

Criminal Justice Club

Constitution:

The United Tribes Technical College's Criminal Justice Club's purpose is to promote interest in the field of Criminal Justice among students concentrating in this area and increase awareness. We will cultivate criminal justice ideas on campus, and provide opportunities for members to get involved in the different career fields available upon graduation. Initiating programs and hosting social events that highlight the criminal justice field through recreational activities are some of the events the Criminal Justice Club will host in order to increase student interest and create a relationship to the community.

The Criminal Justice Club will typically meet on Wednesdays over the noon hour in the Science and Technology Building room 119. Rules for the criminal justice club will comply with those stated in United Tribes Technical College Student Rights and Responsibilities. All students will conduct themselves in an appropriate manner during all meetings and events. Meetings will be student-run, refraining from disruptive activities, and be overseen by the advisor. Anyone from the criminal justice department can get involved in the club. Participation must be 75% of the meetings and at least 50% of events to be considered an active member and receive membership awards and incentives.

Some of the events that the Criminal Justice Club will plan on hosting would be related to the criminal justice field and take place around/near holidays. What we would like to see accomplished through the Criminal Justice Club is to initiate programs geared towards criminal justice students, such as internship programs through various criminal justice organizations around the Bismarck area. Also, we will raise public awareness of the criminal justice department through the Criminal Justice Club, through a variety of way such as fundraisers, speaker sessions, and public outreach.

Methods of fundraising will be dependent upon student vote in compliance with rules and regulations set forth by United Tribes Technical College and the student government. In order to amend the constitution there must be a majority vote from active members of the Criminal Justice Club and the student advisor. Responsibilities of the officers must comply with those set by student government. The intent of the Criminal Justice Club is to be a learning experience for the criminal justice students; all functions of the club will be carried out by the student members but supervised by the Advisor, Mike Wetsch.

Criminal Justice Club Officials and Duties:

Expectations and tasks will be shared amongst all elected officials.

President:

Duties:

- Appointing persons to perform tasks and following through to make sure it is done correctly and completely.
- Must attend every meeting and supervise effectively.
- Proactively give/take feedback to/from other officials.
- Understand all aspects of what the club is trying to accomplish and monitor progress.
- Organize and plan meetings and activities; set agenda.
- Maintain effective communication with other officials.
- Recruit and retain all members to be active and involved.
- Set weekly and monthly goals.
- Prepare duties and goals for your successor in the following year.
- Be the primary contact for the club; external spokesperson.
- Maintain current contact list.

Vice President:

Duties:

- Maintain continuous contact with president and other elected officials.
- Must be up-to-date on all communications and events.
- Take over president's role in the event of their absence.
- Assist in oversight of the club, such as fundraising and event planning.
- Work with VP of Budget to prepare annual budget.
- Monitor club's financial status.
- Scheduling locations for meetings and events.
- Coordinate with VP of Budget for fundraising efforts.
- Must be present at all meetings.

Secretary/Historian:

Duties:

- Take minutes at every meeting; send copy to officials
- Maintain history for academic year; take pictures proactively
- Verify purchase requests
- Assist with projects, events, and meetings
- Maintain communication between all officials through emails, letters, and phone calls

VP of Budget:

Duties:

- Maintain financial records.
- Give updated status on finances
- Must be present at meetings.
- Making purchases and maintaining records of purchases.
- Maintain communication with officials.
- Overseeing all money transactions to advisor

Student Representatives:

Duties:

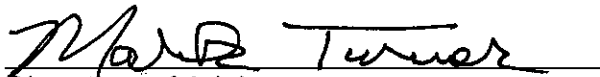
- Must attend all student government and club meetings
- Inform student government of all upcoming activities
- Address issues from Criminal Justice Club to student government
- Maintain minutes from interactions from student government
- Maintain communication with all officials

CLUB ADVISOR CONTRACT

Successful, enduring relationships between advisors and student organizations are reflective of the advisor's acknowledgment and acceptance of their positions as role models and educational leaders for our students. As a way of fostering and nurturing such relationships, advisors are encouraged to view their work with student organizations as an additional opportunity to fulfill those societal and professional objectives which initially attracted them to the field of education. Therefore, service as an advisor entails both transmitting significant educational, social, and cultural values as well as creating an environment in which students can enhance their educational training and personal development.

I accept the duties of advisor for Criminal Justice Club as follows:

- Work closely with the club to ensure a cooperative relationship between yourself and the club membership.
- Help students understand and apply democratic principles within their own organization and in working with others.
- Help each officer of the organization understand their duties. See that the continuity of the organization is preserved through constitutions, minutes, and traditions and that its past activities are adequately comprehended by succeeding officers and members.
- Ensure that members of the club understand and adhere to Student Rights and Responsibilities as outlined in the United Tribes Technical College Handbook.
- Sign all payment vouchers ensuring that the money to be spent has been decided by a vote of the club at an official and publicized club meeting.
- Provide supervision for all club events and activities (business and social) and advise students of the policies and procedures which they must follow as a club organization. Oversee the planning of such events and activities.
- Ensure that the club submits names of all off-campus speakers and participants to the Director of Student Activities and Campus Life for approval 4 weeks in advance of the event.
- Ensure that all reasonable steps are taken to insure the safety and welfare of club members and that appropriate PCCD policies are upheld. Serve as the official staff representative of the college.


Signature of Advisor

10-20-2015
Date



10-20-2015