

# SOUTHERN STATES CORRECTIONAL ASSOCIATION

## BY-LAWS

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# **SOUTHERN STATES CORRECTIONAL ASSOCIATION**

## **BY-LAWS**

**Adopted 1983**

**(Amended 1986, 1987, 1988, 1992, 1993, 1994, 1995, 1996, 1997, 2002, 2006, 2007, 2012)**

### **SECTION I: CODE OF ETHICS**

#### **➤ PART I - PREAMBLE**

The Southern States Correctional Association recognizes the inherent dignity and worth of persons, regardless of race, color, creed, national origin, sex or age in its relationship involving administration, organization, and staffing in all functions of the criminal justice field. The worker in the criminal justice field owes certain duties to the public, to his/her employer, to other members of his/her profession and to himself/herself. Certain principles are basic to ethical conduct. The Southern States Correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. The Southern States Correctional Association, therefore, subscribes to the following applicable principles as binding upon its members as employees of a correctional agency, department or related organization.

#### **➤ PART II - RELATIONSHIP WITH CLIENTS/COLLEAGUES/OTHER PROFESSIONALS/PUBLIC**

- Members will respect and protect the civil and legal rights of all clients.
- Relationships with colleagues will be of such character to promote mutual respect within the profession and improvement of its quality of service.
- Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
- Members will respect the importance of all elements of the criminal justice system and cultivate professional cooperation with each segment.
- Subject to the client's rights of privacy and in keeping with federal and state laws, members will respect the public's right to know, and will share information with the public with openness and candor.
- Members will respect and protect the right of the public to be safeguarded from criminal activity.

#### **➤ PART III - PROFESSIONAL CONDUCT/PRACTICES**

- No member will use his or her official position to secure special privileges or advantages.
- No member, while acting in an official capacity of Southern States Correctional Association or their employing agency, will allow personal interest to impair objectivity in the performance of duty.
- No member will use his or her official position to promote any partisan obligation that is inconsistent with the free and objective exercise of professional responsibilities.

- Each member will report, in written form, to his/her employer and the Southern States Correctional Association's President, without reservation, any corrupt or unethical behavior which could affect either a client or the integrity of the Southern States Correctional Association or their employer.
- Members will not discriminate against any client, employee, or prospective employee on the basis of race, sex, creed, or national origin.
- Any member who is responsible for agency personnel actions will make all appointments, promotions, or dismissals only on the basis of merit and not in furtherance of partisan political interest.
- In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of any agency.
- All members will abide by the laws of their state and our nation.

**SECTION II: TERM OF OFFICE.** Each Officer elected shall serve a term of one (1) year following his/her installation until his/her successor is elected or installed. No Officer shall be elected for the same office for more than one (1) term. Each State Representative elected shall serve a term of three (3) years following his/her installation until his/her successor is elected, installed or appointed by the President in the case of an unexpected vacancy.

**SECTION III: ELIGIBILITY FOR OFFICE.** Eligibility for election and continued service as an Officer and/or State Representative on the Executive Board shall be limited to regular members.

**SECTION IV: DUTIES OF OFFICERS.** Officers shall perform the duties of their respective office as set forth in the Constitution, By-Laws, and in all other instances by procedures of the Executive Board. The Officers shall provide leadership to the Association; establish stability and direction for future administrations; and establish standard operating procedures to ensure the smooth operation of the business of the Association.

- **PRESIDENT** The President of Southern States Correctional Association shall serve as Chairperson of the Association and the Executive Board and shall be the Chief Executive Officer of the Association during his/her term of office; preside over all business meetings of the Association and the Executive Board; call such meetings of the Executive Board as may be required to conduct the business of the Association and to plan the annual conference; and appoint all standing committees and their chairpersons except in the case of the Nominating Committee, Long Range Planning Committee, Membership Committee and the David H. Williams Excellence of Service Award Committee, each of which is determined by the By-Laws. The President shall be an ex officio voting member of all committees and shall be given notice of and shall have the right to attend all committee meetings. However, unless the President is designated by policy or by the Executive Board as a regular member of the committee the President shall be under no obligation to attend such meeting. The President shall perform such other duties as may be assigned to him/her from time to time by the Executive Board.

- **PRESIDENT-ELECT** The President-Elect shall have general administrative and other duties as may be assigned to him/her, from time to time, by the Executive Board or the President; make provisions for an orderly transition of his/her administration as President at the end of his/her term as President-Elect; seek out and have committee staffing available for appointment at the business session at which he/she accepts the presidency; and work closely with a local arrangements group from the state that will host the conference during his/her year as President to seek out and mitigate any problems with the site.
  
- **FIRST VICE-PRESIDENT** The Vice-President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her, from time to time, by the Executive Committee. He/she shall serve as a member of the Program Committee, and serve as chairperson of the Long-Range Planning Committee. He/she shall work with the Time & Place Committee to select a conference site to be recommended for the annual conference during his/her term as President.
  
- **SECOND VICE-PRESIDENT** The Vice-President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her, from time to time, by the Executive Committee. Chair the David H Williams Excellence of Service Award Committee in accordance with SOP- 401. Report on this committee's behalf to the Executive Board at the Mid-Winter on the status of nominations. Chair the Membership Committee in accordance with SOP-306. Report on this committee's behalf to the Executive Board at the Mid-Winter and Annual Conference. Chair the Membership Review Committee in accordance with SOP-307. At the Mid-Winter and Annual Conference, report to the Executive Board on membership applications from affiliates or supporting patrons. Make recommendations of SSCA members through the State Representative to the President-Elect for appointment to the Time and Place Committee for the following year. Assist the Executive Secretary with the Member Training Award and New Member Training Award as described in the Standard Operating Procedures 405 and 406.
  
- **EXECUTIVE TREASURER** The Executive Board shall be authorized to appoint a person to serve as Executive Treasurer. Person must reside within the boundaries of SSCA, should be a correctional person, in good standing with the Association, and willing to enable to commit the time required to perform the job. The Executive Treasure shall receive no compensation for services rendered but shall receive two (2) expense paid meetings a year if needed. One (1) shall be the Mid-Winter Training Conference and the other the Annual Summer Training Conference. Executive Treasure shall be an ex-officio member of the Finance Committee.

The Executive Treasurer shall be the chief financial officer of the Association and shall be responsible for the custody and disbursement of the Association funds and other assets; and shall be custodian of the financial records of the funds, subject to the direction or approval of the Executive Board. The Executive Secretary shall provide the Executive Treasurer with all membership fees which shall be promptly deposited to the account of the Association. Specific

duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. The Executive Treasurer shall prepare a report for regularly scheduled meetings of the Association and the Executive Board. The Executive Treasurer shall give such bond as required by these By-Laws, at the expense of the Association and shall perform such duties as may, from time to time, be assigned by the Executive Board. The Executive Treasurer will periodically send requested financial documentation to the Chairperson of the Finance Committee or designee. Upon completion of term of office, the Executive Treasurer shall forward the original copies of all financial records to the Executive Secretary.

- **SECRETARY** The Secretary shall keep an accurate and current record of the minutes of the Association meetings and Executive Board meetings; shall see that all notices are duly given in accordance with the provisions of the Constitution or By-Laws; shall see that the books, reports, statements, certificates and all other documents and records required by law are properly kept and filed; and shall perform such duties as may be assigned him/her by the Executive Board. Upon completion of his/her term of office, he/she shall forward the original copies of the minutes and other pertinent records to the Executive Secretary and a copy of the materials to his/her successor.

**SECTION V: DUTIES AND RESPONSIBILITIES OF STATE REPRESENTATIVE.** Each member state shall select one of its regular members to serve as State Representative on the Executive Board. The term of the elected State Representative shall be three years. Election shall be timed to allow staggered expiration of terms among the fourteen (14) member states. Prior to the expiration of an incumbent's term as State Representative, an article calling for candidates shall appear in the Southern Concourse. Candidate applications shall be received by the Nominating Committee, screened for eligibility by established criteria, and provided for vote to be selected by a caucus of the appropriate state's regular members. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures.

**SECTION VI: DUTIES AND RESPONSIBILITIES OF EXECUTIVE SECRETARY.** The Executive Board shall be authorized to contract with a person to serve as Executive Secretary. This person must reside within the boundaries of SSCA, should be a correctional person who is a member in good standing with the Association, and be willing and able to commit the time required to perform the job. He/she shall receive compensation as determined by the Executive Board for services rendered and shall receive, in addition to his/her compensation a minimum of two expense paid meetings a year. One shall be the Mid-Winter Training Conference and the other the Annual Summer Training Conference of the Association. He/she shall be an ad hoc member of the Membership Committee and as such shall receive and process all applications for membership and be responsible for maintaining an up-to-date membership list, with permanent addresses of all members in good standing; issue membership cards, certificates, etc.; and provide the State Representatives with state listings and membership applications forms. He/she shall be the permanent editor and publisher of the Southern Concourse, maintain a bulk mailing permit for mailing membership information, Southern Concourse and other material approved by the Executive Board. He/she shall be the custodian of the permanent records of the Association such as minute books, resolutions, Constitution, By-Laws, financial reports and other files deemed necessary

by the Executive Board. The Association Secretary will be an ex-officio (member) of the Finance Committee for continuity purposes. Specific duties shall include, but are not limited to, those outlined in the contract. The services shall be contracted for between the Executive Board and the individual, and expenses of the office shall be reviewed and approved by the Executive Board. He/she shall serve on a yearly basis from conference to conference. The Executive Secretary shall submit to the Executive Board, at the annual summer conference planning meeting, a budget for the upcoming conference-to-conference year. The budget shall include postage, printing of the Southern Concourse, and other related material such as applications, cards, brochures, certificates, etc., and other categorized relevant costs.

**SECTION VII: DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD.** The voting members of the Executive Board shall consist of the Officers of the Association, the Immediate Past-President, and the State Representative from each member state, as set forth in Article V of the Constitution. A quorum of the Executive Board shall be one-half of its members. The Executive Board may exercise powers of approval for the annual budget, plan program and activities for the annual conferences, any necessary contractual agreements with other agencies or individuals, and give operational directions for officers and staff. The Executive Board shall meet at least semi-annually and shall be responsible for the affairs of the Association between meetings. All Past-Presidents of the Association shall be advisory members of the Executive Board.

**SECTION VIII: EXECUTIVE BOARD VACANCY.** In the event of a vacancy in the office of President, whether due to resignation, death, failure to act, or other reason, the President-Elect shall serve the balance of the term, and without prejudice seek the office of President in his/her own right. In the event of a vacancy in any office except the President, if possible the person holding the position shall serve the balance of the term, and the President and the Executive Board shall be empowered to appoint a successor at the next regular meeting of the Association, which shall not interfere in such person's eligibility to be considered for higher office.

A State Representative shall immediately relinquish his/her position, if he/she terminates his/her regular membership, is not re-elected or is replaced for cause. If a State Representative position becomes vacant, the President shall appoint a person to serve the balance of the term of the vacating State Representative. The appointee will be extended a voting privilege. If possible, the person holding the position shall serve the balance of the term if they move to another state or become an Officer.

**SECTION IX: REMOVAL OF EXECUTIVE BOARD MEMBERS FROM OFFICE.** Any member of the Executive Board becoming aware that a question has been raised concerning an Executive Board member's ability to perform the functions of his/her office as a result of mental or physical incapacitation, conviction of a felony or a crime of moral turpitude, or other behaviors unbecoming of the office shall notify the highest ranking Officer not in question of such accusation. Such Officer shall then direct the Secretary to immediately provide written notice of such fact to all members of the Executive Board and to schedule a meeting of said Board within thirty (30) days. At such meeting the Board shall, by majority vote, make a determination concerning the validity of the allegations. The Executive Board member in question may be present at the aforementioned meeting. However, if present, he/she shall not act in his/her official

capacity. The highest ranking elected Officer not in question shall preside at said meeting. Questions concerning removal from office to any Officer must be resolved before any other matters of business may be transacted. To remove a State Representative, prior to expiration of his/her term, a petition containing signatures of a majority of regular members from that State, or of a majority of the Executive Board, must be presented to the President. The petition must contain the cause(s) and name of a spokesperson. The Executive Board shall convene, conduct a hearing and vote. A vote of the majority of the Executive Board, excluding the representative in question, must affirm the removal of a State Representative.

**SECTION X: VOTING.** All voting at Annual Conference meetings of the Association shall be by regular members. In those cases of a contested vote, the President or any State Representative may call for a polling of the states. Should polling be required, the State Representative will caucus with the state delegates and report the delegates' consensus to the business meeting. At any polling, each state shall have one vote.

**SECTION XI: MEMBERSHIP.** Membership in this Association is based on criteria established in the Constitution of the Southern States Correctional Association. There are five membership categories available: Regular (including Lifetime), Affiliate, Supporting Patron, Associate, and Dual. Membership will be given on a yearly basis upon payment of dues or as awarded by the Association. Membership in this Association shall terminate because of non-payment of dues or determination of ineligibility.

➤ Membership categories shall be as follows:

- Regular - available to persons employed in or honorably retired from any area of the criminal justice system within the borders of the member states. Such members shall be entitled to full voting privileges and receive one subscription to the Southern Concourse.

Regular Lifetime - shall be awarded to all past Presidents of the Association and all past Presidents of SSCA's predecessor associations (the Southern States Probation and Parole Conference and the Southern States Prison Association) upon completion of their terms.

- Affiliate - available to any criminal justice association, department or institution within the borders of the member states, and receiving a favorable recommendation from the Executive Board. Member is non-voting and receives an annual subscription to the Southern Concourse.
- Supporting Patron - available to any private agency, commercial and business enterprise (industrial or corporate) with an interest in the criminal justice system and the Association, and receiving a favorable recommendation from the Executive Board. Member is non-voting and receives an annual subscription to the Southern Concourse.
- Associate - available to any individual interested in the Association. Member is non-voting and receives a subscription to the Southern Concourse. Member may not work for a vendor or the news media.



- Dual – The term “Dual Membership” is used to denote a chapter which upon affiliation, or thereafter, enters an agreement with the Southern States Correctional Association which provides that each member of the Chapter will hold membership both in the chapter and the Southern States Correctional Association. Dual members shall have all the rights and privileges of regular Members of SSCA in addition to their membership in their local association. Applications (and/or letters of interest) for Affiliate Membership, Supporting Patron Membership or Dual Membership shall be forwarded to the President for consideration by the Executive Board. The President will forward said application to the Membership Committee for review and recommendation.

**SECTION XII: ANNUAL DUES.** Each member of the Association shall pay dues annually as established by the membership. To establish an anniversary date for membership, the year is defined as beginning upon the Executive Treasurer's receipt of dues and completed application. To establish and maintain active membership status within the Association, the following dues are to be paid:

1. REGULAR - Twenty-five Dollars (\$25). Regular Lifetime Membership shall be at no cost.
2. AFFILIATE - One Hundred Dollars (\$100)
3. SUPPORTING PATRON - One Hundred Fifty Dollars (\$150)
4. ASSOCIATE - Twenty-five Dollars (\$25)
5. DUAL - Twenty-five Dollars (\$25)

**SECTION XIII: MEETING.** The Association shall hold a minimum of four (4) open meetings per year as follows:

- Mid-Winter Training Conference: A business meeting to be held at a date and location approved by the Executive Board.
- Officers Meetings (two): Working/planning meetings to be held, one each during the second (April-June) and fourth (October-December) quarters of the calendar year, at a date and location selected by the President. All Past Presidents of SSCA are encouraged to attend these meetings.
- Annual Summer Training Conference: A business meeting and training conference to be held at a date and location approved by the membership. This meeting shall be open to all members of SSCA.

**SECTION XIV: COMMITTEES.** Unless otherwise provided for in the Constitution and/or By-Laws, committees and their chairperson, standing or special (ad hoc) shall be appointed by the President as deemed necessary to carry on the business/work of the Association. All committees shall be made up of regular members in good standing. The actions of all committees are subject to review and approval by the Executive Board. The Chairperson and members of each committee shall serve until their successors are appointed; however, any Chairperson or member may be replaced at any time by the President. Committees shall be led by the Committee Chair, following guidelines per each individual committee SOP, through the business of planning, implementing, and evaluating the tasks and projects as assigned per the committee's Standing Operating Procedure (SOP) forth in SOP 111

Standing committees of the Association shall be as follows:

- **NOMINATING COMMITTEE:** A Nominating Committee shall be appointed by the President consisting of five (5) regular members, one (1) of which shall be a Past-President of the Association. Each member of this committee shall represent a different state and present Officers of the Association shall be excluded. The chairperson shall be selected by a majority vote of the members appointed to this committee. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. The Nominating Committee will receive and review all nominations for Officers, and shall bring in a slate of nominees for Officers to be presented to the President at the closing business session of the annual meeting. The nominees for Officers shall be presented to the voting membership for approval by majority vote. The Nominating Committee shall accept applications of candidates for State Representative; assure they meet eligibility requirements before submitting the applicants to a caucus meeting for vote; and observe and validate the voting procedures of the caucus meeting.
  
- **TIME AND PLACE COMMITTEE:** This committee, appointed by the President, shall consist of a minimum of three (3) individuals who are active regular members. The committee shall coordinate its activities with the First Vice-President in selecting a conference site for his/her term as President. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. This committee shall receive and investigate applications from various states, communities, and facilities as conference sites and will make a recommendation at the annual business meeting for selection of the time and place two (2) years ahead. The recommendation shall include: a) Name of City, b) Name of State, c) Name of Hotel, d) Dates of Conference.
  
- **PROGRAM COMMITTEE:** The committee, appointed by the President, should include a minimum of ten (10) to fifteen (15) members representing the various disciplines of the criminal justice system and will include the First Vice-President. The committee is responsible for designing, planning and presenting the training portion of the Association's annual conference. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. The committee shall:
  - Select a theme, plan the program around this theme, and engage presenters/speakers.
  - Prepare and submit a budget for the program to the Executive Board for approval at the mid-winter meeting preceding the annual conference.
  - Provide program information to the Editor of the Southern Concourse for publication prior to the Annual Summer Training Conference and to the Chairperson of the Host Committee for inclusion in the conference's printed program.
  - Provide program space requirements to the Chairperson of the Host Committee.
  - Provide an evaluation process to assess the speakers, content, quality and relevance of information presented.

- Provide a summary of the training portion of the annual conference to the Editor of the Southern Concourse for publication within one (1) month after the conclusion of the conference.
  
- **MEMBERSHIP COMMITTEE:** The committee, composed of the Second Vice-President as Chairperson and the Executive Secretary as an ad hoc member, and all State Representatives, is responsible for the recruitment of and service to the Association's members. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. Specifically, the committee shall: have the responsibility of developing an annual membership campaign, theme, and tone; set goals and recruitment expectations of the states; provide resultant membership materials; communicate with the fourteen (14) State Representatives regarding status of their efforts; shall be assisted in these efforts by the Executive Secretary; and man a membership post at the annual conference. The committee should also coordinate and provide membership incentive programs for the Association and provide membership liaison with other organizations including membership booths at conferences of other organizations. Other duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. The committee shall review applications for Affiliate, Supporting Patron and Dual Membership. The committee shall develop a set of standards to be used in determining this eligibility, and these standards shall be approved by the Executive Board.
  
- **RESOLUTION COMMITTEE:** The Resolution Committee shall be composed of a minimum of four (4) regular members and shall hold a minimum of one (1) meeting at the annual conference and shall present proposed resolutions to be adopted at the annual conference business meeting. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. Proposed resolutions shall include but are not restricted to the following:
  - A resolution, if appropriate, to express appreciation for the services rendered by the conference hotel.
  - A resolution of sympathy and recognition for incidence of death among members.
  - Resolutions of appreciation, if appropriate, for outstanding service by members during the year.
  
- **CONSTITUTION AND BY-LAWS COMMITTEE:** This committee shall be responsible for advising the Executive Board on issues relating to the SSCA Constitution and By-Laws. This committee shall be composed of a minimum of five (5) regular members and shall review the Constitution and By-Laws and make recommendations for needed changes in accordance with the Constitution's provisions for change. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures. The committee may accept for review any written suggestions made by a regular member in good standing and shall accept for review any suggested amendment or constitutional issue referred to it by the Executive Board of the Association. The committee chairperson shall make a report annually to the Association and shall make such reports as requested by the President or the Executive Board. Standard Operating Procedures for

the operation of the Association shall be developed as directed by the Executive Board. These SOP's shall be reviewed by this committee for recommendation to the Executive Board for approval.

- **HOST COMMITTEE:** This committee shall have general oversight of the physical arrangements for the mid-winter meeting of the Executive Board and the annual conference. The committee Chairperson shall be appointed by the President. Members shall be appointed by the President and Chairperson. It may designate sub-committees to deal with specific hospitality needs and specific local arrangements. Duties shall include, but not be limited to:
  - Presenting budget request at preceding mid-winter meeting for conference expenses.
  - Making all hotel contracts and arrangements.
  - Making provisions for conference registration.
  - Planning and providing for any special events of the conference or mid-winter meeting.
  - Receiving registration fees at conference and paying Association's bills to hotel.
  - Providing transportation assistance for delegates.
  - Accounting for all conference receipts and expenditures and turning balance over to the Executive Treasurer.
  - Making provisions for the President's reception and hospitality, banquet and special events, etc.
  - Maintain the Master Vendor List with exhibitors/sponsors to be passed on to the upcoming host state.

The Committee shall also be responsible for other duties as defined in the Standard Operating Procedures or as designated by the President and/or Executive Board.

- **FINANCE COMMITTEE:** The Finance Committee shall be appointed by the President and shall consist of a minimum of five (5) regular members, with a majority being members of the Executive Board. The Secretary and the Executive Treasurer shall be ex-officio members of the committee. It shall be the committee's responsibility to advise the Executive Board on matters relating to the Association's finances. Specific duties shall include, but are not limited to, those outlined in the Standard Operating Procedures.
- **LONG-RANGE PLANNING COMMITTEE:** This committee shall consist of five (5) members, two of whom will be a Past Presidents, the Association Secretary and Executive Treasurer, and a regular member, and shall serve a term of three (3) years. It shall be chaired by the First Vice-President and shall be responsible for tentative planning for the Association's activities from two (2) to five (5) years in the future. Its main purpose is to establish stability and direction for the Association's future administrations. Report on its work shall be reported to the Executive Board at both the Mid-Winter Training Conference and the Annual Summer Training Conference.

- **DAVID H. WILLIAMS EXCELLENCE OF SERVICE AWARD COMMITTEE:** This committee shall consist of five (5) regular members. The chairperson shall be the Second Vice-President. The other committee members should be Past Presidents, State Representatives and previous award winners. The David H. Williams Excellence of Service Award is established to provide the Association with the opportunity and manner in which to recognize individuals within the membership deserving of such honor. This award is the highest commendation which can be given by the Association to an individual. The selection committee shall receive and review nominations for, and select the recipient of, the award during the mid-winter conference. The committee will follow criteria established by the Executive Board in this selection.
  
- **KENNETH LAW SCHOLARSHIP AWARD COMMITTEE:** The Scholarship Award Committee shall receive applications for and select the recipient of the SSCA Scholarship Award. The committee will be chaired by the Immediate Past-President and shall consist of three (3) other regular members. The committee shall be empowered to exercise its judgment in the administration of the scholarship, and in the selection of the recipients, in accordance with established guidelines. Applications shall be submitted to the appropriate State Representative, who will select a committee from his/her state to screen their applicants. The state committee shall submit one primary application and one alternate application to the Scholarship Committee at the mid-winter meeting.
  
- **LINE STAFF OF THE YEAR AWARD COMMITTEE:** This Committee shall consist of a minimum of five (5) regular members appointed by the President from the active membership of the Association. The committee shall receive nominations from the membership for individuals who exemplify career professionalism. They shall select four individuals, based on criteria enumerated in the Standard Operating Procedures, to be individually recognized at the Annual Summer Training Conference as a Probation/Parole Officer, a Correctional Officer, a Corrections Support Service Person and a Humanitarian of the Year. The award for the Corrections Support Service Person shall include any line person who has provided exemplary support services to the corrections industry, i.e. case managers, chaplains, clerical staff, counselors, educators, food service staff, maintenance, medical, recreation staff, etc.
  
- **SOUTHERN CONCOURSE COMMITTEE:** This committee and its chairperson, appointed by the President, shall consist of a minimum of fourteen (14) members, one from each of the fourteen (14) representative states. It shall be charged with the duties and responsibilities as defined in the Standard Operating Procedures.
  
- **P.C. SHIELDS MEMBER RECOGNITION AWARD COMMITTEE:** The committee consisting of five (5) regular members appointed by the President shall select a member who has made significant contributions to the Southern States Correctional Association, furthering its professional purpose, philosophy and recognition as a professional association. It shall be charged with the duties and responsibilities as defined in the Standard Operating Procedures.

- **RESEARCH AND GRANT COMMITTEE:** The Research and Grants Committee will be appointed by the President and shall consist of a minimum of eight (8) regular members representing various states and a variety of fields in the criminal justice system. It shall be charged with developing funding sources for training for SSCA membership. The committee will also be charged with exploring through research the experience and knowledge of the SSCA membership for publication purposes. At least one member of this committee will also serve as a member of the SSCA Program Committee.
- **VENDOR COMMITTEE:** The committee shall be appointed by the President and comprised of a minimum of eight (8) members. The members will represent the states also represented by the current officers of the association and the vendor chairs, or their representative, from the states hosting the previous two training conferences. The committee will solicit financial support for the Association and the Associations' Programs. It shall be charged with the duties and responsibilities as defined in the Standard Operating Procedures.
- **CATASTROPHIC WEATHER COMMITTEE:** This committee will be a standing committee composed of volunteers that have expressed interest in serving on the Catastrophic Weather Committee (CWC). These individuals will then be appointed by the president to serve. The committee will, during the Annual Summer Training Conference, conduct a two-day silent auction of items gathered. The names of winners will be posted outside the annual banquet. Funds raised will be placed in a separate bank account labeled Catastrophic Weather Funds, only to be used for that purpose. The maximum amount award shall be no greater than \$500 per calendar year. Once a catastrophic event has been declared, members of SSCA, whose membership has been active for a minimum of one year, may apply, in writing to their State Representative for assistance. The funds are processed through the SSCA Executive Treasurer, and may be expended by the CWC until all requests have been filled or funds are exhausted, whichever comes first.
- **SECTION XV: FINANCIAL STATEMENT.** A compiled financial statement of the Association's funds and financial records, and tests of such records to provide reasonable assurance that the financial statement is free of significant errors or improprieties will be performed. The compilation and tests of such records will be completed prior to the transfer of the Association's books to the succeeding Executive Treasurer by designees approved by the President. The designees must be competent and independent of the existing Executive Treasurer. Copies of the compilation shall be provided to each member of the Executive Board; and the original compilation shall be filed with the Secretary. In the event that the President or Executive Treasurer should relinquish his/her office before the completion of his/her term, there shall be a compilation and tests of the accounting records completed prior to the new Executive Treasurer's acceptance of said books. If the President should vacate his/her office, the President-Elect shall designate the individual(s) to conduct the tests of the accounting records and complete the compilation.
- **SECTION XVI: BONDING.** The President, Executive Treasurer and Executive Secretary shall be bonded for at least equal the amount of funds contained in the treasury prior to receiving control

of the financial books from the previous Executive Treasurer. The fee for bonding shall be paid by the Association with a copy of the bond recorded with the Secretary.

- **SECTION XVII: AUTHORIZATION TO EXPEND.** The Executive Board is charged with the responsibility of safeguarding the Association treasury. The fee for bonding shall be paid by the Association with a copy of the bond recorded with the Secretary.
- **SECTION XVIII: SOUTHERN CONCOURSE.** The Southern Concourse shall be the official publication for the Association. The Southern Concourse shall publish four (4) times each year (August, November, February and May) and be mailed to the current membership. The Standard Operating Procedures more specifically outline what shall be contained in the Southern Concourse.
- **SECTION XIX: INSTALLATION OF EXECUTIVE BOARD MEMBERS.** Immediately after the Executive Board has been elected by the voting membership, the Immediate Past-President shall administer the oath of office to the new President and pass the gavel. The new President shall immediately install the other Officers and the State Representatives.
- **SECTION XX: OFFICIAL OATH.** Executive Board Members of the Association, before they enter upon the duties of their positions, shall take the following Oath or Affirmation:
  - "I do solemnly swear (or affirm), that I will, to the best of my ability, honor, maintain observance of and abide by the Constitution and By-Laws of this Association, and that I will faithfully execute the duties of the office entrusted to me by our membership - so help me God."
- **SECTION XXI: AMENDMENT OF BY-LAWS.** The By-Laws of the Association may be amended at any annual meeting of the Association by a Two-thirds vote of those regular members present, provided that a notice of the proposed amendment changes be published in the Southern Concourse or sent to each regular member in writing at least 30 days prior to the action thereon.
- **SECTION XXII: DEVELOPMENT OF STANDARD OPERATING PROCEDURES.** The Executive Board is authorized to initiate and direct the development of necessary written operating procedures as required clarifying the purpose, role and expectations of committees and individuals in line with mandates enumerated in the Constitution and By-Laws. Approval of Standard Operating Procedures will require a majority vote of the Executive Board.