of the Executive Board. The resulting committee should be diverse and representative of the wider

Division in terms of institution, position, rank. Committee members who intend to run for the election they would otherwise oversee may not be seated given the conflict of interest. Once the Nominations Committee is selected and seated, the committee members will elect a chairperson to function as a liaison with the Executive Board. In other words, the committee is democratic, and the chairperson's voice does not outweigh other members. The committee chair is simply the representative of the committee to the Executive Board and provides organization to meetings.

Section 2. Term of the Nominations Committee shall serve a one-year term to avoid members being unduly restricted from running in the next immediate election cycle after serving; however, nothing in this section should constrain prior members of the committee from serving again provided they still align with the requirements outlined in section 1.

Section 3. Appointment of Inaugural Nomination Committee and Initial Procedures. The Division believes an equitable, open, and transparent election is critical to the successful business operation of the organization. Therefore, the first charge of the inaugural nomination committee will be to establish procedures and processes that center an awareness of the structural disadvantages that exist within the discipline that impact service opportunities. Once these procedures are established, they will be presented to the whole of the membership. To be successfully adopted for the forthcoming election cycle, a simple majority of voting members must approve the procedures (after at least a two-weeks voting window). If the voting procedures and policies are not adopted in time for elections, the committee may ask the membership for their support to operate the forthcoming elections under existing guidelines via a simple majority of voting members (after a two-week voting window); however, this exception cannot be used to continue operating under dated guidelines in perpetuity. After receiving support, via simple majority of voting members, the Division's Bylaws and Constitution will be edited to reflect the agreed upon processes and procedures.

Section 4. Subsequent Changes to Nomination Committee or Election Procedures. Any subsequent changes to the policies regarding the nomination committee or election process must follow the same procedure outlined above: (1) the Nomination Committee proposes changes, and (2) the membership is allowed to vote on the said changes. To be adopted, all subsequent changes must also acquire a simple majority of voting members.

Section 2. Voting. All voting members in good standing at the time when ballots are distributed shall be entitled to vote. Voting shall be by secret ballot. Ballots will be distributed to all voting members in good standing. Persons who have not yet paid their dues for the current year shall receive a statement to this effect along with the ballot. The statement shall express that they are not members in good standing and may not vote in the current election unless dues are paid before ballots are counted.

Section 3. Election Procedures. The election shall be by ballot distributed at least three (3) weeks prior to the Annual meeting of the American Society of Criminology receiving the majority of votes cast shall be elected. In the event no person receives this plurality, a run-off election will be held between the two (2)

Article 6. Award Creation and Criteria Alterations

- Section 1. The creation of new awards and/or adjustment of current award criteria becomes effective when approved by a two-thirds (2/3) vote of the Executive Board. Award criteria carry the procedural weight of By-Laws, but only after feedback from the membership on such changes has been collected (over a two week period) and considered by the Division's leadership.
- Section 2. Division Awards. The Award Committee should, at bare minimum, comprise of five members in good standing who will serve a term of two years and have no intentions to pursue an award themselves during that those cycles of service (to avoid a conflict of interest). The committee shall be appointed by the Vice-Chair with the approval of two-thirds (2/3) of the Board. The chairperson will be selected from the seated members.
- Section 3. General Rules for the Administration of Division Awards.
1. Eligibility: Only Cybercrime Division members are eligible with the exception of the Outstanding Practitioner Award, which may be awarded to non-Division members. Executive board members and Award committee members are not eligible to nominate, or win an award while serving. Executive Board members and Award committee members cannot be co-authors of publications that receive an award.
 2. Nominations: Cybercrime Division members can self-nominate for an award. They can also nominate other Cybercrime Division members. Nominations can be made through a Google Form on the Cybercrime Division website. All nominated members will be contacted with the decision regarding the award.
 3. Repeat winners: A person cannot win the same award more than once.
 4. Application material: Award applications must include a letter of nomination (max. 1,000 words), as well as a curriculum vitae.
 5. Regularity: Depending on nominations, Award committee members may decide not to give out an award for one or more years.
 6. Format: Awards are presented as trophies.
 7. Communication: Awards are handed out each year at the Cybercrime Division meeting at the ASC conference. Recipients do not have to be present to receive their award.
 8. Calendar: The Award committee starts accepting applications on the first Monday of May of each year. Applicants have until the end of day, first Friday of September of each year to apply. The Award committee must send its award recipient list to the Division executive board in time for its September meeting.

Article 7. Constitution and By-Laws Committee

- Section 1. The Constitution and By-Laws Committee shall consist of at least three members in good standing from the Division.
- Section 2. The Duties of the Constitution and By-Laws Committee include:

1. Review the Constitution and Bylaws and make appropriate recommendations to the Executive Board and/or the Division membership at large for their review.
 2. At least once every five years, review the Constitution and By-Laws and bring all suggested changes to the attention of the Executive Board and Division membership.
3. Changes must be approved by simple majority of the voting Division membership in good standing.

Article 8. Dissolution

Section 1. Upon the dissolution of the corporation, the Board shall, after paying or making provisions for payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in a such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes or shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the Executive Office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.