

BY-LAWS OF
THE DIVISION OF CYBERCRIME (Approved 1/5/2024)

Article 1. Executive Board Meetings

Section 1. Executive Board Meetings shall be called at the discretion of 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) Executive Board Meeting between Annual Meetings.

Section 3. Upon petition by at least one third (1/3) 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 a scheduled Executive Board Meeting, any documents to be viewed at the forthcoming meeting, including the agenda, shall be distributed to all invited attendees by the Chair or Vice-Chair.

Article 2. Annual Business 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. The Annual Meeting shall be open to all Division members in good standing. Included in the Annual Meeting will be the announcement of election results, a budget report, and a report on the Division activities. 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.

Section 2. All communications with members are made through emails and on a best effort with no guarantee that emails will reach members.

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 after consultation with the members of the Executive Board. The resulting committee should be diverse and representative of the wider Division in terms of institution, position and rank. Nominations Committee members who intend to run for the election they would otherwise oversee may not be seated given the conflict of interest.

Section 2. Terms of service. Members 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 Nominations Committee from serving again provided they still align with the requirements outlined in Section 1.

Section 3. Changes to Nominations Committee or Election Procedures. Any changes to the policies regarding the Nominations Committee or election process must follow this procedure: (1) the Nominations Committee proposes changes, and (2) the membership is allowed to vote on the said changes. To be adopted, all changes must acquire a simple majority of voting Division members in good standing.

Article 3. Awards

Section 1. Awards Committee. The Awards Committee should, at bare minimum, be comprised of five Division members in good standing who will serve a term of two years and have no intentions to pursue an award themselves during that cycle 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 Executive Board and after consultation with the Executive Board.

Section 2. Creation and modification of awards. 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 3. The Executive Board shall choose the winners of each prize among the recommended recipients provided by the Awards Committee.

Section 4. General Rules for the Administration of Division Awards.

Eligibility: Only Cybercrime Division members in good standing are eligible with the exception of the Outstanding Practitioner Award, which may be awarded to non-Division members. Executive Board members and Awards Committee members are not eligible to nominate or win an award while serving. Executive Board members and Awards Committee members cannot be co-authors of publications that receive an award.

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.

Repeat winners: A person cannot win the same award more than once.

Application material: Award applications must include a letter of nomination (max. 1,000 words), as well as a curriculum vitae.

Regularity: Depending on nominations, Awards Committee members may decide not to recommend anyone for an award for one or more years.

Communication: Awards are handed out each year at the Annual meeting of the American Society of Criminology. Recipients do not have to be present to receive their award.

Calendar: The Awards 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 Awards committee must send its recommended recipients list

to the Executive Board at least forty-five (45) days before the Annual meeting of the American Society of Criminology.

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. The committee shall be appointed by the Vice-Chair with the approval of two-thirds (2/3) of the Executive Board after consultation with the Executive Board. The chairperson will function as a liaison with the Executive Board and provides organization to the committee's meetings. This chairperson's voice shall not outweigh that of other committee members.

Section 2. The Constitution and By-Laws Committee shall review the Constitution and Bylaws and make appropriate recommendations to the Executive Board and the membership at large for their review.

Section 3. Changes must be approved by a 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.