

THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION CONSTITUTION

ARTICLE I: Name

The organization shall be known as THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION (MCJA).

ARTICLE II: Purposes

The purpose of this Association shall be to promote a philosophy and standard of quality education and research in the field of criminal justice, to encourage cooperation and the exchange of information among criminal justice agencies, to facilitate communication and dissemination of information of interest among Association members, members of other regional and state associations, members of the Academy of Criminal Justice Sciences, other educational associations and agencies of the criminal justice system; to serve as the regional center for the collection and dissemination of information regarding teaching and research in criminal justice; and to articulate the interests of the regional membership with State associations within the region and the Academy of Criminal Justice Sciences (ACJS).

ARTICLE III: Membership

Section 1. Membership in the Association shall include but is not limited to the States and Provinces of Michigan, Indiana, Illinois, Ohio, Manitoba, Minnesota, Iowa, Missouri, South Dakota, North Dakota, Nebraska, Kansas, Saskatchewan, and Wisconsin. The membership of the Association shall be divided into the following categories: (1) Regular Member and (2) Student Member.

Section 2. Regular Member. Regular membership shall be open to any individual who supports the purposes of MCJA.

Section 3. Student Member. Student membership shall be open to all undergraduate and graduate students enrolled in accredited institutions of higher education.

Section 4. Application Procedures. Applications for any of the membership categories shall be submitted on the form prescribed by the Association. Applicants for membership must meet the requirements set forth in Article III, Sections 1 through 3. Completed applications will be submitted online and will be reviewed by the Treasurer.

Section 5. Dues. Members who pay the annual dues and have no Executive Board actions pending will be considered to be members in good standing and provided all rights and privileges of Association membership.

Section 6. Voting Members. Only Regular members, who are in good standing with respect to the payment of annual dues and against whom the Association has no action pending (see Article III, Section 7) may vote on matters brought before the Association membership for a vote.

Section 7. Suspensions. Any member of the Association may be suspended or expelled from membership for causes other than the non-payment of dues by a two-thirds vote of the Board of Directors. Prior to voting on the suspension of any member, the Executive Board shall notify the member, in writing, of the Board's pending action and the nature of the charges. The member will have sixty (60) days from the date of notification to respond to the Board and may request a hearing on the pending action. The Board must take action on the request for a hearing prior to the next Annual Meeting. Any action of the Board shall be subject to appeal before the voting membership at the Annual Meeting of the Association. Reversal of the Board's action requires a majority vote of the membership in attendance at the Business Meeting held during the Annual Meeting.

Section 8. Resignations. Resignations of membership shall be submitted to the Treasurer in writing.

ARTICLE IV. Officers

Section 1. The officers of the Association shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer. These officers shall perform such duties as prescribed by the Constitution and By-laws of this Association.

Section 2. All officers of the Association shall be Regular Members, in good standing of the Association. All officers shall be elected in accordance with Article X, Sections 1 through 10, Elections.

Section 3. No officer of the Association, with exception of the Treasurer and Secretary may serve consecutive terms in the same office. Each officer, except for the Treasurer and Secretary, shall serve for a period of one year from the date of assuming office; the Treasurer and Secretary shall serve terms of office of two years. Officers of the Association shall, however, remain in office until succeeded by officers who are qualified and duly elected.

Section 4. The President shall preside at all Executive Board meetings, Annual and special meetings of the Association, enforce the Constitution and By-laws, and assume responsibility for the orderly operation of the Association.

Section 5. The First Vice-President shall assist the President in the duties outlined in Article IV, Section 4. The First Vice-President shall officiate for the President in the event of absence, suspension, expulsion, or resignation at all Executive Board meetings, and Annual and special meetings of the Association. The First Vice-President shall automatically succeed the President in the event the President becomes unable to complete the elected term of office. The First Vice-President shall serve as President for the year following promotion to the Office of First Vice-President.

Section 6. The Second Vice-President shall assist the President and First Vice-President in the duties outlined in Article IV, Sections 4 and 5. In the absence, suspension, expulsion, or resignation of both the President and First Vice-President, the Second Vice-President shall preside at Executive Board meetings, and Annual and special meetings of the Association. The Second Vice-President shall automatically succeed the First Vice-President should the First Vice-President be unable to complete the elected term. The Second Vice-President shall serve as First-Vice President the year following election to the office of Second Vice-President. In the event that the Secretary is unable to perform the duties of the office, as specified in Section 7, these duties shall be assumed by the Second Vice-President until the Secretary is able to resume the duties or a new Secretary is appointed by the Executive Board to serve until the next election. A special election for the office of Second Vice-President shall be conducted in accordance with Article X, Section 8, should the Second Vice-President be unable to complete the elected term.

Section 7. The Secretary shall keep accurate minutes of the proceedings of the Executive Board, Annual meetings including MCJA and ACJS regional leadership meetings, and any special meetings duly called. Should the Secretary be unable to complete the elected term, the Second Vice-Presidents shall assume the duties of the Secretary or the President shall appoint a Secretary subject to the advice and consent of the Executive Board. The appointed Secretary will hold office until the next annual election.

Section 8. The Treasurer shall maintain an accurate listing of Association membership, keep accurate records of all monies received, deposited and disbursed in the name of the Association, and sign all orders drawn on the funds of the Association lawfully voted. At each Annual Meeting, the Treasurer will submit a statement of all monies received deposited and disbursed since the prior Annual Meeting. An auditing committee of the Association (Article VI, Section 6) will oversee the records of the Treasurer and make

periodic reports to the general membership. Should the Treasurer be unable to complete the elected term, the President shall appoint a Treasurer subject to the advice and consent of the Executive Board. The appointed Treasurer will hold office until the next annual election at which time a Treasurer will be duly elected, as prescribed in Article X, Sections 1-11.

Section 9. The Web Administrator shall maintain and update the Association website as directed by the President and Executive Board. The Web Administrator is not an officer but serves a support function to the Association for the operation of Association Business and communication.

Section 10. Any officer of the Association may be suspended or expelled from the Association under the procedures outlined under Article III, Section 7. Further, officers of the Association may be subject to recall. Motion for recall may be made at any Executive Board meeting or at the Annual Meeting of the Association. Officer recall requires a two-thirds vote of the membership in attendance at the Business Meeting of the Annual Meeting.

ARTICLE V: Executive Board

Section 1. The Executive Board shall be composed of the immediate Past President and the elected officers of the Association.

Section 2. The President of the Association shall serve as the Chair of the Executive Board.

Section 3. The Executive Board shall provide general policy direction for the Association and shall be required to attend called meetings of the Association.

Section 4. Minutes of all Board Meetings will be made available to the membership on the MCJA website once the Minutes have been approved by the Executive Board.

ARTICLE VI: Chairpersons and Committees

Section 1. The Association has established and will maintain the following standing chairs who will solicit committee support as needed:

- A. Program Chair
- B. Membership Chair
- C. Student Affairs Chair

The Association has established and will maintain the following standing or recurring committees:

- A. Constitution & By-laws Committee (at least every five years)
- B. Nomination & Election Committee
- C. Auditing Committee (at least every three years)

Ad Hoc Committees will be formed and maintained as needed.

The President shall appoint all committee chairpersons except as provided in Sections 2 through 7 of Article VI below. Committee chairpersons can/may be concurrently serving Board members.

Section 2. Program Chairperson. The First Vice-President shall serve as the Program Committee chair for the Annual Meeting during his or her term as First Vice-President. The Second Vice-President shall serve as co-chair of the Program Committee.

Section 3. Membership Chairperson. The Chairperson shall be a Regular Member in good standing. Should there be no member volunteers, the Secretary shall serve as Membership Chairperson. The chairperson may solicit supporting organization members, subject to Board approval, to assist in the duties relating to membership. The Chairperson is responsible for managing renewals and maintaining a current membership list with contact information. Responsibilities also include devising strategies for membership growth and maintaining membership inclusivity. The Treasurer shall inform the chairperson of any resignations of membership (Article III, Section 8) or suspensions and expulsions as outlined in Article III, Section 7.

Section 4. Student Affairs Chairperson. The Student Affairs Chairperson shall be a Regular Member in good standing. Should there be no member volunteers, the Immediate Past President shall serve as Membership Chairperson. The chairperson may solicit supporting organization members, subject to Board approval, to assist in the duties relating to membership. The Chairperson shall be responsible for facilitating student related promotions in the organization, such as awards, professional development, and student welfare.

Section 5. Constitution and By-laws Committee. The Constitution and By-laws committee will be established at least every five years (in years evenly divisible by five). The Executive Board is empowered to constitute this committee more frequently if there are pressing by-laws revisions requiring timely attention, but the committee must be constituted at least every five years to conduct a full review of these documents. The Chair of the Constitution and By-laws committee shall with the advice and consent of the Executive Board appoint a Constitution and By-laws Committee composed of at

least three (3) Regular members of the Association. The committee shall have the duty to draw and propose amendments to the Constitution and By-laws. Suggestions and proposals of orders pertaining to the Constitution and By-laws shall be presented to this committee for approval prior to being presented to the membership for action.

Section 6. Nomination and Election Committee. The immediate Past President shall serve as Chair of the Nomination and Election Committee. The Chair shall appoint a committee of not less than two (2) members approved by the Board. The duties of this committee shall be those as set forth in Article X, Sections 1 through 11.

Section 7. Auditing Committee. The President, with concurrence of the Executive Board, shall appoint an Auditing Committee of not less than three (3) Regular Members who shall inspect the fiscal (including mobile payment) and membership records of the Association at least every three years and report their findings to the general membership at the Annual Meeting. The Executive Board is empowered to constitute this committee more frequently if there are sensitive issues or inquiries requiring timely attention, but the committee must be constituted at least every three years (in years divisible by three) to conduct a full review of these records.

Section 8. Social Justice Committee. The Social Justice Committee shall consist of at least three (3) Regular Members approved by the Board, reflecting a diverse and inclusive membership. The Committee shall be directed to develop programs enhancing the voice of under-served populations—within students, faculty, and practitioners in the field of criminal justice. The Committee will also work with the ACJS Affirmative Action Committee to promote regional interests.

Section 9. In addition to standing committees, the President may establish Ad Hoc Committees when deemed necessary and appoint from the membership with Board approval.

ARTICLE VII: Meetings

Section 1. Annual and Mid-Year Meetings. There shall be an Annual Meeting in the Fall, the time and place to be determined by the Executive Board. There shall be a mid-year meeting in the Spring held in conjunction with the ACJS Annual Meeting.

Section 2. A quorum for an Annual Meeting shall be two-thirds of the number of Regular Members present at the Business meeting.

ARTICLE VIII: Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with Constitution and By-laws of the Association or any special rules the Association may adopt.

ARTICLE IX: Funds of the Association

Section 1. A general fund for the Association is hereby created and all revenues derived from membership dues or any other sources shall be placed in said fund.

Section 2. The Executive Board shall recommend the level of membership dues to the general membership, such dues to be ratified by the membership.

Section 3. The Executive Board shall have the authority, with approval of the regular membership, to enter into agreements with public and private agencies for the purpose of accepting grants to aid the Association in meeting its purposes as outlined in Article II of this Constitution.

Section 4. The Executive Board shall have the authority to solicit or request funds for the purpose of Annual Meeting sponsorship. The Second-Vice President shall solicit sponsors for the Annual Meeting and report the total number and dollar amount of sponsorships to the Executive Board, Regular membership.

ARTICLE X: Elections

Section 1. The Second Vice-President, Secretary, and Treasurer shall be elected by a ballot of the entire membership electronically. The candidate receiving the greatest number of votes from those Regular members casting ballots shall assume the office.

Section 2. The Nominations and Election Committee shall solicit nominations electronically from the regular membership, and shall accept nominations for a minimum of thirty (30) days and a maximum of forty-five (45) days prior to the election. The Nominations and Election Committee shall confirm the eligibility of all nominees as defined in Article X, Section 3., and shall present the slate of eligible candidates to the membership for respective elections.

Section 3. To be a nominee, a candidate for office shall be a Regular Member in good standing as outlined in Article III, Section 2, for a period of not less than twelve (12)

months prior to being nominated. Furthermore, only Regular Members in good standing may nominate a candidate.

Section 4. The Nomination and Election Committee will send a ballot electronically to all Regular Members qualified to vote. The ballot shall include the names of the candidates, a brief biography, and candidate statement. The ballot will be electronically sent to Regular Members sixty (60) days prior to the Annual Meeting.

Section 5. Election materials will include information of how to vote directly to the Nomination and Election Committee.

Section 6. A deadline for the receipt of ballots will be established by the Nomination and Election Committee and communicated to the membership with election materials. The deadline must provide for a minimum of thirty (30) days and maximum of forty-five (45) days in which members may complete the ballot. The electronic ballots will be closed at the end of the designated voting period and no ballots will be accepted after the deadline.

Section 7. The Nomination and Election Committee will notify the membership of election results at the Annual Meeting. Newly elected officers shall assume their offices at the Annual Meeting.

Section 8. Special elections shall be conducted by the Nomination and Election Committee in accordance with Article X, Sections 1 through 7. Officers elected through a special election will serve the remainder of the vacating officer's term. Special elections must be conducted within sixty (60) days of office vacancy.

Section 9. Any Regular Member wishing to contest the results of an election must submit a petition to the Executive Board. The member, if not satisfied with the Board's resolution of the petition, may present the issue to the general membership at the Annual Meeting for final determination.

Section 10. If an election is held to be null and void by the Executive Board and sustained by a majority vote of the membership, a new election may be held from the floor at the Business meeting of the Annual Meeting. In such instances, a majority vote of members in attendance is required to elect from the floor.

Section 11. The membership shall elect a Regional Trustee to serve on the ACJS Executive Board in accordance with the ACJS regionalization policies.

Section 12. The Secretary and Treasurer elections shall occur in alternating years. Elections for Secretary will occur in odd numbered years (e.g., 2023, 2025, 2027) and for Treasurer in even numbered years (e.g., 2024, 2026, 2028). The 2023 election for Treasurer will be a one-year term adjusting to the alternating schedule.

ARTICLE XI: Amendments to the Constitution

Section 1. The Constitution and By-laws may be amended at the Annual Business Meeting of the Association or by electronic ballot.

Section 2. Proposed amendments may be received from the Constitution and By-laws Committee or by petition from twenty-five (25) percent of the Regular Members.

Section 3. Constitutional amendments to be considered at the Annual Meeting must be labeled “Amendments to the Constitution” and notification given electronically to the general membership at least ninety (90) days prior to the Annual Meeting. Constitutional amendments to be determined by electronic ballot must be sent to the membership following parallel procedures as outlined for the election of officers in Article X Sections 4 through 7.

Section 4. A vote of two-thirds of the membership present and voting at the Business meeting of the Annual Meeting or a vote of two-thirds of the total membership in the case of an electronic ballot shall be required for the passage of a constitutional amendment.

THE MIDWESTERN CRIMINAL JUSTICE ASSOCIATION BY-LAWS

ARTICLE I: Membership

Section 1. Applicants for membership must meet the requirements as set forth in Article III of the Constitution.

Section 2. Applications shall be completed and submitted electronically to the MCJA website for review by the Treasurer.

Section 3. Any member who shall be in arrears for dues, as set forth in ARTICLE IX of the Constitution, shall be dismissed as a member of the Association.

Section 4. Only regular members in good standing shall be allowed to vote.

Section 5. No person shall retain membership whose occupation or activities are inconsistent with the goals and objectives of the Association.

ARTICLE II: Executive Board

Section 1. The Executive Board shall be composed of members as specified in ARTICLE V, Section 1 of the Constitution.

Section 2. Only members in good standing may serve on the Executive Board.

Section 3. All elected officers and members of the Executive Board shall be required to attend called meetings of the Association and shall be subject to recall for absence from two consecutive meetings without reasonable cause.

ARTICLE III: Duties of Officers

Section 1. The duties of the president shall be:

- A. To preside at all Executive Board meetings.
- B. To preside at all meetings of the Association.
- C. To enforce the Constitution and By-laws.
- D. To appoint on the day of his assumption of office, those committees required by the Constitution and By-laws and such other committees as necessary to attend to the orderly operation of the Association.
- E. To require the Treasurer, prior to the adjournment of each Annual Meeting, to submit a statement of all monies received, deposited, and disbursed since the last Annual Meeting and the financial standing of the Association.
- F. To appoint from the membership individuals to assist in the conduct of the Office of the President so as to ensure that the responsibilities of the office are met and the goals and objectives of the Association are furthered.

Section 2. The duties of the First Vice President (President-Elect) shall be:

- A. To assist the President in the duties outlined in Section 1 above.
- B. To officiate for the President in the event of the absence of the President.
- C. To assume the responsibility of planning the Annual Meeting.
- D. To represent the Association at various functions as directed by the President and/or the Executive Board.

Section 3. The duties of the Second Vice President (First Vice President-Elect) shall be:

- A. To assist the President and First Vice President in matters requiring aid.
- B. To serve on those committees as assigned by the President, the Executive Board, and/or the membership.

- C. To be responsible for all publicity concerning the Association.
- D. To be responsible for sponsorship of the Annual Meeting.

Section 4. The duties of the Secretary shall be:

- A. To keep accurate minutes of the proceedings of the Executive Board, the Annual Meeting, and special and called meetings.
- B. To communicate Association Business electronically to the membership.
- C. To communicate Association Business to the membership via social media.
- D. To communicate to the membership other relevant information as deemed appropriate by the Executive Board.
- E. To communicate updates and revisions to the Association website to the Web Administrator.
- F. In the absence of a Regular Member volunteer chair the Membership Committee.

Section 5. The duties of the Treasurer shall be:

- A. To keep an accurate record of all monies received, deposited, and disbursed in the name of the Association.
- B. To provide periodic updates about the fiscal health of the Association as may be directed by the President or Executive Board.
- C. To track registration of attendees via the electronic submission site on the Association website for the Annual Meetings of the Association.
- D. To keep a record of the names, addresses and such data pertaining to the membership as may be of interest or use and as directed by the Executive Board.
- E. To provide for periodic update about the membership of the Association as may be directed by the President or the Executive Board.

ARTICLE IV. Selection and Appointment of Editor

Section 1. Selection procedures The Editor for the Midwestern Association of Criminal Justice's *Journal of Crime and Justice* shall be selected according to the following procedures:

- A. In October of the year immediately preceding the current Editor's final year of office, or at other times as may be required because of a vacancy in the Editor position, the President and the Executive Board, by majority vote, shall determine a suitable vacancy announcement for the position of Editor. This announcement shall specify the qualifications each applicant shall meet including, but not limited to:
 - 1. An earned Ph.D. in criminal justice or a closely related area;
 - 2. A demonstrated record of scholarly activity;
 - 3. A record of sustained publication activity;

4. A formal declaration of support from a host institution(s), to include supportive services that the institution(s) will commit to the editorship.
5. A Regular member in good standing of the Association.
- B. Time permitting, the vacancy announcement shall be advertised in at least one edition of the *Journal of Crime and Justice*. Advertisements in other appropriate publications may be made with the approval of the Executive Board.
- C. Applicants for the Editor's position shall submit the following:
 1. A letter of application,
 2. A letter of support from the host institution(s) meeting the requirements specified in Article 4, Section 1, A, 3,
 3. A detailed description of qualifications for the position,
 4. Other materials as may be required by the Executive Board to the Secretary, who shall compile all application materials and notify each applicant of the receipt of the application.
- D. Upon the closing date for submission of application material, the Secretary shall transfer a copy of all application materials to each of the members of the Executive Board of the Association.
- E. The Executive Board shall consider all materials submitted by each applicant and by majority vote shall decide who shall be appointed to fill the vacancy of Editor.

Section 2. Editor, duties and responsibilities

- A. The Editor shall be selected by the Executive Board as specified in Article 4, Section 1 of the By-laws. The Editor shall be responsible for the preparation, publication, and distribution of the Association's scholarly journal, *Journal of Crime and Justice*, and any other publications as the President and the Executive Board may direct.
- B. The Editor shall serve a term of office of four years and may serve in office for not more than three consecutive terms.
- C. A subscription to the journal shall be provided to all regular members in good standing of the Association.
- D. The Editor may solicit and accept advertising in Association publications provided it is approved by the Executive Board.
- E. The Editor shall recommend to the President for approval by the Executive Board the names of persons to serve as Assistant Editors or in other staff positions.
- F. The Editor is an ex-officio member of the Executive Board and may attend the Executive Board meetings and participate in discussions of the Board but they shall not vote.
- G. The Editor shall also serve as the archivist of the journal of the Association.

Section 3. Appointment of Assistant Editors/Editorial Advisory Board

- A. The Editor shall appoint two persons to serve as Assistant Editors, subject to approval of the Executive Board. Assistant Editors shall carry out such duties as the Editor may determine to be necessary to ensure the timely and appropriate publication of the Association's publications.
- B. The Editor may appoint persons to serve as members of an Editorial Advisory Board subject to approval of the Executive Board. Persons appointed to the Editorial Advisory Board shall carry out such duties as the Editor may determine to be necessary to ensure the timely and appropriate publication of the Association's publications.
- C. Assistant Editors and members of the Editorial Advisory Board shall be Regular members in good standing in the Association.

Section 4. Removal/Dismissal of Editor/Assistant Editors/Editorial Advisory Board

- A. The Editor may be removed from office for failure to perform the duties of that office satisfactorily. Such removal or dismissal shall be approved by a vote of 2/3 majority of the Executive Board.
- B. Upon the recommendation of the Editor to the Executive Board, Assistant Editors, and persons appointed to the Editorial Advisory Board may be removed from office for failure to perform the duties of that office satisfactorily. Such removal or dismissal shall be approved by the Executive Board.

ARTICLE V. Student Travel Scholarship

Section 1. The Association will establish a Student Travel Scholarship with the purpose of providing travel scholarships to eligible applicants to attend the Association's Annual Meeting.

Section 2. The process for establishing Student Travel Scholarship(s) will commence each year.

- A. At the spring Executive Board business meeting, typically held at the Academy of Criminal Justice Sciences' Annual Meeting, the Treasurer shall report to the board the amount of total monies available for Student Travel Scholarships and shall recommend to the Executive Board: (1) the amount of money, (2) the number of awards, and (3) the maximum amount for each award, to be offered for that following fall's Annual Meeting. The Treasurer's recommendation may be presented as information for the Board or may be presented as a motion.
- B. The Executive Board shall consider and discuss the Treasurer's information or motion concerning (1) the amount of money, (2) the number of awards, and (3) the maximum amount for each award, to be offered for that fall's annual meeting.
- C. The Executive Board shall vote on a motion on whether or not to offer Student Travel Scholarship(s) for the upcoming fall's Annual Meeting. The Executive

Board may, at its discretion, decide to not offer Student Travel Scholarship(s) for a given Annual Meeting.

- D. If Student Travel Scholarship(s) are to be offered for the next Annual Meeting, the Executive Board shall vote on a motion that includes (1) the total amount of money to be encumbered for all Student Travel Scholarships, (2) the maximum number of Student Travel Scholarships, and (3) the maximum dollar amount for each Student Travel Scholarships.
- E. At the spring Association Business Meeting, the Executive Board shall set the due date for applications, and a date by which applicants will be notified of the outcome of their application.

Section 3. The Executive Board will announce the availability of Student Travel Scholarships to Association members each year prior to the Association's Annual Meeting.

- A. If the Board votes to allocate funds for Student Travel Scholarship for that fall's Annual Meeting, that Board shall announce that Student Travel Scholarship are available for the fall's Annual Meeting and publicize the application process. The announcement and a description of the application process shall be conveyed via an email to all currently registered Association members during the summer preceding the next Annual Meeting. Reasonably sufficient time shall be allowed for members and students to apply for a Student Travel Scholarship.
- B. The Board, at its sole discretion, may also communicate availability and the Student Travel Scholarship process via other mediums (such as posting on the Association webpage, social media, and/or email to past or not-current members of Association) simultaneously.

Section 4. The following eligibility criteria will used to award the Student Travel Scholarship.

- A. An applicant must meet the criteria for "student" as defined by the Association's Constitution, Article III, Section 3.
- B. An applicant must provide confirmation of their enrollment in at least 1 credit hour at an accredited institution of higher education during the fall semester in which they will attend (and present at) the Annual Meeting. A letter or an email from a faculty member at that institution which states the student is enrolled in at least 1 credit hour will be sufficient to establish eligibility.
- C. Applicants must attend the fall's Annual Meeting to present a paper or a poster. The applicant does not have to be the lead author on the paper or poster but must be the lead presenter at the Annual Meeting.
- D. The Executive Board, at its sole discretion, may establish other eligibility criteria at its spring Association Business Meeting through the passage of motions.
- E. All eligibility criteria shall be communicated to the membership when the announcement and a description of the application process for Student Travel

Scholarship(s) are emailed to the Association membership and announced via any other communications mediums adopted by the Executive Board.

Section 5. Applications for the Student Travel Scholarship will be reviewed for meeting the eligibility criteria.

- A. The Executive Board will review the applications, unless the Board decides to create an ad hoc review committee.
- B. Applications shall be reviewed, and applicants notified, by the date designated by the Board at the spring Executive Board business meeting. The application review and notification dates should be advertised by the Executive Board with any Student Travel Scholarship availability announcement.
- C. The Executive Board should endeavor to notify applicants of their outcome with sufficient time for applicants to book or adjust their travel plans for the fall Annual Meeting.

Section 6. Awarding of Student Travel Scholarships.

- A. Applicants awarded a Student Travel Scholarship shall attend the fall Annual Meeting and present satisfactorily their paper or poster before they shall receive their scholarship funds. Money shall be awarded by the Executive Board at the Business meeting at the fall Annual Meetings. Awardees are encouraged to attend the Association business meeting, but they do not have to attend the business meeting to receive their travel scholarship.