

BY-LAWS OF THE DIVISION OF PUBLIC OPINION AND POLICY
OF THE AMERICAN SOCIETY OF CRIMINOLOGY

Article 1. Dues

- A. Dues will be determined by the Division's Executive Board.
- B. Dues are generally due at the time annual dues to the ASC are paid.

Article 2. Committees and Appointed Positions:

A. Standing Committees

- 1. The Standing Committees will consist of: Awards, Communications, Constitution and By-Laws, Nominations, Program, and Publications.

B. Other Committees

- 1. The Executive Board will create such other Committees as it deems appropriate to carry out the purposes and objectives of the Division. Members of Division Committees will be appointed by the Division Chair and approved by a 2/3 vote of the Executive Board.

C. Committee Members

- 1. All Committee members must be Division members (either Regular or Student) in good standing. Committee members are appointed by the Division Chair and approved by a 2/3 vote of the Executive Board and announced at the Division's Annual Membership Meeting and/or electronically to the membership. Committee members serve one (1) year terms (with the exception of the Awards Committee members, who serve two (2) year terms), and may be reappointed.
- 2. Any Committee member may be removed from office by a two-thirds (2/3) vote of the Executive Board. Non-attendance at Committee meetings, failure to submit/present reports, non-response to email communications, and/or other failure to fulfill duties and responsibilities of the office may subject the member to the risk of removal from the Executive Board.

- a. In the event of a removal of a Committee Member, a new Committee Member will be appointed by the Division Chair and approved by a 2/3 vote of the Executive Board and will serve the remainder of the removed Committee Member's term.

D. Committee Chairs

1. The Awards Committee will be chaired by the Vice-Chair of the Division for the duration of their two (2) year term.
2. The Communications Committee will be chaired by an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, for the duration of their two (2) year term.
3. The Constitution and By-Laws Committee will be chaired by the Vice-Chair of the Division for the duration of their two (2) year term.
4. The Nominations Committee will be chaired by an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, for the duration of their two (2) year term.
5. The Program Committee will be chaired by an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, for the duration of their two (2) year term.
6. The Publications Committee will be chaired by an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, for the duration of their two (2) year term.
7. Any Committee Chair may be removed from the position of Committee Chair by a two-thirds (2/3) vote of the Executive Board. Non-attendance at Committee meetings, failure to submit/present reports, non-response to email communications, and/or other failure to fulfill duties and responsibilities of the office may subject the member to the risk of removal from the Executive Board.
 - a. In the event of a removal of a Committee Chair, a new Committee Chair will be appointed by the Division Chair and approved by a 2/3 vote of the Executive Board and will serve the remainder of the removed Committee Chair's term.

E. Awards Committee

1. The Awards Committee shall consist of a minimum of two (2) members in good standing from the Division, who shall serve a term of two (2) years, along with the Vice-Chair of the Division who will Chair the Awards Committee.
2. Duties of the Awards Committee include:
 - a. Annually developing a list of nominees for ASC Awards,

obtaining 2/3 approval of list of nominees from DPOP Executive Board, completing nomination materials and submitting them to the appropriate ASC Committees;

- b. Forwarding information regarding call for nominees for Division Awards to the Chair of the Communications Committee, Chair of the Publications Committee, the Newsletter Editor, Division Chair, and Secretary/Treasurer for dissemination to the Division Membership;
- c. Overseeing the development of new Division Awards and criteria for those Awards;
- d. Count and verify votes for DPOP Awards;
- e. Forward DPOP Award winners to Executive Board for 2/3 approval;
- f. Providing a written annual summary of the Awards Committee's work/accomplishments to the Division's Executive Board.

F. Communications Committee

1. The Communications Committee shall consist of a minimum of two (2) members in good standing within the Division, who shall serve a term of one (1) year, along with an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, who will Chair the Communications Committee.
2. Duties of the Communications Committee include:
 - a. Maintaining a listserv of all current and past members working closely with the Division Secretary/Treasurer;
 - b. Creating and distributing all advertisements, communications and announcements, including announcements of meetings, awards, nominations, and other information;
 - c. Maintaining the Division webpage and Division social media Accounts, working closely with the Division Secretary/Treasurer, Newsletter Editor, Publications Committee, Division Chair, and Division Historian;
 - d. Preparing and distributing the ballots for elections and Constitutional amendments to all Division members in good

- standing;
- e. Reaching out to individuals engaged in public opinion research concerning membership;
- f. The Chair of the Communications Committee (along with the Chair of the Nominations Committee) will count and verify the votes for elections and Constitutional amendments;
- g. Providing a written annual summary of the Communications Committee's work/accomplishments to the Division's Executive Board.

G. Constitution and By-Laws Committee

1. The Constitution and By-Laws Committee shall consist of a minimum of two (2) members in good standing from the Division who shall serve a term of one (1) year, along with the Vice-Chair of the Division who will Chair the Constitution and By-Laws Committee.
2. Duties of the Constitution and By-Laws Committee include:
 - a. Reviewing the Constitution and By-Laws as requested by the Executive Board and make recommendations to the Executive Board and/or the Division membership at large;
 - b. At least once every five (5) years, reviewing the Constitution and By-Laws and bringing suggested changes to the attention of the Executive Board.

H. Nominations Committee

1. The Nominations Committee shall consist of a minimum of two (2) members in good standing within the Division who shall serve a term of one (1) year, along with an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, who will Chair the Nominations Committee.
2. Duties of the Nominations Committee include:
 - a. Annually developing a list of nominees for ASC Board positions, obtaining 2/3 approval of list of nominees from DPOP Executive Board, completing nomination material and submitting them to the appropriate ASC Nominations Committee;
 - b. Annually overseeing the development of a slate of potential

officers for Division Executive Board elections;

- c. Forwarding a copy of the full slate of potential officers along to the Division Chair;
- d. The Chair of the Nominations Committee (along with the Chair of the Communications Committee) will count and verify the votes from elections and Constitutional Amendments;
- e. The Chair of the Nominations Committee will forward the results of all Constitutional Amendment election votes to the Division Chair along with the verified counts;
- f. Providing a written annual summary of Nominations Committee's work/accomplishments to the Division's Executive Board.

I. Program Committee

1. The Program Committee shall consist of a minimum of two (2) members in good standing within the Division who shall serve a term of one (1) year, along with an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, who will Chair the Program Committee.
2. Duties of the Program Committee include:
 - a. Providing a list of public opinion panels to the ASC for publication in the program;
 - b. Working to develop public opinion and policy panels, roundtables, authors meet critics panels, and other appropriate panels;
 - c. Working with the Division Chair and Executive Board to organize the Division social at the ASC Annual Meeting;
 - d. Organizing/managing the Division's membership table at the ASC Annual Meeting;
 - e. Providing a written annual summary of Program Committee's work/accomplishments to the Division's Executive Board.

J. Publications Committee

1. The Publications Committee shall consist of a minimum of two (2) members in good standing within the Division, who shall serve a term of one (1) year, along with an Executive Counselor appointed by the Division Chair, with approval of the Executive Board, who will Chair the Publications Committee.
2. Duties of the Publications Committee include:
 - a. Assisting the Newsletter Editor with the publication of a minimum of two (2) Division newsletters annually;
 - b. Developing relationships with journal editors to create initiatives for publication outlets, in the form of special issues for public opinion and policy topical publications;
 - c. Providing a written annual summary of Publications Committee's work/accomplishments to the Division's Executive Board.

K. Division Historian

1. The Division Chair, with the approval of a 2/3 vote of the Executive Board, will appoint a Division member in good standing to serve in the role of Division Historian. The Division Historian will serve for two (2) years and may be reappointed.

L. Newsletter Editor

1. The Division Chair, with the approval of a 2/3 vote of the Executive Board, will appoint a Division member in good standing to serve in the role of Newsletter Editor. The Division Newsletter Editor will serve for three (3) years and may be reappointed.

M. Parliamentarian

1. A member of the Board will be identified, with the approval of a 2/3 vote of the Executive Board, and serve as the Parliamentarian during Executive Board Meetings and other Division meetings.

N. ASC Meeting Organizer

1. The Division Chair, with the approval of a 2/3 vote of the Executive Board, will appoint a Division member in good standing to serve in the role of ASC Meeting Organizer. The ASC Meeting Organizer will serve for one (1) year and may be reappointed. The ASC Meeting Organizer coordinates with the Division's Executive Board to develop sessions organized by the Division at

the ASC Annual Meeting (i.e., thematic panels, roundtables, lightening sessions, author meets critic sessions, etc.). Typically, such sessions organized by the Division are submitted through the standard ASC Annual Meeting submission process. The ASC Meeting Organizer may coordinate with the ASC office regarding these sessions. The ASC Meeting Organizer will also coordinate with the Division's Executive Board and the ASC office regarding Division meetings and events held at the ASC Annual Meeting.

Article 3. Meetings

A. Executive Board Meeting

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

B. General Membership Meeting

1. The general membership of the Division shall meet at least once a year, at the time and place of the ASC's Annual Meeting.
2. Such meeting shall be designated the Division's Annual Membership Meeting.

C. Rules of Order

1. Meetings will be conducted in a manner determined by the Division Chair. In the event of conflict, Robert's Rules of Order will be determinative.

D. Quorum

1. A quorum shall be the number of Division members in good standing present and voting.

Article 4. Disbursements

- A. The Division Chair oversees the disbursement of Society funds in accordance with the Executive Board approved annual budget.

Article 5. Awards

- A. The creation of new awards and award criteria becomes effective when approved by at least a three-fourth (3/4) vote of the Executive Board. Thereafter, all award criteria carry the procedural weight of By-Laws.
- B. The Awards Committee will be responsible for developing a list of nominees for annual Division awards created by the Division. The Awards Committee members and Chair shall serve a term of two (2) years.
 1. The Awards Committee shall develop a list of or receive nominees (including self-nominations) for each award. The Committee should request documentation from the nominees; at the very least, obtain a vitae and a brief statement as to why the individuals should be considered for the award.
 2. The Chair of the Awards Committee should provide the Executive Board with a report that lists those nominated (in order of merit), a single nominee for each award, and an explanation of the general procedures used to reach that decision. The report should include a statement identifying the main reasons for the recommendations for granting the award. Generally, a copy of the vitae of the Awards Committee's single nominee should also be included in the materials sent to the Executive Board.
 3. Only individuals, not institutions, shall be considered as candidates for any award.
 4. The Chair of the Awards Committee is to ensure that individuals are eligible to receive the award and are not being considered for awards they have already received.
 5. The Executive Board will give due consideration to Awards Committee award nominations for each award, although the Executive Board is not bound by the slate or the nominee of the Awards Committee. The Executive Board confirms the slate or the nominee of the Awards Committee for each award by an affirmative vote of 2/3. If the Executive Board rejects the Awards Committee nominee, the

Awards Committee may be asked to suggest another nominee. The Executive Board may decide not to give certain awards in any given year by an affirmative vote of 2/3.

6. Current members of the Executive Board shall be ineligible to receive any awards of the Division during their term in office.
7. Members of the Awards Committee are not eligible to receive any Division award.
8. The Executive Board encourages all members to submit nominees to the Awards Committee.
9. The Chair of the Awards Committee and the Division Chair formally notifies award recipients.

Article 6. Nominations and Elections

A. Nominations

1. The Awards Committee annually developing a list of nominees for each applicable ASC award. The Awards Committee shall prepare a report outlining the procedures the Committee followed in obtaining nominations and recommending a slate of candidates to the Executive Board. This memorandum, the list of those nominated, and the preferred candidates shall be presented to the Executive Board for their approval, by an affirmative vote of 2/3 a final slate of nominees. The Awards Committee then will nominate the approved nominees for the respective ASC Awards.
2. The Nominations Committee annually developing a list of nominees for each applicable ASC Board positions. The Nominations Committee shall prepare a report outlining the procedures the Committee followed in obtaining nominations and recommending a slate of candidates to the Executive Board. This memorandum, the list of those nominated, and the preferred candidates shall be presented to the Executive Board for their approval, by an affirmative vote of 2/3 a final slate of nominees. The Nominations Committee then will nominate the approved nominees for the respective ASC Nominations Committee.
3. The Nominations Committee shall oversee the development of a slate of officers for Division elections. The Nominations Committee shall contact Division members in good standing and invite them to submit nominations (including self-nominations) for each office to be filled. The call for nominations should typically go out July 1.

- a. A member can only be nominated for one Executive Board position each election cycle. Should a member receive more than one nomination, the member must choose for which Executive Board position they wish to be considered that cycle.
4. The Nominations Committee is to consider all names submitted and may also consider others who were not nominated by Division members.
5. From these members and Committee nominations, the Nominations Committee will select two (2) names to be included on the ballot for each office.
6. Those nominated for office must agree to the nomination and to serve if elected. The Chair of the Nominations Committee should contact nominees to determine their willingness to serve in advance of the Nominations Committee report being filed with the Executive Board.
7. All approved nominees must be active members of the Division in good standing at the time of the nomination.
8. The Nominations Committee shall prepare a report outlining the procedures the Committee followed in obtaining nominations and recommending a slate of candidates to the Executive Board. This memorandum, the list of those nominated, and the preferred candidates shall be presented to the Executive Board for their approval, typically by September 1. The Executive Board is to review, adjust when necessary, and approve by an affirmative vote of 2/3 a final slate of candidates.
9. The final slate, along with brief biographical information and a statement from each candidate obtained by the Chair of the Nominations Committee, is distributed to the membership electronically by the Chair of the Nominations Committee, typically by the end of the second full week of September. Voting members of the Division in good standing are then invited to submit additional nominations to the Nominations Committee within thirty (30) days.
10. Any regular Division member in good standing receiving nominations from at least twenty (20) percent of Division members in good standing shall be added to the ballot for the designated office. The ballot shall include a place for write-in candidates.
11. No seated member of the Nominations Committee can be nominated for an elected office.

B. Voting

1. All members in good standing at the time at which ballots are distributed shall be entitled to vote.

2. Voting shall be by secret ballot.
3. The Communications Committee will prepare the ballots with the names of candidates for each office as well as their biographical information and statement.
4. Voting will be done electronically and overseen by the Communications Committee.
5. Division members in good standing will have at least thirty (30) days to submit their ballots. The deadline will be announced on the ballot and no votes will be counted after that date.
6. Ballots will be counted/votes verified, by the Chairs of the Communications Committee and the Nominations Committee. If either of these individuals have been nominated for office and are on the ballot, another member of the Executive Board will be appointed by the Division Chair to fulfill this role.
7. One (1) of those who counted the ballots, normally the Chair of the Nominations Committee, will notify the Division Chair of the results in a timely fashion, who will then report the results to the Executive Board and the general Division membership typically via the Division newsletter, the Division webpage, and/or the Division social media, and otherwise publicized as the Division Chair deems appropriate.
8. For Chair, Vice-Chair and Secretary/Treasurer, the candidates receiving the most votes cast shall be elected to the positions of Chair, Vice-Chair, and Secretary/Treasurer. For Executive Counselors the two (2) candidates (in even numbered years) and the two (2) candidates (in odd numbered years) receiving the most votes shall be elected.
9. Tied elections shall be resolved by a run-off election.
 - a. All members in good standing at the time at which ballots are distributed shall be entitled to vote in the run-off election.
 - b. Run-off voting shall be done by secret ballot.
 - c. The Communications Committee will prepare the run-off ballots with the names of candidates for each office as well as their biographical information and statement.
 - d. Run-off voting will be done electronically and overseen by the Communications Committee.
 - e. Division members in good standing will have at least 14 days to

submit their ballots for the run-off election. The deadline will be announced on the run-off ballot and no votes will be counted after that date.

- f. Run-off ballots will be counted/votes verified by the Chairs of the Communications Committee and the Nominations Committee. If either of these individuals have been nominated for office and are on the run-off ballot another member of the Executive Board will be appointed by the Division Chair to fulfill this role.
- g. One (1) of those who counted the run-off ballots, normally the Chair of the Nominations Committee, will notify the Division Chair of the run-off results in a timely fashion, who will then report the results to the Executive Board and the general Division membership typically via the Division newsletter, the Division webpage, and/or the Division social media, and otherwise publicized as the Division Chair deems appropriate.

Article 7: Policies and Procedures

- A. The Executive Board shall maintain/update a Policies and Procedures manual (which will include the Constitution and By-Laws).
- B. The Policies and Procedures of the Division can be altered by a simple majority vote of the Executive Board at any time.