

Bylaws of the Homicide Research Working Group (HRWG)

Article I. Name of the Organization

The name of this organization shall be the Homicide Research Working Group (hereafter, HRWG), which is incorporated in and whose agent is a resident of the State of Illinois.

Article II. Purposes of HRWG

The HRWG is a multi-disciplinary, international organization of practitioners, researchers, theorists, and others interested in the study of homicide, including lethal violence and violence that may become lethal.

Section 2.01: Specific Purposes The specific purposes of the HRWG are:

- A. To forge links among theory, research, and practice to prevent lethality and reduce levels of mortality from violence.
- B. To foster collaborative, interdisciplinary, and transdisciplinary research on lethal and non-lethal violence.
- C. To promote improved data quality and the linking of diverse homicide data sources.
- D. To encourage more efficient sharing of techniques for measuring and analyzing factors related to homicide.
- E. To develop and cultivate links among homicide researchers in the fields of criminal justice, public health, and other relevant systems.
- F. To generate a stronger working relationship among those who conduct homicide research, those who fund it, and those who use research results in practical applications.
- G. To create networks and facilitate communication among those who collect, maintain, analyze, use, and fund datasets on homicide.
- H. To support and encourage early career researchers studying homicide and related topics.
- I. To contribute to and disseminate homicide research through the journal *Homicide Studies* and the annual HRWG conference.

Article III. Membership

Section 3.01: Members

- A. Any individual will be considered a member of HRWG when they agree with the purposes of the organization as set forth in Article II and are current in their dues.
- B. Members are responsible for maintaining current contact data in their HRWG membership account.
- C. All members are eligible to vote.
- D. In order to be eligible to serve as an officer, members must meet the criteria specified for those roles.

Section 3.02: Membership Year and Dues

- A. The membership and fiscal year shall run from January 1 to December 31.
- B. Annual Dues:
 - 1. Dues amounts shall be proposed by the Steering Committee and approved by a majority vote of the assembly at least six months before any change takes effect.
 - 2. Failure to pay results in loss of:
 - i. Membership status,
 - ii. Access to *Homicide Studies*,
 - iii. Access to the Members Listserv.
 - 3. Members may be reinstated upon payment.
 - 4. Dues received after November 1 will be applied immediately and to the following calendar year.

Article IV. Administrative Structure

Section 4.01: HRWG Leadership Committee and Officers

- A. The Leadership Committee consists of four elected officers: President, Vice President, Secretary, and Treasurer.
- B. The Leadership Committee will establish a regular meeting schedule, including quarterly meetings with the Steering Committee.
- C. Eligibility of President: Candidates must be current members, have attended two or more Annual Conferences and have been active on one or more HRWG committees within the last five years, and have consented to their candidacy.

- D. Eligibility of Vice-President, Secretary, and Treasurer: Candidates must be current members, have attended one Annual Conference or been active on HRWG committees in the last five years, and have consented to their candidacy.
- E. Terms: Officers serve two-year staggered terms. The President and Secretary are elected in even-numbered years; the Vice President and Treasurer in odd-numbered years.
- F. Officers are expected to attend and participate in the Annual Meeting and Annual Conference.
- G. Term Limits: The President, Vice-President, and Secretary are limited to two consecutive terms. They can again serve in the same elected capacity after at least a one term break. There is no limit to the number of terms a Treasurer may serve.
- H. Transitions: Terms shall begin and end at the Annual Meeting. Outgoing and incoming officers shall coordinate the transition at the Annual Meeting.
- I. Vacancies: Vacancies in the Vice President, Secretary, or Treasurer roles are filled by Presidential appointment with Steering Committee approval. A Presidential vacancy is filled by the Vice President.
- J. Compensation: Officers serve without compensation but may be reimbursed for necessary expenses.

Section 4.02: President

The President is the principal representative of the HRWG and shall:

- A. Schedule and preside over the Annual Meeting as well as meetings of Leadership Committee and the Steering Committee.
- B. Review and submit the financial report to the Steering Committee and membership in conjunction with the Vice President and Treasurer.
- C. The President must notify the membership of the agenda at least two weeks in advance.
- D. Maintain fiscal responsibility and exercise financial decision-making authority up to an amount approved by the Steering Committee.
- E. Appoint committee chairs and approve final committee rosters.
- F. Ensure the HRWG website is current and accurate.
- G. Approve changes to the HRWG website.
- H. Determine if the Bylaws, or any section therein, needs to be reviewed for possible revision and appoint an ad hoc Bylaws Committee to review and make recommendations. Any changes to the Bylaws will be submitted to the membership for approval.
- I. Sign official contracts.

- J. During the second year after a new Treasurer is elected and every four years after the last audit, the President will appoint two members to audit the current and two previous years of HRWG finances.
- K. Otherwise, carry out the duties customarily associated with the office of the President.

Section 4.03: Vice President

The Vice President shall:

- A. Assist the President in their duties, as requested by the President.
- B. Preside over meetings in the President's absence.
- C. Co-review the annual budget in conjunction with the President and Treasurer.
- D. Serve as the Chair of the Publications Committee.

Section 4.04: Secretary

The Secretary shall:

- A. Ensure accurate records and minutes are kept of the Annual Meeting as well as the meetings of the Leadership Committee and the Steering Committee.
- B. Submit the minutes of the Annual Meeting to the membership within 30 days following the Annual Meeting for review and approval.
- C. Submit the approved final minutes of the Annual Meeting to membership 2 weeks prior to the subsequent Annual Meeting.
- D. Maintain the official current version of HRWG Bylaws and other procedures.
- E. Serve as a member of the Awards Committee.

Section 4.05: Treasurer

The Treasurer shall:

- A. Maintain accurate accounts for the HRWG.
- B. Prepare the annual financial report in conjunction with the President and Vice-President.
- C. Present an annual written financial report at the Annual Meeting.
- D. Prepare and submit taxes and annual reports.
- E. In the second year of being newly elected, and every four years after the last audit, the Treasurer will work with the President to arrange for an independent audit and provide pertinent financial records to the appointed auditors.
- F. Ensure that financial payments are current.
- G. Maintain current membership records.
- H. Serve as a member of the Engagement Committee.

Section 4.06: Steering Committee

- A. Composition: Includes the Leadership Committee, Immediate Past President, current Editor(s)-in-Chief of Homicide Studies, and all Committee Chairs.
- B. The HRWG President serves as the Chair.
- C. Duties:
 - 1. Act for the HRWG between meetings.
 - 2. Form policies.
 - 3. Set the financial limit for which the President has decision-making authority.
 - 4. Approve new expenditures that are greater than the President's decision-making authority.
 - 5. Recommend the creation of ad hoc or special committees.
 - 6. Approve final elections ballots.
 - 7. Approve the selection of editors-in-chief for HRWG publications.
- D. Meetings: The Steering Committee shall meet at least quarterly (virtually or in-person).

Section 4.07: *Homicide Studies*

- A. *Homicide Studies* is the HRWG peer-reviewed journal.
- B. Editor(s)-in-Chief:
 - 1. Must be an HRWG member and is responsible for managing all aspects of *Homicide Studies*, the Editorial Board and Associate Editor(s).
 - 2. Shall submit an annual report during the Annual Meeting, including Editorial Board member changes.
 - 3. In managing the Editorial Board, the Editor(s)-in-Chief shall:
 - i. Identify, invite, and orient new Editorial Board members.
 - ii. Ensure that the Editorial Board composition aligns with the journal's status and international scope.
 - iii. Ensure that Editorial Board members are appointed to three-year staggered terms, structured such that one-third of the board is appointed each year. Editorial Board members may serve multiple terms at the request of the Editor(s)-in-Chief.
 - iv. Track and communicate beginning and end dates of terms with Editorial Board members.
 - 4. Associate Editors:
 - i. The Associate Editor role is a position intended to assist the Editor(s)-in-Chief in all aspects of journal management.

- ii. The Editor(s)-in-Chief selects the individual based on education, research interest, research publications, and experience.
 - iii. The Associate Editor(s) must become a member of HRWG.
 - iv. The selected individual must be approved by the President and then approved by majority vote of the HRWG Steering Committee.
 - v. The Associate Editor term shall be determined by the Editor(s)-in-Chief.
- C. HRWG, through the Publications Committee, is responsible for selecting qualified Editor(s)-in-Chief through an ad hoc Selection Committee that will determine qualifications and selection criteria and timeline for the process.
- D. HRWG, through the Publications and Leadership Committees, is responsible for resolving any issues surrounding their ability to fulfill or function in their role.
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Article V. Meetings and Convenings

Section 5.01: Annual Business Meeting (“Annual Meeting”)

- A. The membership shall meet at least once annually.
- B. The meeting may be in-person or virtual, provided all members can participate and vote.
- C. The President shall notify the membership of the agenda at least two weeks in advance.

Section 5.02: Powers of the Assembly

- A. The assembled membership has the authority to:
 - 1. Request a review or change in the Bylaws.
 - 2. Amend the Bylaws.
 - 3. Approve financial reports.
 - 4. Set amount for individual awards.
 - 5. Approve locations for future Annual Conferences.
 - 6. Request the formation of ad hoc or special committees.
 - 7. Act as the final authority on matters not otherwise assigned by these Bylaws.
- B. Quorum: A quorum consists of all members attending the Annual Meeting. Motions pass by a simple majority.

Section 5.03: Professional Convenings

- A. **Annual Conference:**
 - 1. Shall be organized by the Programming Committee to promote the organization’s purposes.

2. May take place in person or virtually.
 3. Registration cost and budget is determined by the Programming Committee in conjunction with the Leadership Committee.
 4. Membership in HRWG is required in order to register for the Annual Conference.
- B. Mid-Year Conference:**
1. May be held if membership interest and a committee are established at the Annual Meeting.
 2. The Programming Committee will determine registration cost and attendance eligibility.
- C. Research or Practice Presentations:**
1. May be held if presenters are available and a member and one of the officers agrees to organize and advertise.
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Article VI. Committees

Section 6.01: Committees

- A. There are five standing committees: Publications, Programming, Nominations & Elections, Engagement, and Awards.
- B. The President of the HRWG, on their own determination or at the request of the Steering Committee or from the Annual Meeting, may create ad hoc or special committees as needed to accomplish the work of the organization.
- C. Publications:**
 1. Reviews the website and newsletter and provides feedback to the editors or individuals in charge of those activities.
 2. Recommends Editorial Board members to Homicide Studies Editor(s)-in-Chief.
 3. Oversees the selection process and recommendation to the President for Homicide Studies Editor(s)-in-Chief.
 4. Chaired by the Vice-President.
- D. Programming:**
 1. Plans and promotes the Annual Conference and mid-year events.
 2. Identifies local resources for Annual Conference attendees.
 3. Selects one or more local persons or agencies whose work impacts homicide, lethal violence, or survivors for HRWG acknowledgement.
 4. Adheres to approved procedures for honorariums and/or donations.
- E. Nominations & Elections:**
 1. Seeks qualified candidates for HRWG roles.
 2. Ensures candidates are eligible.
 3. Prepares the candidate slate.

4. Shares the ballot and supporting information to members two months prior to the Annual Meeting.
5. Manages electronic voting.
6. Tallies the votes and shares the results with candidates two weeks prior to the Annual Meeting and with the full membership at the Annual Meeting.

F. Engagement:

1. Manages marketing efforts, social media updates, and member listservs.
2. Ensures HRWG marketing activities do not exceed the annual marketing budget.
3. Addresses members' interests, engaged in member recruitment activities, and focuses on member retainment.
4. The Treasurer is a member.

G. Awards:

1. Manages all aspects of the four Award categories:
 - i. Specifies the award criteria.
 - ii. Ensures the website reflects accurate and current information.
 - iii. Writes the "Call for Nominations" and promotes the Award opportunities through HRWG and members' professional contacts.
 - iv. Sets the deadline for submissions.
 - v. Reviews submissions, and determines recipients (if any) for the four award categories.
2. One award in each category may be given annually if an eligible and worthy candidate is available and chosen.
3. There will be no obligation on the part of the HRWG to issue an award in each or any category.
4. Each award recipient will receive:
 - i. A one-time cash award of an amount that has been determined by the membership prior to the "Call for Nominations."
 - ii. One-year membership to HRWG.
 - iii. A waived Annual Conference registration fee.
5. Award recipients will be invited to present their research or project at the Annual Conference. Any travel costs are at the recipient's expense.
6. The Secretary is a member.
7. Award Categories
 - i. **Richard Block Award:** To honor the scholarly achievements of Richard Block, as well as his role as co-founder of the HRWG, the membership has established an award for "Outstanding Dissertation" that focuses on homicide and/or lethal violence.
 - ii. **Carolyn Rebecca Block Award:** To honor the service achievements of Carolyn Rebecca Block, as well as her role as co-founder of the HRWG, the membership has established an award for "Outstanding

Service as a Practitioner” who focuses on practical strategies for reducing or ameliorating the effect of homicide and/or lethal violence.

- iii. **Christine Rasche Award:** To honor the memory of Christine Rasche and her long-time contributions to the HRWG, the membership has established an award for “Outstanding Master’s Research” with a focus on homicide, intimate partner violence, and/or lethal violence.
- iv. **Jarvis, Corzine, Huff-Corzine Award:** To honor the decades long collaborations of John Jarvis, Harold Jay Corzine, and Lin Huff-Corzine, as well as their roles as original members of the HRWG, the membership has established a research-practitioner partnership paper award for an “Outstanding Scholarly Paper” in the field of homicide or lethal violence that demonstrates the importance of the researcher-practitioner partnership.

H. General Committee Information

- 1. Each standing committee shall have at least three and no more than nine members.
- 2. Membership on committees is for a one-year term.
- 3. In order to accomplish the committee’s goals, chairs may establish sub-committees.
- 4. The President shall appoint all chairs of committees except as specified elsewhere in these Bylaws.
- 5. Chairs shall schedule meetings and submit a report of the committee’s activities for the Annual Meeting.
- 6. The President shall serve as an ex officio member on all standing, ad hoc, and special committees, except the Nominations and Elections Committee.

Article VII. Authority and Amendments

Section 7.01: Parliamentary Authority

- A. The HRWG is governed by these Bylaws.
- B. On matters not covered, the latest edition of *Cannon’s Guide to Rules of Order* shall apply.

Section 7.02: Amendments

- A. Bylaws (or sections) are reviewed upon request of the membership, Steering Committee, or President.
 - 1. The President appoints an ad hoc Bylaws Committee that reviews and makes recommended changes to the President.

- B. Proposed changes require a majority vote via an electronic ballot (minimum 2-week voting period) or in-person at the Annual Meeting.

Section 7.03: Voting

- A. Electronic voting is the standard mechanism for HRWG.
- B. Decisions are determined by majority vote.
- C. The votes submitted will be tallied to determine majority vote.
- D. Members who do not vote are considered to have abstained from voting.
- E. In-person votes may be conducted at the Annual Meeting.

Section 7.04: Technology and AI

- A. Electronic communication is the standard mechanism for HRWG.
- B. HRWG will maintain:
 - 1. An online web page,
 - 2. An electronic Listserv,
 - 3. Social media presence.
- C. HRWG may offer a newsletter if there is member capacity. If there is interest, the President will appoint an Editor.
- D. HRWG will have an official means for virtual group meetings, such as Zoom (or some other format).
 - 1. The President will appoint one member of the Leadership Committee annually to oversee the official virtual meeting account.
- E. When AI is used to capture meeting minutes, the committee chair (or designee) must review the output for accuracy before distribution.