

# **SOUTHERN STATES CORRECTIONAL ASSOCIATION**

## Standard Operating Procedures

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<b>Procedure:</b>	<b>President</b>
<b>Number:</b>	SOP-101
<b>Authority:</b>	SSCA Constitution, Article V, Government; SSCA Constitution Article VII, Meetings; Article XI, Authorization of By-Laws and Standard Operating Procedures; SSCA By-Laws, Section I, Part III, Professional Conduct/practices; Section 2, Term of Office; Section 3, Eligibility for Office; Section 4, Duties of Officers - President, President-Elect, Vice-President, Treasurer, Secretary; Section 6, Duties and Responsibilities of Executive Secretary; Section 7, Duties and Responsibilities of Executive Board; Section 8, Executive Board Vacancy; Section 9, Removal of Executive Board Members from office; Section 10, Voting; Section 11, Membership; Section 12, Annual Dues; Section 13, Meetings; Section 14, Committees - Nominating, Time and Place, Program, Membership, Resolution, Constitution and By-Laws, Host, Finance, Long-Range Planning, The David H. Williams Excellence of Service Award Selection; Kenneth Law Scholarship Award, Line Staff of the Year Award Selection; <u>Southern Concourse, P.C. Shields Award, Research and Grants, vendor, Catastrophic Weather</u> ; Section 15, Financial Statement; Section 16, Bonding; Section 17, Authorization to Expend; Section 19, Installation of Executive Board Members; Section 20, Official Oath; Section 21, Amendment of By-Laws; Section 22, Development of Standard Operating Procedures
<b>Reference:</b>	Same as Authority
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	July 15, 1998

The President serves as the Chief Executive Officer of the Association and shall uphold the Constitution and By-Laws of SSCA and chair the Executive Board. These duties shall include, but not be limited to:

1. Call meetings of the Executive Board as required to conduct Association business; plan Annual Summer Training Conference, and announce time and place.
2. Preside at all meetings of the Executive Board.
3. Assure Roberts Rules of Order resolves questions of Parliamentary Procedure.
4. Ensure a quorum of one-half of the Executive Board is present before meeting is called to order.

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5. Determine time and place for fall and spring officers' meetings, and extend an invitation to all past presidents. Committee chairs may be invited as required.
6. Appoint all standing committees.
7. Appoint ad hoc committees as required.
8. Appoint chairs and vice-chairs for all committees except: Nominating Committee, Long-Range Planning Committee, Membership Committee, and David H. Williams Excellence of Service Award Selection Committee. These committee chairs are designated in the By-Laws or the By-Laws direct the method to determine the committee chair.
9. Serve as 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 designated by policy or the Executive Board as a regular member of a committee, the President is not obligated to attend.
10. Administer Oath of Office to Officers and State Representatives after election at Annual Business Meeting.
11. Communicate with Executive Board, Past Presidents, Executive Secretary, committee members, and the membership by:
  - a. Writing a President's Message for each issue of the Southern Concourse
  - b. Telephone, write letters, fax, or e-mail
12. Serve as SSCA ambassador to state administrators and officials, private sector administrators, and vendors to present the Association in a positive, professional way.
13. Work closely with the Host Committee in planning the Mid-Winter Training Conference and Annual Summer Training Conference.
14. Work closely with Program Committee in determining a theme for the Annual Summer Training Conference and developing that theme into a meaningful program in terms of content, presenters, and evaluation.
15. Appoint a State Representative if a vacancy, for whatever reason, occurs before expiration of term, to serve until the balance of the term of the vacating State Representative is expired in accordance with the provisions and guidelines in By-Laws' Section 8: Executive Board Vacancy, and Section 9: Removal of Executive Board Member from Office.
16. Be open and listen to the membership. As ideas, suggestions, comments, and criticism are offered, deal with them in the most professional way that will benefit SSCA.

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17. Replace committee chairs, vice-chairs, or members as vacancies occur or as required for the good of SSCA.
18. Ensure Past Presidents are informed of all meetings including Officers' Fall and Spring Meetings, Mid-Winter Training Conference and Annual Summer Training Conference, and that they receive minutes of these meetings.
19. Work with President-Elect throughout the year keeping him/her informed on all issues in order to assure a smooth transition of administration.
20. Work closely with Executive Secretary as required to stay abreast of concerns, membership, Southern Concourse, and any other issue needing to be known or requiring attention.
21. Accept other duties as assigned by the Executive Board.

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<b>Procedure:</b>	<b>President-Elect</b>
<b>Number:</b>	SOP-102
<b>Authority:</b>	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers; Training Grant - SOP-204
<b>Reference:</b>	Same as Authority
<b>Effective Date:</b>	February 2, 2002
<b>Revises Previous Date:</b>	None

The President-Elect shall have general administrative duties under the direction of the President and other duties may be assigned to him/her from time to time by the Executive Committee:

Specific:

1. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
2. Coordinate and approve SSCA training grants.
3. Make Provisions for an orderly transition of his/her administration as President at the end of his/her term as President-Elect.
4. Seek out and have committee staffing available for appointment at the Business Session at which he/she accepts the Presidency.

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<b>Procedure:</b>	<b>Vice President</b>
<b>Number:</b>	SOP-103
<b>Authority:</b>	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers
<b>Reference:</b>	Same as Authority
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	February 16, 1998

The Vice-President shall have general administrative duties under the direction of the President and other duties may be assigned to him/her from time to time by the Executive Committee.

### Specific:

1. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
2. Serve as a member of the Program Committee; attend the Program Committee meetings at the Fall Officers Meeting and the Mid-Winter Training Conference for the purpose of assisting the Program Committee to plan the training portions of the Annual Summer Training Conference.
3. Chair the Long Range Planning Committee in accordance with SOP-307 and report on this committee's behalf to the Executive Board at the Mid-Winter Training Conference and Annual Summer Training Conference concerning recommendations of any tentative planning for the Association's activities or any concerns and issues requested by the Association President.
4. Work with the Time & Place Committee to select a conference site to be recommended for the Annual Summer Training Conference during his/her term as President.
5. 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 Training Conference on the status of nominations.
6. Chair the Membership Committee in accordance with SOP-306. Report on this committee's behalf to the Executive Board at the Mid-Winter Training Conference and Annual Summer Training Conference.
7. Chair the Membership Review Committee in accordance with SOP-307. At the Mid-Winter Training Conference and Annual Summer Training Conference, report to the Executive Board on membership applications from affiliates or supporting patrons.

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8. 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.
9. Assist the Executive Secretary with the Member Training Award and New Member Training Award as described in the SOPs 405 and 406.

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<b>Procedure:</b>	<b>Treasurer</b>
<b>Number:</b>	SOP-104
<b>Authority:</b>	SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers SSCA By-Laws Section 4: Duties of Officers; Section 14: Committees; Finance Committee, SOP-201; Investment of SSCA Funds, SOP-203
<b>Reference:</b>	
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	July 14, 2010

Upon taking office, the Treasurer shall ensure, with the assistance of the Finance Committee Chairperson, the SSCA checking account is in balance. He/she shall familiarize himself/herself with the Association's Chart of Accounts, Budget, Budget Manual and Quicken/QuickBooks or compatible computer software prior to leaving the Annual Summer Training Conference.

The Treasurer shall maintain financial records for the Association by completing, at a minimum, the following tasks:

1. Pay bills/expenses, as submitted, in a timely fashion.
  - a. Prior to paying, verify money has been budgeted for the expense or authorized by the Board. Any questions regarding the payment of a bill/expense shall be directed to the President of the Association.
  - b. An invoice, receipt, contract, or other documentation, as required by the SSCA Expense Statement/Reimbursement Request Form shall be required and kept by the Treasurer for each check written. As a courtesy to the membership, advances may be given with the understanding that the check recipient shall forward a receipt as soon as the money is spent; i.e., advance travel, state representative money.
  - c. When a check is written, it shall be entered into the register in the Quicken Computer Program. The date, check number, recipient, amount, chart of accounts category, and memo regarding the reason for the check shall be noted in the appropriate places.
  - d. The Treasurer will be responsible for securing the necessary signatures on checks and forwarding the check to the recipient.

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2. When deposit slips are received from the Executive Secretary, a voucher indicating the appropriate chart of accounts category/categories shall be attached. The date, amount, chart of accounts category, and memo regarding the source of funds shall be entered into the register in the Quicken Computer Program. All deposit slips are kept and filed by the Treasurer.
3. Upon receipt of the monthly bank statement, it shall be reconciled using the Quicken Computer Program. A copy of the statement and the reconciliation report shall be sent to the Chairman of the Finance Committee, as well as any member designated by the President to audit the Association books. The same report and all bank statements shall be kept and filed by the Treasurer.
4. Prepare a financial report quarterly to be submitted at the Fall and Spring Officers Meetings and the Mid-Winter Training Conference and Annual Summer Training Conference Executive Board Meetings. These reports shall include, at a minimum:
  - a. Account Balances Report
  - b. Summary Report
  - c. Itemized Categories Report
  - d. Budget Report
5. The Treasurer shall provide, at Mid-Winter Training Conference and upon request, financial information to the Chairman of the Finance Committee and the Association President. In the event of any discrepancies, the Treasurer shall reconcile such discrepancies within 45 days. The financial records will be reviewed again by the Finance Committee Chair upon correction of discrepancies.
6. The Treasurer shall enter the yearly budget into the Quicken Computer Program at the beginning of the calendar year. This will allow him/her to produce budget reports and allow the Board to be current on the financial situation of the Association.
7. Prior to the Annual Summer Training Conference, the Treasurer shall have a compilation made of the financial records covering the term he/she has been Treasurer. A qualified accountant shall make the compilation and copies of the report shall be provided to the Executive Board and the Finance Committee.
8. At calendar year end, the Treasurer shall prepare and issue appropriate and necessary records to the Executive Secretary (with necessary copies forwarded as required by U.S. tax laws) for his/her annual salary. Also, at calendar year end, appropriate and necessary records will be



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provided to a Certified Public Accountant so that necessary tax records may be prepared and submitted for SSCA.

9. At the completion of his/her term, the Treasurer shall forward the original financial records to the Executive Secretary.
10. The new Treasurer shall receive from the outgoing Treasurer:
  - a. Copy of the latest financial compilation
  - b. Checkbook with all unused checks
  - c. Bank statements and canceled checks (copies)for two (2) months
  - d. Check stubs (copies) for two (2) months preceding the Annual Summer Training Conference, and a list of all outstanding checks through compilation.

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<b>Procedure:</b>	<b>Secretary</b>
<b>Number:</b>	SOP-105
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 4: Duties of Officers
<b>Reference:</b>	SSCA By-Laws Section 4: Duties of Officers
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	July 14, 2010

The Secretary is expected to act in a manner consistent with the best interests of the entire Association. His/her primary responsibility is to:

1. Keep an accurate and current record of the minutes of the Association and Executive Board Meetings;
2. See that all notices are duly given in accordance with the provisions of the Constitution and By-Laws;
3. See that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed;
4. Perform such duties as may be assigned by the Executive Board; and
5. Is expected to attend all meetings of the officers or Executive Board, to include all conferences.

Specific duties are:

1. Serve as the secretary and keep accurate minutes of all Officers and Board meetings
2. Prepare and mail minutes to officers, Executive Board, Executive Secretary and Past Presidents.
3. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
4. Perform other duties as assigned by the Executive Board.

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<b>Procedure:</b>	<b>Immediate Past President</b>
<b>Number:</b>	SOP-106
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 4: Duties of Officers
<b>Reference:</b>	SSCA SOP-402: Kenneth Law Scholarship Award Committee; SOP-302: Host Committee
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	July 11, 1998 None

The immediate Past President will:

1. Serve as a voting member of the Executive Board and will chair the SSCA Scholarship Award Committee.
2. Assure that a smooth transition of leadership occurs with the incoming President by providing any documentation and information on all uncompleted action items from their term as President of the Association.
3. Assure that conference close-out information (photographs, program information, award winners, etc.) is provided to the Executive Secretary to include in the Fall issue of the Southern Concourse.
  - a. Ensure that all of their conference financial matters and records are closed on a timely basis as required by SSCA SOPs.
  - b. Provide a preliminary report of conference attendees, finances, and program evaluations to the Officers at their Fall Meeting.
  - c. Provide a final closeout report to the Executive Board at the Mid-Winter Training Conference.
4. Provide whatever support is necessary throughout the year to the President in support of the Association's business.

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<b>Procedure:</b>	<b>Executive Secretary</b>
<b>Number:</b>	SOP-107
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws and SOPs; SSCA By-Laws Section 6: Duties and Responsibilities of Executive Secretary
<b>Reference:</b>	SSCA By-Laws Section 6: Duties and Responsibilities of Executive Secretary; Investment of SSCA Funds, SOP-203;
<b>Effective Date:</b>	July 17, 2007
<b>Revises Previous Date:</b>	July 14, 2010

The Executive Secretary is expected to act in a manner consistent with the best interest of the entire Association and to promote its growth. He/She is the primary repository for records, minutes, resolutions, reports, budgets, Constitution and By-Laws, programs, and any other pertinent documents pertaining to the Association and its history. The Executive Secretary should be able to answer questions and provide information to officers, state representatives, and the members at large. He/She is expected to attend all meetings with the Officers or Executive Board, to include all conferences.

### Specific:

1. Serve as the editor, publisher, and distributor of the Southern Concourse, with issues being distributed in August/September, November, February and May. All issues shall include, at a minimum, the President's message, names of new members, application for membership, and articles. Specific issues shall include the following:
  - a. The August/September issue shall include all award and scholarship winners and applications for the next year's award recipients, a summary of the conference to include attendance, the business voted on, and committee appointments.
  - b. The November issue shall include scholarship and award applications, general information of the next Annual Summer Training Conference, Mid-Winter Training Conference meeting information, and a financial report of the previous year.
  - c. The February issue shall include information about the Mid-Winter Training Conference and general information of the next Annual Summer Training Conference.
  - d. The May issue shall include specific information regarding the Annual Summer Training Conference, to include hotel, program, travel, and registration.

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The Executive Secretary shall notify the President if he/she is not provided with the information necessary to meet these minimums.

2. Serve as the repository of all records, files, minutes, resolutions, Constitution and By-Laws, budgets, programs, and any other pertinent Association historical documents. He/she shall keep an inventory of all SSCA equipment.
3. Maintain computerized records of all memberships, showing names, addresses, expiration dates, etc. This list will be provided to each state representative and chairman of the Membership Committee. Mailing labels and additional lists will be provided when requested by members of the Executive Board.
4. Provide each new member with a form letter from the President, membership card, pin, a copy of the latest edition of the Southern Concourse and any other item(s) approved by the Executive Board within 30 days of receipt of his or her application. Provide each renewing member with a form letter from the President, a membership card, and a receipt within 30 days of receipt of their renewal. Send all members a notice of expiration of their membership. These shall be sent 30 days prior to expiration.
5. Serve as the ex-officio member of the Membership Committee.
6. Prepare for and attend all Officers and Executive Board meetings, to include all conferences when possible, and visits member states' Annual Summer Training Conferences. Visiting member states' Annual Summer Training Conferences is optional when SSCA finances are available.
7. Maintain contact with Officers, State Representatives and advertisers. This includes preparing thank you letters to advertisers for the President's signature.
8. Maintain bank account in his/her city of residence under the name of the Association. Deposit all monies received from renewal or new memberships, advertising, sale of t-shirts, lapel pins, etc., and forward records of deposits to the Treasurer. Administer certificates of savings.
9. Provide at Annual Summer Training Conference a letter for the signature of the new Treasurer and President to be given to the bank. On a regular basis, provide the Treasurer with a monthly bank statement, copies of deposit slips with Bank Deposit Transmittal Forms, and details of expenditures to local bank account.

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10. Develop an annual operating budget for his/her functions. Consideration should be given to cost projections for the following needs:
  - a. Printing
    - i. Southern Concourse
    - ii. Certificates
    - iii. Membership Cards and Applications
    - iv. Letterhead/stationery
    - v. Envelopes
  - b. Postage
    - i. Post Office Box
    - ii. Postage for mailing of renewal and new memberships, information, and supplies
  - c. Supplies
    - i. Envelopes
    - ii. Mailing labels, computer paper
    - iii. Packaging for mailing lapel pins
    - iv. Other office supplies as necessary
  - d. Other Expenses
    - i. Insurance (Computer)
    - ii. Computer Maintenance
    - iii. Travel to include Mid-Winter Training Conference and Annual Summer Training Conference
    - iv. Miscellaneous travel for attending Fall and Spring Officers' meetings (Executive Board and Past Presidents), and state conventions.
11. File annual federal tax return according to IRS requirements.
12. Perform other duties as stipulated in the current contract.

Attachment: Bank Deposit Transmittal Form

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**BANK DEPOSIT TRANSMITTAL**

Date: \_\_\_\_\_

Regular Memberships (3001)	\$	_____
Affiliate Memberships (3002)	\$	_____
Associate Memberships (3012)	\$	_____
Supporting Patron (3011)	\$	_____
Conference Revenue (3004)	\$	_____
Advertising, Other (3005)	\$	_____
Donations (3006)	\$	_____
Sales (3009)	\$	_____
Other Income (3010)	\$	_____
<b>Total Deposit:</b>	<b>\$</b>	_____

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<b>Procedure:</b>	<b>State Representative</b>
<b>Number:</b>	SOP-108
<b>Authority:</b>	SSCA By-Laws Section 5: Duties and Responsibilities of State Representatives
<b>Reference:</b>	By-Laws, Section 5: Duties and Responsibilities of State Representative; Line Staff of the Year Award, SOP-404; Scholarship Award Committee, SOP-402; New Member Award, SOP-406; Membership Committee, SOP-306; Training Grant, SOP-204
<b>Effective Date:</b>	July 18, 2007
<b>Revises Previous Date:</b>	January 22, 2005

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 (3) years.

1. Eligibility Criteria:

- a. At least two (2) years of continuous active regular membership in SSCA.
- b. Time available to devote to the Association's business.
- c. A willingness to work towards the expansion of SSCA.
- d. Demonstrated knowledge of and working involvement in the Association, i.e., serving on committees, participating in programs, pursuing additional members, serving as an officer, developing articles for the quarterly journal, Southern Concourse.

2. Process for Applying for State Representative Position:

When the term of the State Representative is to expire, any regular member from that state who meets the above eligibility requirements and who is interested in assuming the duties of the State Representative should submit the following to the Nominating Committee chairperson:

- a. A cover letter indicating applicant's intent to be considered, an affirmation/explanation that the applicant meets the eligibility criteria, and why the applicant is seeking the post.



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- b. A current resume/vita.
  - c. Letters (one each) of support from applicant's agency/department administrator and applicant's immediate supervisor.
3. Duties and Responsibilities:
- a. Always act in a manner consistent with the best interest of the Association as a whole.
  - b. Represent the membership within their respective states, serve as a conduit of information from each respective state's membership to the Executive Board, and from the Executive Board to the members.
  - c. Promote the growth and retention of membership within applicant's state.
  - d. Secure articles and advertisement for the Southern Concourse.
  - e. Solicit scholarship nominations with all nominations to be submitted via the State Representative to the Scholarship Committee.
  - f. Caucus the membership of their respective states at the Annual Summer Training Conference to discuss issues of interest or concern.
  - g. Serve as a liaison between SSCA and his/her State Association.
  - h. Attend required meetings of the Association. If unable to attend, send a substitute representative; however the substitute will not have voting privileges on the Executive Board because they are not the elected State Representative.
  - i. At the Annual Conference, give a report to the Executive Board regarding what is being done in their state to promote SSCA and increase membership. Submit a written copy of this report to the SSCA Secretary at the meeting. The copy of the report is to be included with the official minutes of the Executive Board Meeting.
  - j. At the Annual Summer Training Conference, elect a Chairperson who shall:
    - i. Assume the position at the close of the Annual Summer Training Conference at which elected and serve until the close of the following Annual Summer Training Conference.
    - ii. Call and chair meetings of the State Representatives at the Mid-Winter Training Conference and Annual Summer Training Conference.
    - iii. Serve as a spokesperson for the State Representatives at quarterly Officers' meetings.
    - iv. Select a recorder to maintain minutes of meetings of the State Representatives.

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- k. Promote nominations for the David H. Williams Excellence of Service Award.
4. Promote Growth and Retention of Membership:
    - a. The SSCA budget year follows the calendar year-January 1 to December 31. Terms of office for the State Representative run from Annual Summer Training Conference to Annual Summer Training Conference.
    - b. In years where the State Representative's term of office **does not expire**, the state representative has the flexibility of spending the money allotted at any time during the calendar year.
    - c. In years where the State Representative's term of office **does expire**, the sitting state representative will only have available **one half** of the funds allotted for the calendar year, prior to the Annual Summer Training Conference. Following the Annual Summer Training Conference, the newly elected state representative will have the remaining half of the funds available for use until the end of the year – December 31.
    - d. The newly elected State Representative should contact the SSCA Treasurer and request the amount of funds available to him/her for the remaining calendar year.
    - e. Allotted monies may be used at the discretion of state representative. Examples of uses for the monies:
      - i. Postage to correspond with members or potential members
      - ii. Promotional items such as pens with SSCA logo, or items to be used in drawings or raffles for member renewals or new members
      - iii. Refreshments at State Associations or meetings of potential members
  5. Accountability for Expenditures of Funds:

State Representative will be accountable to the Association for expenditures of funds. There are two basic methods to receive allocated funds for the promotion of SSCA:

- a. The State Representative will expend the funds as needed and furnish receipts to the SSCA Treasurer for reimbursement. This is the preferred method for receiving funds.
- b. The State Representative may request funds from the SSCA Treasurer prior to the expenditure but must adhere to the following:
  - i. A written request must be made to the SSCA Treasurer a minimum of 30 days prior to the desired time of use. For example, 30 days prior to the State Association Conference start date where the funds will be used. The request must outline the amount requested and specify what the amount is to be used

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- for. For example, request \$50 for Breakfast at State Association on specific dates, \$30 to be used for coffee, \$20 for pastries.
- ii. SSCA Treasurer will issue a check in the specified amount to the State Representative.
- iii. The State Representative must provide receipts totaling the amount sent to him/her by the Treasurer within 30 days of the designated date of the function.
- iv. If the amount of receipts sent in by the State Representative does not equal the amount sent initially by the Treasurer, the State Representative will include reimbursement to SSCA.
- v. If the amount of the receipts sent in by the State Representative exceeds the amount initially sent by the Treasurer, the Treasurer will issue a check to the State Representative for the balance.

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<b>Procedure:</b>	<b>Nominations for Executive Board</b>
<b>Number:</b>	SOP-109
<b>Authority:</b>	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 4: Duties of Officers SSCA By-Laws Section 2: Term of Office, Section 3: Eligibility for Office, Section 4: Duties of Officers, Section 5: Duties & Responsibilities of State Representatives, Section 7: Duties & Responsibilities of Executive Board, Section 8: Executive Board Vacancy, Section 14: Committees, Nominating Committee
<b>Reference:</b>	
<b>Effective Date:</b>	July 17, 2007
<b>Revises Previous Date:</b>	February 14, 2004

1. The Nominating Committee shall be appointed and serve as stipulated in the SSCA By-Laws, Section 14: Committees. The chairperson shall be selected by a majority vote of the members appointed to this committee.
2. 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 Summer Training Conference. The nominees for Officers and State Representatives shall be presented to the voting membership for approval by majority vote.
3. In considering candidates for the Office of Secretary (initial chair of the progressive chairs leading to the Presidency of SSCA) the following shall occur:
  - a. At the Mid-Winter Training Conference, the Chair of the Nominating Committee will accept recommendations of candidates provided by the Executive Board.
  - b. The Chair will send letters to each recommended candidate indicating they are under consideration and if interested to forward the following:
    - i. A current resume (professional)
    - ii. Letters of support from candidate's agency administrator and immediate supervisor.
    - iii. A cover letter indicating intent of the candidate, why they are seeking the office, and what they feel their contribution will bring to SSCA.

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- c. At the Annual Summer Training Conference, each responding candidate will be interviewed by the full Nominating Committee and a selection will be made. These will be conducted early in the conference (Sunday or Monday). The Committee should be prepared to put in the time required to make this important selection. The Chair will advise the President and President-Elect of the selection.
4. In considering candidates for the position of State Representative (a voting member of the Executive Board) the following shall occur:
  - a. An article (example attached) will appear in the Southern Concourse calling for candidates interested in the position and who meet the criteria, to submit to the Nominating Committee the following:
    - i. A current resume (professional)
    - ii. Letters of support from candidate's agency administrator and immediate supervisor.
    - iii. A cover letter indicating intent of the candidate, why they are seeking the office, and what they feel their contribution will bring to SSCA.
  - b. At the Annual Summer Training Conference (Monday), a member of the Nominating Committee will be assigned to each state whose State Representative term is expiring. The following will take place during each state's caucus:
    - i. The coordinator from the Nominating Committee will call for a caucus of the state attendees, ensure a chairperson is selected, and while remaining in attendance, turn over the eligible candidate packages to the state caucus chairperson.
    - ii. It is the responsibility of the Nominating Committee caucus coordinator to further observe and ensure that the selection procedure utilized in the caucus is fair and carried out in a democratic fashion.
    - iii. The caucus chair will utilize and share information in the packages, allow for brief candidate remarks and call for a vote.
    - iv. The Nominating Committee caucus coordinator will immediately collect the candidate packages and return them to the Chair of the Nominating Committee, notify him/her of the selection and he/she will in turn apprise the President and President-Elect of the selectee.

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5. At the conclusion of both 3. and 4., the Chair of the Nominating Committee will provide the informational packages of the selectees to the Executive Secretary for use in the Southern Concourse issue following the Summer Conference.

### **Sample Article for Southern Concourse**

Call for Candidates – State Representative Section

\_\_\_\_\_, Chairperson

Nominating Committee

The duties and responsibilities of the 14 State Representatives are great and extremely important to the vitality, strength, and growth of SSCA in their respective states and for the Association as a whole. Much is demanded of a State Representative - maintaining and increasing membership, submitting articles and securing advertising for the Southern Concourse, and critical involvement in the Association's award processes. They must vote on issues affecting the Association, provide creative ideas, solutions to issues, and serve on certain committees. It is work that is challenging and rewarding and it requires serious commitment. The Representative serves as communication and coordination focal point between the Executive Board and his/her state membership.

As stipulated in the Association's Constitution & By-Laws and procedures for Nominations of Executive Board Members, SSCA is calling for candidates who are interested in being considered for their respective State Representative post. This year at the (year) Annual Conference (number) State Representatives' terms expire - (list names of states). If you are interested in being considered for this three year post to represent your state on the SSCA Executive Board, and you meet the eligibility criteria, then submit your informational package no later than (deadline).

A member of the Nominating Committee will meet with each state caucus held during the Annual Summer Training Conference. The state attendees at the caucus will vote and select their State Representative. A designated Nominating Committee caucus coordinator will arrange for the caucus, share the packaged eligible candidate information with the chairperson of the state caucus, ensure that an appropriate election is held, and report the results to the Chairperson of the Nominating Committee.

Persons wishing to be considered for the State Representative position from your state should include in an informational package the following:

1. A cover letter indicating intent to be considered, an affirmation/explanation that candidate meets eligibility criteria, and why candidate is seeking the post.

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2. Eligibility criteria include:
  - a. At least two (2) years of continuous active regular membership in SSCA;
  - b. Time available to devote to the Association's business;
  - c. A willingness to work towards the expansion of SSCA; and
  - d. Demonstrated knowledge of and working involvement in the Association, i.e., serving on committees, participating in the program, pursuing additional members, serving as an officer, developing articles for the quarterly journal
3. A current resume/vita
4. Letters (one each) of support from appropriate agency/department administrator and immediate supervisor.

Send candidate informational package to the Chairperson of the Nominating Committee (name and address).