

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Catastrophic Weather Committee
Number:	SOP-309
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 16, 2008
Revises Previous Date:	None

The Catastrophic Weather Committee (CWC) will be a standing committee composed of volunteers that have expressed interest in serving on the CWC. These individuals will then be appointed by the President to serve. The President will designate a Chairperson and Vice-Chairperson of the CWC at this time.

The formation of this committee, its purpose and the rules for applying will be posted in the Southern Concourse to make all members aware of its existence and to inform them of the rules for applying for aid in the event of a natural disaster.

Duties and responsibilities of the Catastrophic Weather Committee include:

1. Gathering items for the silent auction at the Annual Summer Training Conference. The items for auction may be trips, hotel stays, physical items such as microwaves, toasters or any items that may be of interest to the membership.
2. The silent auction will be conducted for two (2) days with the announcement of the winners made at the annual banquet. (Posting of the names of the winners outside the banquet will be sufficient).
3. Monies raised will be placed in a separate bank account that will be labeled Catastrophic Weather Funds. Payout of monies will require the same signatory process as all other funds. These funds will not be used for any purpose but the catastrophic weather fund.
4. Funds raised will be held in the Catastrophic Weather Fund until such time as needed.

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5. Funds may be requested from this fund by anyone who is an active, current member of SSCA for at least one year prior to a catastrophic weather event.

a. For the purpose of this SOP, a catastrophic weather event is defined as a hurricane, tornado or flood that has been labeled as such by the National Weather Service.

b. The maximum amount of an award to any member shall be no greater than five hundred dollars (\$500) per calendar year.

6. 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.

a. The State Representative will then forward this request, in writing, explaining the nature of the loss and the circumstances, to the Chairperson of the CWC for consideration by the committee.

b. Requests will be dated by the Chairperson of the CWC to indicate the date the request was received and requests will be considered on a "first come, first served basis."

c. If the committee approves the request, it will designate an amount to be paid and forward it to the SSCA Treasurer for payment.

d. The Chairperson of the CWC will also inform the State Representative of the results of the request.

e. Funds may be expended by the CWC until all requests have been filled or funds are exhausted, whichever comes first.