



**Established 1972**

# **Southern Criminal Justice Association**

## **Policy and Procedure Manual June 2020**



Updated by J.C. Barnes, *Chair*, Constitution and By-laws Committee

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# **SOUTHERN CRIMINAL JUSTICE ASSOCIATION** **CONSTITUTION AND BYLAWS**

## **SOUTHERN CRIMINAL JUSTICE ASSOCIATION CONSTITUTION**

### **ARTICLE I** *Name*

The full name of this association shall be the Southern Criminal Justice Association.

The short names of this association shall be SCJA and Southern CJ.

### **ARTICLE II** *Objectives*

The objectives of this association shall be:

To provide for communication among members, with other associations of higher education and training, and with the agencies of the criminal justice system;

To promote a philosophical approach of criminal justice as a systemic process;

To promote the highest standards in criminal justice education, training, and practice;

To foster the highest ethical and personnel standards in criminal justice and allied fields; and

To promote high standards in criminal justice planning and research.

### **ARTICLE III** *Membership*

Regular membership shall be open to individuals over the age of 18 who support the purposes and objectives of the Southern Criminal Justice Association and whose membership has not been previously terminated for a cause.

Student membership shall be open to students interested in criminal justice and enrolled in an accredited institution of higher education whose membership has not been previously terminated for cause.

Membership is subject to approval by the Board of Directors.

The requirements for membership and grounds for membership termination shall be specified in the bylaws.

### **ARTICLE IV** *Board of Directors*

The voting members of the Board of Directors shall be composed of the Immediate Past President, the current elected Officers, and Directors-at-Large.

All members of the Board of Directors shall be regular members in good standing of the Association.

#### **ARTICLE V** *Officers*

The Officers shall be: President, First Vice-President (President Elect), Second Vice-President (First Vice-President Elect), and Treasurer.

All Officers shall be regular members of the Association in good standing.

#### **ARTICLE VI** *Directors-at-Large*

The Association shall have five (5) Directors-at-Large elected in accordance with the Election Code as adopted by the Board of Directors.

Directors-at-Large must be regular members.

#### **ARTICLE VII** *Elections*

Elections of Officers and Directors-at-Large shall be conducted by mail or electronic ballot prior to the Annual Meeting and in accordance with the procedures set by the Board of Directors in the Election Code.

#### **ARTICLE VIII** *Meetings*

The date(s), time, and location, of the Annual Meeting shall be determined by the Board of Directors and duly communicated to the members in accordance with the bylaws.

#### **ARTICLE IX** *Amendments to the Constitution*

The Constitution may be amended in accordance with this Article IX.

Proposed amendments may be initiated by (1) the Constitution and Bylaws Committee of the Association, (2) by the Board of Directors, or (3) by petition from twenty-five percent (25%) of the membership.

The initiator of the amendment shall deliver to the Board of Directors a written Constitution amendment proposal (the "Constitution Amendment Proposal").

Within thirty (30) calendar days from receipt of the Constitution Amendment Proposal, the Board of Directors shall notify all regular members of the proposed amendments and organize voting by mail or electronic ballots or any other way that allows (1) every regular member of the Association to vote and (2) the Association to ensure that only regular members can vote.

Two-thirds or more votes in support of the proposed amendment out of all votes received by the Board of Directors are required for the passage of a Constitutional Amendment.

The Board of Directors may supplement these procedures by adopting bylaws or policies as long as such bylaws and policies do not contradict this Article IX.

Original Constitution effective October 26, 1972.

Amended October 18, 1973  
Amended October 17, 1974  
Amended May 9, 1977  
Amended October 10, 1984  
Amended October 11 1) 1985  
Amended February, 1987  
Amended September 30, 1988  
Amended October 3, 1991  
Amended October 5, 1994  
Amended April 14, 2005  
Amended January 2013  
Revised June 2020

# SOUTHERN CRIMINAL JUSTICE ASSOCIATION BYLAWS

## **ARTICLE I** *Name*

The full name of this association shall be the Southern Criminal Justice Association.

The short names of this association shall be the SCJA and Southern CJ.

## **ARTICLE II** *Objectives*

SEC. 1 The objectives of this Association shall be as stated in Article II of the Constitution.

SEC. 2 To fulfill the objectives, the functions of this organization may incorporate social and informational activities.

## **ARTICLE III** *Membership*

SEC. 1 Applicants for regular membership in the Association must:

- 1) Be over the age of 18
- 2) Support the purposes and objectives of the Association
- 3) Not have had their membership in Association terminated for a cause in the past (the Board of Directors shall have the right to waive this requirement on a case-by-case basis).

Applicants for student membership in the Association must:

- 1) Be enrolled in an accredited institution of higher education
- 2) Have interest in criminology and/or criminal justice
- 3) Not have had their membership in Association terminated for a cause in the past (the Board of Directors shall have the right to waive this requirement on a case-by-case basis).

SEC. 2 An eligible person interested in membership in the Association will submit a completed written application on a form adopted by the Board of Directors and tender payment of dues set at the time of application to the Secretariat.

Should the application and fee satisfy the requirements for election to membership set forth in Section 1 of Article 3 of the Bylaws, the Secretariat will promptly certify the application for election to the Treasurer for entry on the membership roster.

Whenever an issue concerning any application of any person arises, that application and any other pertinent information shall be forwarded by the Secretariat to the Board of Directors for action, subject to further review or direction by the membership of the Association.

SEC. 3                   To maintain good standing, members must have paid annual dues and their membership must not have otherwise been suspended or terminated.

SEC. 4                   Any member in arrears for dues shall have their membership terminated.

SEC. 5                   Any membership may be suspended by a two-thirds vote of the Board of Directors and may be terminated by two-thirds vote of the regular members present and voting at an Annual or Special Meeting.

SEC. 6                   Only regular members in good standing shall be allowed to vote.

SEC. 7                   No member of the Association shall be allowed to intentionally violate the Constitution, Bylaws, or any of the Association's Policies, behave in a way that damages the Association's reputation, disrupt the Association's normal operations, disparage the Association or any of its members, or take any other action that may have an adverse effect on the Association's affairs ("Member Misconduct").

Board of Directors shall have a right to terminate membership of any member of the Association involved in Member Misconduct. In case of such a membership termination, membership dues shall not be subject to refund.

SEC. 8                   The Association shall adopt and publish the following statement supporting diversity:

The Southern Criminal Justice Association greatly values diversity and strives to be an inclusive organization. A diversity of ideas, perspectives, and experiences generated from individuals with various backgrounds is essential in better understanding criminal offending, victimization, and impact of the criminal justice system.

We recognize the historical issues and challenges associated with inclusion among academic organizations. We have taken initial steps to promote diversity by developing a plan to recruit members from underrepresented groups and diverse backgrounds, but we recognize that there is not a simple solution to this problem. We greatly appreciate suggestions on how to better promote diversity, provide an inclusive environment, and serve our membership.

#### ARTICLE IV

##### *Board of Directors*

- SEC. 1           The voting members of the Board of Directors shall consist of the immediate past President, the elected Officers, and five (5) Directors-at-Large.
- SEC. 2           The non-voting members of the Board of Directors shall consist of the Executive Director of the Secretariat, the Editor of the *American Journal of Criminal Justice*, the Regional Representative of the Academy of Criminal Justice Sciences, and such other persons as may be appointed by the President subject to final approval by the voting Board of Directors.
- SEC. 3           The Board of Directors shall provide general policy direction for the Association and perform ad hoc tasks at the discretion of the President.
- SEC. 4           All elected Officers and members of the Board of Directors are expected to attend all meetings of the Association and shall be subject to recall for absence from three consecutive meetings of the Board of Directors without reasonable cause as determined by the Board of Directors.
- SEC. 5           The duties of the President shall be:
- To preside at all Board of Directors meetings;
  - To preside at all meetings of the Association;
  - To enforce the Constitution and By-Laws;
  - To appoint those committees required by the Constitution and By-Laws and such other committees as deemed necessary to the orderly operation of the Association;
  - To require the Treasurer, at each Annual Meeting or at such time as the President may direct, to present a statement of monies received, deposited and disbursed since the last Annual Meeting and the financial standing of the Association;



To require the Secretariat, at each Annual Meeting or at such time as the President may direct, to present a statement of (1) all monies from the SCJA treasury that have been received, deposited and disbursed since the last Annual Meeting, and (2) the financial standing of the Secretariat.

SEC. 6

The First Vice-President shall automatically succeed to the office of President should the President be unable to complete the elected term of office. In addition, the First Vice-President shall serve as President for the year following promotion to the office of President. The duties of the First Vice-President shall be:

To assist the President in the performance of the President's duties;

To officiate for the President in the President's absence;

To assume the role of Program Chair and assist the President in planning the Annual Meeting;

To represent the Association at various functions at the request of the President;

To perform such other duties as directed by the President or the Board of Directors.

SEC. 7

The Second Vice-President shall preside at Annual or Special Meetings of the Association in the absence, disability, or removal of the President and First Vice-President. The Second Vice-President shall automatically succeed to the office of President should the President and First Vice-President be unable to complete the elected terms of office. In addition, the Second Vice-President shall serve as First Vice-President for the year following the election to Second Vice-President. The duties of the Second Vice-President (First Vice-President) shall be:

To assist the President and First Vice-President as requested;

To assume responsibility for Association awards;

To assume responsibility for selecting the sites of future Annual Meetings;

To perform such other duties as directed by the President or the Board of Directors.

SEC. 8

The duties of the Treasurer shall be:

To keep an accurate record of all monies received, deposited and disbursed in the name of the Association;

To sign or designate and oversee the signing of all orders drawn on the funds of the Association as authorized;

To provide a treasurer's report at board and business meetings.

To perform such other duties as directed by the President or the Board of Directors.

SEC. 9

One Director-at-Large member of the Board will be responsible for keeping accurate minutes of the proceedings of the Board, the Annual Meeting, the mid-year meeting, and any special or called meetings.

**ARTICLE V**

*Election, Recall, and Appointment of Officers*

SEC. 1

The Officers of the Association and Directors-at-Large, who must be regular members eligible to vote, shall be elected in accordance with the Election Code as adopted by the Board of Directors.

SEC. 2

The President, First Vice-President, and Second Vice-President shall serve terms of one year or until their successors have been duly elected and qualified. The Treasurer and Directors-at-Large shall serve a term of three years or until their successors have been duly elected and qualified.

SEC. 3

Any Officer or member of the Board of Directors may be suspended by a two-thirds vote of the Board of Directors and may be terminated by two-thirds vote of the regular members present and voting at an Annual or Special Meeting. Such suspensions or terminations shall be undertaken in accordance with the procedures outlined under Rule 60 in *Roberts' Rules of Order Newly Revised*.

SEC. 4

Procedures in the case of resignation, recall, or death of an Officer or member of the Board of Directors shall be established by the Board of Directors and recorded in the Election Code of the Association.

SEC. 5

Elections of officers and Directors-At-Large shall be conducted by mail ballot or electronic ballot prior to the Annual Meeting and in accordance with the procedures set by the Board of Directors.

## ARTICLE VI

### *Meetings*

- SEC. 1 The Association shall hold its Annual Meeting during the Fall academic term each year at a place designated by the Board of Directors. A mid-year meeting of the Association (which shall not qualify as a “Special Meeting”) may be held in conjunction with the Annual Meeting of the Academy of Criminal Justice Sciences.
- SEC. 2 In meetings of the Association and the Board of Directors, the agenda shall be established by the President or presiding Officer.
- SEC. 3 Meetings of the Board of Directors can be conducted in-person or electronically. All Board Meeting participants shall receive a notice with the date, time, and location of the upcoming Board Meeting not later than 30 calendar days before the meeting.
- SEC. 4 In the event an in-person Board Meeting cannot be held or for any other good reason as deemed by the President, Board Meeting shall be held electronically. Electronic Board Meetings shall be conducted by the means of telecommunication or in any other form allowing each Board Meeting participant to express their opinions and ask questions in a way that is heard or read by all other Board Meeting participants.
- SEC. 5 The rules contained in *Roberts’ Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Association.

## ARTICLE VII

### *Funds of the Association*

- SEC. 1 A general fund is hereby created. All revenues derived from membership dues shall be placed in said fund.
- SEC. 2 The Board of Directors shall have the power to establish the membership dues.
- SEC. 3 The Board of Directors shall have the authority to enter into agreements with public agencies and private organizations for the purpose of accepting grants to aid the Association in meeting the objectives stated in Article II of the Constitution.
- SEC. 4 Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the Association.

SEC. 5                      The Audit Committee of no less than three regular members of the Association shall inspect the financial records of the Treasurer at least annually. The Audit Committee will submit the report of its findings to the Board of Directors and the general membership. Immediate notification of any irregularities will be made to the President.

## **ARTICLE VIII**

### *Committees*

SEC. 1                      There shall be six Standing Committees of the Southern Criminal Justice Association: Constitution and By-Laws; Nominations and Elections; Membership; Budget and Finance; Audit; and Records and Newsletter.

SEC. 2                      The President may create such other ad hoc committees as are deemed appropriate. The President shall appoint the chairpersons of all committees and shall appoint such members as are deemed appropriate.

## **ARTICLE IX**

### *The Secretariat and IT Coordinator*

SEC. 1                      A Secretariat shall be established by the Southern Criminal Justice Association.

SEC. 2                      The President, with the pre-approval of the Board of Directors, shall be authorized to contract with an accredited institution of higher education allowing that institution to serve as the Secretariat for a 3-year period of time renewable up to an additional 3 years.

SEC. 3                      The duties and responsibilities of the Secretariat shall be to support the activities of the Association and shall include duties such as the maintenance of the Association's membership and mailing list; the assumption of responsibility for the mailings of the Association and such other duties designated by the President and/or the Board of Directors.

SEC. 4                      An IT Coordinator shall be established by the Southern Criminal Justice Association.

SEC. 5                      The President, with the approval of the Board of Directors shall be authorized to contract with a SCJA member to serve as the IT Coordinator for a three (3) year period of time renewable up to an additional three (3) years.

SEC. 6                      The duties and responsibilities of the IT Coordinator shall be to support the activities of the Association and shall include duties

such as updating and maintaining the Association's Website, online communications, electronic records, an online payment system, and such other duties designated by the President and/or the Board of Directors.

## **ARTICLE X**

### *Association Journal*

#### **SEC. 1**

The Southern Criminal Justice Association is authorized to publish a peer-reviewed journal entitled the *American Journal of Criminal Justice*.

## **ARTICLE XI**

### *Amendments*

#### **SEC. 1**

Board of Directors shall have a right to amend these Bylaws by two-thirds of the votes of the voting members of the Board of Directors.

#### **SEC. 2**

Board of Directors shall have a right to amend the Association's policies by the votes of a simple majority of the voting members of the Board of Directors.

The effective date of these By-Laws, as amended, shall be June 2020.

Adopted October, 1974  
Amended April, 1977  
Amended May, 1980  
Amended October, 1980  
Amended October, 1981  
Amended October, 1983  
Amended October, 1984  
Amended October, 1985  
Amended February, 1987  
Amended September, 1988  
Amended October, 1991  
Amended October, 1994  
Amended October, 1995  
Amended September 2003  
Amended August 2016  
Amended August 2017  
Amended October 2017  
Amended September 2019  
Revised June 2020

## **SOUTHERN CRIMINAL JUSTICE ASSOCIATION**

### **POLICIES**

- 100. Academy of Criminal Justice Science (ACJS)
- 200. Annual Meeting
- 300. Awards
- 400. Budget/Finance
- 500. Incorporation
- 600. Journal
- 700. Membership
- 800. Policy Manual
- 900. Duties of the Association's Officers

#### **100. ACADEMY OF CRIMINAL JUSTICE SCIENCES (ACJS)**

- 100.01** SCJA is affiliated with ACJS as the first regional representative of the Academy. *(issued 1972)*
- 100.02** The 1<sup>st</sup> Vice President is responsible for considering the publication of a "Call for Papers" and "Directory Ad" in ACJS packets. *(issued 1988)*
- 100.03** SCJA shall hold its mid-year meetings in conjunction with the ACJS annual meeting. The mid-year meetings will consist of one meeting of the Executive Board and one General Business meeting. *(issued 1973; last revised August 27, 2007)*

#### **200. ANNUAL MEETING**

- 200.01** Site selection is responsibility of 2<sup>nd</sup> Vice President. *(issued 1987; revised March 2012)*
- 200.02** The annual SCJA conference shall include two meetings of the Executive Board and one General Business meeting. One meeting of the Executive Board shall be held no later than the first day of the conference, and the second meeting shall be held on the last day of the conference. *(issued 1983; last revised August 27, 2007)*
- 200.03** Send written communication to all assisting with annual meetings. *(issued 1993)*
- 200.04** Whomever is the program chair of the annual meeting (1st VP) will appoint the Local Arrangement's chair and be responsible for the preparation of this meeting. *(issued 1994)*
- 200.05** The association will pay for all reasonable on-site visit costs. *(issued 2003)*

- 200.06** All participants in the annual conference must register. (*issued 2003*)
- 200.07** Receptions should be part of the contract with the conference host-site or be held off-site. (*issued October 4, 2008*)
- 200.08** At least one evening reception at the annual conference should be provided, and the Association should encourage site hotels to sponsor this reception at no cost to SCJA. (*issued September 2009*)
- 200.09** Only minutes from the General Business Meetings at the annual conference and at the midyear meeting will be posted on the website. Minutes from all meetings will be available to Executive Board members. (*issued September 29, 2011*)

### **300. AWARDS**

- 300.01** Educator of the Year Award Committee is comprised of the past three (3) recipients and Chaired by the first award recipient of those three. (*issued 1989; revised March 2012*)
- 300.02** SCJA awards may be created or amended upon recommendation and approval by the Board of Directors.

SCJA awards shall include:

- Tom Barker Outstanding Undergraduate Student Award: given in recognition of outstanding accomplishments in scholarship, leadership, and public service by an undergraduate student. Awarded annually at the Association's conference.
- Outstanding Masters Student Award: given in recognition of outstanding accomplishments in scholarship, leadership, and public service by a master's level graduate student. Awarded annually at the Association's conference.
- Outstanding Doctoral Student Award: given in recognition of outstanding accomplishments in scholarship, leadership, and public service by a doctoral level graduate student. Given annually at the Association's conference.
- Outstanding Student Poster Award(s): given in recognition of outstanding scholarly work by a lead authored student during the student poster competition. Multiple awards may be Awarded annually at the Association's conference.
- Outstanding Educator Award: given in recognition of outstanding academic achievement in teaching, research and service. Awarded annually at the Association's conference.

- Outstanding Professional Award: given in recognition of outstanding contributions to the field of criminal justice by a practitioner. Awarded annually at the Association's conference.

- Richter H. Moore, Jr. Founder's Award: given in recognition of sustained exceptional contributions to the Southern Criminal Justice Association. Awarded rarely at the discretion of the Executive Board.

(issued 1992; last revised March 30, 2016)

**300.03** All SCJA award recipients must either reside in the region or be a member of the Association in good standing. (*issued 1993*)

**300.04** Award amounts are:

Tom Barker Outstanding Undergraduate Student Award: \$500  
Outstanding Masters Student Award: \$500 and 3 year membership  
Outstanding Doctoral Student Award: \$500 and 3 year membership  
Outstanding Student Poster Award(s): up to \$500 each  
Outstanding Professional Award: \$1500 and registration  
Outstanding Educator Award: Lifetime membership  
Richter H. Moore, Jr. Founder's Award: Lifetime membership

(*issued September 10, 2016*)

#### **400. BUDGET/FINANCE**

**400.01** Annual budget shall include projected income as well as projected expenses. (*issued 1988*)

**400.02** The Association shall actively pursue institutional and corporate sponsors for future events. (*issued 1992*)

**400.03** Members will be charged \$25.00 for all returned checks (NSF). (*issued 1996; revised March 2012*)

**400.04** Adopt ACJS budget process -- tracking the procedure of a line item budget, with the proposed budget distributed to the Board two weeks before the meeting, and 1st Vice President submitting a balanced budget for approval. (*issued 1996*)

**400.05** Adopt a calendar year budget for 16 months which will run from 10/1/97 to 12/31/98, from thereafter a 12 month budget that runs from September 1 until August 30 of the following year. (*issued 1996; revised March 2012*)



- 400.06** Registration fees for the annual SCJA conference are to be determined by the Board of Directors and to be published on the website, accordingly. (*issued 2004; revised August 27, 2007; last revised March 28, 2020*)
- 400.07** SCJA shall post all of the advertising options with their associated prices on the SCJA website. Information on advertising/exhibiting guidelines shall also be provided on the website. Guidelines include the footnote (below the table of recommended pricing) and that SCJA will endeavor to prevent unauthorized persons from accessing the exhibit area during the hours that the exhibits are closed, but the association does not provide security during the conference. (*issued March 12, 2008*)
- 400.08** SCJA shall provide one display table at the annual conference, space permitting, where individuals may place display items (brochures, pamphlets, etc) for free. Items left anywhere else will be removed and discarded. This table will be clearly marked to distinguish it from paid exhibitor tables. (*issued March 12, 2008*)
- 400.09** Advertising and Exhibitor Pricing shall be determined by the Board of Directors and to be published on the website, accordingly. (*issued March 28, 2020*)
- 400.10** The Fundraising Committee will receive \$300 annually to assist with fundraising activities (*issued September 19, 2009*)
- 400.11** SCJA will pay for four nights hotel accommodation at the annual SCJA conference (at the conference hotel) and two nights hotel accommodation at annual ACJS conference (at conference rate) for newly elected and returning members of the Board of Directors, provided they attend all required Board and General Business meetings as relevant to their status as new or returning member unless they have a documented excuse that they have provided to the SCJA President regarding their absence at one or more Board and General Business meetings. Attendance at zero Board and General Business meetings (relevant to their status) automatically disqualifies them from the receipt of hotel accommodations at the particular conference where they are absent from all Board and General Business meetings. (*revised September 10, 2016*)
- 400.12** SCJA will pay for up to two hotel room accommodations at the conference hotel for three nights (Tuesday, Wednesday, and Thursday of the conference) at the annual SCJA conference for those serving as registration assistants. (*issued October 24, 2017*)

## **500. INCORPORATION**

- 500.01** Incorporate the Southern Association of Criminal Justice Educators. (*issued 1972*)
- 500.02** Establish the incorporation of the Association in Tennessee. (*issued 1994; revised March 2012*)

## **600. JOURNAL**

- 600.01** The *American Journal of Criminal Justice* shall be the official journal of the Association. The *Journal* name shall be copyrighted. (issued 1975)
- 600.02** By the simple majority of the votes, the Board of Directors shall appoint the *Journal* Editor from the list of the candidates prepared by the *Journal* Editor Search Committee. (issued 1984)
- 600.03** The *Journal* Editor Search Committee shall consist of 3 or more regular members in good standing appointed by the Association's President not later than 1 year before the expiration of the current *Journal* Editor's term. (issued 1985)
- 600.04** The *Journal* Editor shall be appointed for the period of 3 years. No person may hold the position of *Journal* Editor for more than 2 consecutive terms. (issued 1988)

## **700. MEMBERSHIP**

- 700.01** Individual membership does not depend on state of residence. (issued 1978)
- 700.02** Annual student membership dues are \$15. (issued 1981; last revised August 27, 2007)
- 700.03** Annual regular membership dues are \$50. (issued 1981; last revised August 27, 2007)
- 700.04** Association shall have 2 types of membership: student and regular. The requirements for each category of membership are set forth in Section 1 of Article III of the Bylaws. (issued 1985)
- 700.05** Three-year membership dues are \$140. (issued September 19, 2009)
- 700.06** SCJA will use PayPal for members to pay Membership Dues and Conference Registrations on the SCJA website. The webmaster will put a link to this utility on the SCJA website along with the Membership application form. (issued March 14, 2012)
- 700.07** Lifetime membership dues are \$500. (issued March 4, 2015)

## **800. POLICY MANUAL**

- 800.01** Policy manual – adopt the policy process of ACJS. (issued 1989)
- 800.02** Policies may be adopted, amended/revised, or rescinded by a simple majority of the voting members of the Board of Directors. (issued August 27, 2007)

**800.03** Chair of the Constitution and Bylaws Committee shall be responsible for maintaining the content of the Constitution, Bylaws, and Policies of the Association. (*issued August 27, 2007*)

## **900. DUTIES OF THE ASSOCIATION'S OFFICERS**

### **900.01 President**

President shall be responsible for the following duties:

1. Request welcome letters from Governor, Mayor, and Chief of Police of conference city and state, that will go in annual program book. This shall be done three to four months prior to annual conference.
2. Ensure that duties of 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents are being completed. This shall be done on an on-going basis.
3. Ensure that duties of all committees are being fulfilled by working closely with appropriate committee chairs. This shall be done on an on-going basis.
4. Order conference bags and mugs for annual conference. This shall be done no later than August 1 of each year.
5. As stated in the SCJA Constitution and By-laws, additional duties:
  - To preside at all Board of Directors meetings;
  - To preside at all meetings of the Association;
  - To enforce the Constitution and By-Laws;
  - To appoint those committees required by the Constitution and By-Laws and such other committees as deemed necessary to the orderly operation of the Association;
  - To require the Treasurer, at each Annual Meeting or at such time as the President may direct, to present a statement of monies received, deposited and disbursed since the last Annual Meeting and the financial standing of the Association;
  - To require the Secretariat, at each Annual Meeting or at such time as the President may direct, to present a statement of (1) all monies from the SCJA treasury that have been received, deposited and disbursed since the last Annual Meeting, and (2) the financial standing of the Secretariat.

(*issued 2005*)

### **900.02 First Vice President**

First Vice President shall be responsible for the following duties:

1. Visit hotel to finalize all details of conference. This shall be done six (6) months prior to annual conference

2. Follow-up with 2<sup>nd</sup> Vice President to assure he or she is working on obtaining awards and nominations and will have winners' names sent to be included in annual program book. This shall be done three to four months prior to conference
3. Follow-up with 2<sup>nd</sup> vice president to assure he or she is working on site selection and will have list of potential cities to be announced at annual conference. This shall be done three to four months prior to annual conference
4. Request letter from SCJA President that will go in annual program book after he or she has had a chance to review the preliminary program. This shall be done two months prior to conference.
5. Produce Call for Papers for next year's meeting and establish conference theme. This shall be done no later than 1 or 2 months prior to conference (*revised September 12, 2015*)
6. Responsible for appointing Chair of Local Arrangements Committee who are responsible for finalizing local arrangements, including such things as tours and entertainment for the conference. This shall be done no later than 1 or 2 months prior to conference. (*revised March 2012*)
7. Finalize program booklet and send to printer. This shall be done no later than 1 or 2 months prior to conference.
8. Announce final site selection and hotel information for conference two years out at mid year meeting in March of each year at ACJS. This shall be done two years out from conference, but do not sign final contract until SCJA President examines it with 1<sup>st</sup> Vice President to work out details.
9. Set Local Arrangements Committee for meeting who will help local award nominees, entertainment venues, tours, and entertainment. This shall be done anytime after site selection is confirmed.
10. As stated in the SCJA Constitution and By-laws, additional duties:
  - To assist the President in the performance of his or her duties;
  - To officiate for the President in his or her absence;
  - To assume the responsibility for planning the Annual Meeting;
  - To represent the Association at various functions at the request of the President.

*(issued 2005)*
11. Solicit and confirm program ads for yearly conference program. This shall be done on a continuous basis, but at a minimum a year out from yearly conference, with a confirmation 3 to 4 months prior to annual conference. (*revised March 2012*)

12. Create and maintain a budget for the organization which will be presented to the Board of Directors at the first meeting in which a new president takes office. This shall be done no later than August 1 of each year. (*revised March 2012*)

### **900.03 Second Vice President**

Second Vice President shall be responsible for the following duties:

1. Responsible for the Awards and Site Selection Committees, and must form committees and identify chairs. This shall be done by the end of the Fall SCJA meeting during which the 2<sup>nd</sup> Vice President begins term of office.
2. Responsible for ordering plaques for awards and in recognition of service for those members of the Board who are completing a term of office. This shall be done approximately 6 weeks prior to the annual meeting.
3. Responsible for putting out the Call for Nominations of awards after Fall SCJA meeting, the call should be sent to the SCJA Webmaster for posting online at the [www.scja.net](http://www.scja.net) site. This shall be done within 3 months of the Fall SCJA meeting (Early spring of the following year)
4. Responsible for searching suitable cities for conference locations with Site Selection Committee and contacting of hotels in areas with range of meeting dates for Fall SCJA meeting. Request offers based on what the association desires and needs (use list of conference do's and don'ts). Review all offers with the Site Selection Committee. This shall be done prior to the mid-year meeting in the spring so that possible locations can be discussed with the Board of Directors.
5. Responsible for visiting properties with help from Site Selection Committee members after obtaining contracts to see the properties and meet face-to-face to negotiate. This shall be done after the mid-year meeting in March at the ACJS meeting.
6. Responsible for obtaining final offers from hotels. Request that officers review offers for advice via email or face to face. Obtain approval of Board of Directors prior to signing of any contracts. Once selected, approved by the Board, and contracts signed, announce the site of the conference at the SCJA meeting one year prior. This shall be done as soon as possible to ensure time to make final arrangements.
7. After Call for Nominations deadline passes, meet with the SCJA Awards Committee by phone, email, or in person to select winners. Submit orders for plaques to be made (see process for order plaques and examples). This shall be done prior to the Fall SCJA meeting in that time is when awards will be given (nominations are generally due mid August, conference is generally at the end of September).
8. Begin planning for term as 1<sup>st</sup> Vice President. At mid year meeting 1<sup>st</sup> Vice President will turn over to 2<sup>nd</sup> Vice President all the materials on the upcoming Fall SCJA

conference (this will include a copy of the final contract, hotel information, local arrangements, etc.). At this point the 2<sup>nd</sup> vice president will begin to help organize and plan for this conference for the President of the organization. This shall be done immediately after the mid year meeting.

9. As stated in the SCJA Constitution and By-laws, additional duties:

- To assist the President and First Vice President as requested;
- To be responsible for all publicity concerning the Association;
- To act as liaison between the Secretariat and the Association.

*(issued 2005)*

10. Solicit and confirm exhibitors for upcoming conference. This shall be done on a continuous basis, but at a minimum a year out from yearly conference, with a confirmation 3 to 4 months prior to annual conference. *(revised March 2012)*

**900.04** Treasurer

Treasurer shall be responsible for the following duties:

1. To sign all orders drawn on the funds of the Association as authorized. This shall be done on an on-going basis.
2. To perform such other duties as directed by the President or the Board of Directors. This shall be done as needed.

*(issued 2005)*

3. To maintain tax exempt status and work with the Registered Agent. This shall be done on an on-going basis.

*(issued March 14, 2012).*

4. To work with the Executive Director of the Secretariat to ensure that all insurance and federal and state paperwork is kept up to date, including application for tax-exempt status for upcoming conferences. This shall be done on an on-going basis.

*(issued March 14, 2012).*

**900.05** Immediate Past President

Immediate Past President shall be responsible for the following duties:

1. To conduct nominations and elections for new SCJA Officers. This shall be done six to seven months prior to annual conference.

(issued 2005)

**900.06** Directors At Large

Directors at Large shall be responsible for the following duties:

1. Attend mid-year and annual meetings of the Association in order to participate in the decision-making process of the Board of Directors and to play a role in providing general policy direction for the SCJA. Term of office is for three (3) years. (issued 2005)

**900.07** Secretariat

Secretariat shall be responsible for the following duties:

1. Maintain accurate membership records and archives of the SCJA
2. Coordinate four (4) first-class mailings per academic year
3. Plan and organize on-site registration for the annual meeting of the SCJA
4. Attend and report as directed by the President at the mid-year meeting of the SCJA
5. Provide the membership with accurate membership reports twice per year (annual and mid-year meetings)
6. Maintain publication records and coordinate semi-annual mailings of the *American Journal of Criminal justice*
7. Deal with correspondence (phone, e-mail, regular mail) on a timely basis
8. Carry out any other duties and responsibilities as directed by the President and/or Executive Board of Directors
9. Coordinate annual elections as directed by the Immediate Past-President
10. As an *ex officio*, non-voting member, attend all meetings of the Executive Board of Directors
11. Assist the Treasurer as necessary in maintaining financial records of the SCJA
12. Conduct self-audit of the financial records for the Secretariat and report to the Executive Board of Directors at Annual Meeting

(issued 2005)

**900.08** ACJS Region 2 Representative

ACJS Region 2 Representative shall be responsible for the following duties:

1. Enhance communication and serve as a liaison between the region and the ACJS Executive Board. *(revised March 2012)*
2. Continually seek ways to improve the Academy's services to members and make formal proposals when appropriate to implement those changes.
3. Serve as a Board liaison to a standing committee, as requested.
4. Attend and participate in SCJA's Annual Meeting. In particular, the New Member Breakfast, the annual Business Meeting, receptions, and the journal editorial board meetings. *(revised March 2012)*
5. Strive to maintain a collegial environment where differences among board members can be discussed and resolved in a harmonious manner.
6. Uphold the interests of the Academy with no regard for personal interests.
7. Identify others who might be interested and perform well in leadership positions and encourage them to be involved actively in SCJA. *(revised March 2012)*
8. Recruit new members for SCJA from both students and new colleagues in the region. *(revised March 2012)*
9. Keep current on ACJS activities, and to respond in a timely manner to requests of the President, other Board members, and SCJA's Manager/Secretariat. *(revised March 2012)*
10. Keep the Association Manager/Secretariat informed regarding where the Trustee can be contacted.
11. Serve on or chair ad hoc committees at the request of the President.
12. Assist in the development and implementation of policies to facilitate Academy operations.
13. Assist in increasing the meaningful involvement of members in the Academy governance through an inclusively policy.
14. Provide semi-annual presentations to the membership on relevant information from the national level at the SCJA Annual meeting and at the SCJA Business meeting held during the ACJS Annual Meeting. *(revised March 2012)*



15. Serve on the Executive Board of SCJA, where applicable. *(revised March 2012)*
16. Disseminate national paperwork (i.e., calls for papers and membership forms) to the SCJA membership either through direct mailing or through the SCJA conference. *(revised March 2012)*
17. Serve the SCJA membership as a general resource for ACJS information. *(revised March 2012)*
18. Provide timely notification to the national office of changes in officers of the region. Annually, to send a list of SCJA officers to the Association Manager. *(revised March 2012)*
19. Prepare a mid-year and annual report of regional information for the ACJS Executive Board.  
  
*(issued 2005)*

**900.09**     AJCJ Editor

AJCJ Editor shall be responsible for the following duties:

1. Once taking over editorship of AJCJ, procure an editorial advisory board (10 - 15 board members) from current members of the Southern Criminal Justice Association. Also, procure one to two Associate Editors.
2. Maintain record of all submitted manuscripts in the journal's online manuscript processing system. *(revised March 2012)*
3. Conduct internal review of all manuscripts received for publication consideration to the journal.
4. Procure two to three external reviewers via email through the online manuscript processing system for manuscripts deemed "acceptable" for publication consideration by the editor. (If manuscript is deemed "unacceptable," send response that the manuscript is no longer under active consideration by AJCJ via email through the online manuscript processing system to the corresponding author).
5. Maintain list of reviewers for all submitted manuscripts in the journal's online manuscript processing system.
6. Send out 30 and 35 day reminders to reviewers who have not returned their reviews.
7. Once all reviews are returned by the external reviewers, send out editorial decision via email through the online manuscript processing system to the manuscript's corresponding

author.

8. Send electronic copy of acceptance letter through the online manuscript processing system to the corresponding author of the manuscript that has been accepted.
9. Publisher sends corresponding author of accepted manuscript the page proofs of the typeset manuscript.
10. Publisher sends editor entire issue for final perusal. Only minor changes can be made at this stage of the publication process.
11. Journal issues are sent to SCJA members by the Publisher.
12. Write a bi-annual (March 1 and September 1) editor's report which is submitted to the Executive Board of the Southern Criminal Justice Association.

*(issued 2005; revised March 2012)*

## ATTACHMENTS

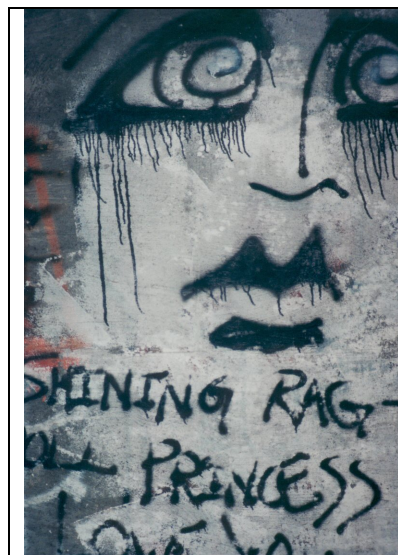
The following attachments have been put together to assist future SCJA officers in fulfilling the obligations of their respective offices.

## CALL FOR PAPERS

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### Southern Criminal Justice Association 2004 Annual Meeting



### *Chasing Shadows:* Confronting What We Know And Don't Know About Crime

September 22<sup>nd</sup> – 25<sup>th</sup>, 2004  
Sheraton Capital Center  
Raleigh, North Carolina

Matthew Robinson

Appalachian State University  
President

Gordon A. Crews

Roger Williams University  
Program Chair

Join us as we establish "the facts" about crime and criminal justice. The Raleigh-Durham area, as capital of North Carolina, is home to the state's General Assembly and Supreme Court, a large police department, major correctional institutions, juvenile justice programs, and several well-known universities. There are also many wonderful parks, as well as dozens of recreational and social opportunities. Mark your calendar now!

Please submit all paper/presentation proposals (*i.e., papers, full panels, posters, & roundtables*) to Dr. Gordon A. Crews, School of Justice Studies, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 by July 15, 2004 (electronic copies preferred at [gcrews@rwu.edu](mailto:gcrews@rwu.edu))

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**PARTICIPANT INFORMATION FORM - PLEASE TYPE OR PRINT CLEARLY  
SOUTHERN CRIMINAL JUSTICE ASSOCIATION - XXXX ANNUAL MEETING**

**Conference Theme:**

**NAME:**

**AFFILIATION/TITLE:**

**MAILING ADDRESS:**

**PHONE NUMBERS:**

**EMAIL:**

**TOPIC AREA:**

**HOW WOULD YOU LIKE TO PARTICIPATE? (Please include title and abstract below)**

- ☐ **PRESENT A PAPER**
- ☐ **PANEL CHAIR AND DISCUSSANT – in which general area:**
- ☐ **CONVENE A ROUNDTABLE**
- ☐ **CONVENE A WORKSHOP**
- ☐ **PRESENT A POSTER**
- ☐ **OTHER:**

**TITLE OF PAPER/ROUNDTABLE/WORKSHOP/POSTER:**

**PAPER/ROUNDTABLE/WORKSHOP/POSTER ABSTRACT (100 words maximum):**

**MAIL/FAX/EMAIL FORM TO:**

**DEADLINE**

## Conference Planning "Do's and Don'ts"

Things to keep in mind when planning a SCJA conference:

1. **Room rate** ~ obviously the organization wants this to be as low as possible. And, the organization places \$5.00 on top of every room night that is used by the organization to help pay for the use of meeting rooms, food, etc.
2. **Meeting rooms** ~ the organizations needs a "good" set up. SCJA needs at least 3-4 rooms for sessions, a larger room for big sessions, a place for exhibits, and a meeting room for board meetings. And, there is also need for an area for registration, etc. The chosen hotel should also have good gathering places, like bars, lobbies, and restaurants for informal meetings. Also, there is a need for a secure location for vendors to lock up their displays at night.
3. **Paying for meeting rooms** ~ the organization wants to avoid this if at all possible. Most places will be accommodating on this issue.
4. **Food and beverage minimum** ~ most hotels will have a minimum. The organization wants this to be low, because this is what the organization is contracted to pay. The food/beverage that will be paid for is morning coffee, breaks, the luncheon, and receptions. When considering the amount of food and beverages that SCJA will contract for, keep in mind that the hotel will probably charge a service fee and tax on top of the food and beverage costs. In 2006, service charges and tax were approximately 30%. As an example, then, contracting for \$10,000 in food and beverages would mean SCJA would spend about \$13,000.
5. **Room block** ~ SCJA generally contracts for 275 room nights, with a breakdown of: Tuesday 30, Wednesday 70, Thursday 80, Friday 60 and Saturday 35.
6. **Registration cut off** ~ the hotel will give a cut off date, but care should be taken to ensure that this is as close to the conference date as possible.
7. **Built in "increase rate" or other "hidden costs"** ~ be sure to watch out for any increases that may occur between the time of the signing of the contract and the actual event.
8. **Complementary rooms** ~ there should be a complementary room for the President and 1<sup>st</sup> Vice President at each conference for the duration of the conference. These rooms should be large enough to allow meetings of officers.
9. **Contracts** ~ contracts should not be signed until they have been reviewed by the association's President and Board of Directors.
10. **Dates** ~ the annual meeting is held in the fall, typically near the third week of September. As you negotiate with hotels, keep in mind that they may offer different pricing if you are

willing to move the dates forward or back a week or two. Also consider that some SCJA members may wish to observe Rosh Hashana. If possible, arrange the conference so that it does not conflict with this holiday.

### **Process for Ordering SCJA Conference Mugs**

The tax identification number for SCJA is 62-1186611

Do this no later than August 1.

In the past, several companies have been used to supply mugs.

Spalding Specialties, in Louisville, can be reached at 502-459-8755. This company did mugs for several years (most recently 2004), but it no longer has our artwork on file.

We have also used the Charleston Cotton Exchange. [www.charlestoncottonexchange.com](http://www.charlestoncottonexchange.com), 843-763-0740.

In 2007, mugs were ordered from Rush King Promotions. [www.rushking.com](http://www.rushking.com), 877-787-4564.

If you wish to do comparison shopping, there are many companies that produce promotional ceramic mugs. You will want to consider the cost per unit of the mugs, set up charges, and shipping costs (they vary widely).

Regardless of which supplier is used, you will need to select a mug and color. Tell the supplier how many mugs we need (each year for 2006 and 2007, we ordered 250), and supply them with the logo for imprinting (also year and location of the conference if this is not part of the logo).

You may want to adjust the number of mugs you order based on how the program numbers are coming along.

Request the company to fax or email a “setup” of what the design will look like (it’s pretty standard, look at last year’s cup and change the city name and date!)

Tell the company when to have the shipment arrive at the conference hotel (and give them a shipping address for it. Best bet is to have the cups arrive the first day the President will be on site. Also, be sure that the hotel is willing to accept shipments (most are fine doing this).

Some companies will be willing to bill SCJA (have bill sent either to Secretariat, or whomever to be forwarded) while others will require payment upfront (usually by credit card).

If there is any confusion, talk to last year’s President!

## **Process for Ordering Bags**

The tax identification number for SCJA is 62-1186611

Do this no later than August 1.

Contact information for ordering conference bags ~ or another company can be selected:

Four Star Marketing  
3732 W. Morse Avenue  
Lincolnwood, Illinois 60712  
847.679.7270

Mr. Todd Rhodes is the sales representative.

You can view the selection of bags at the company's website: [www.conventionbags.com](http://www.conventionbags.com). You can also place the order through the website, but call Todd first. He can provide feedback on bags, possible specials, and this way he will know our order is coming.

Like the mugs, you may wish to ship the bags straight to the conference hotel. Just tell Todd when they need to arrive (a few days before the conference begins), and provide the shipping address.

## **Standing Prices for Ads in SCJA Conference Programs**

\$300.00	Back Cover of Program (full color)
\$150.00	Full Page Ad (gray scale)
\$100.00	Half Page Ad (gray scale)
\$75.00	Quarter Page Ad (gray scale)

## **Process for Ordering Conference Programs**

The tax identification number for SCJA is 62-1186611

Contact information for ordering conference programs ~ or another company can be selected:

University of Louisville Design & Printing Services  
Attn: Nick Dawson  
2803 S. Floyd Street  
Louisville, Kentucky 40209  
502-852-6988  
[n.dawson@louisville.edu](mailto:n.dawson@louisville.edu)



## **Past Conference Themes**

- 2019: Improving the Efficiency and Quality of Criminology Research and Education
- 2018: Making a Difference about Crime and Criminal Justice
- 2017: The Criminal Justice Milieu in the South
- 2016: The Changing/Evolving Nature of Criminal Justice in the South
- 2015: Advancing our Methodological Toolkit in Crime and Justice Research
- 2014: Crime and Justice in the South: Considering the Legacy of the Past and the Outlook for the Future
- 2013:
- 2012:
- 2011:
- 2010:
- 2009:
- 2008: Crime and Justice in the Era of New Vigilance
- 2007: Crime and Justice in the Garden of Good and Evil
- 2006: Envisioning the Future of Criminal Justice
- 2005: On Crimes and Punishments at the Seashore
- 2004: Chasing Shadows: Confronting What We Know and Don't Know About Crime
- 2003: Justice in the Country: Big-Time Problems in Small-Town America
- 2002: Justice: Southern Style
- 2001: Integrity and Criminal Justice: Who or Boo-Hoo?
- 2000: Justice in the New Millennium: Continuing the Struggle for Equality
- 1999: Southern Contributions to 20<sup>th</sup> Century Criminal Justice: Advances in Community Policing, Courts, and Privatization
- 1998: Ethics and Justice: Justification for Policy and Practice

## **Process for Ordering SCJA Awards Plaques**

The tax identification number for SCJA is 62-1186611

Contact information for ordering Awards Plaques:

It is up to the 2<sup>nd</sup> Vice President to find a suitable place to have plaques made in that the prior SCJA contact at the University of Louisville will no longer do this task.

## Example of Awards Program

# GLENCOE/MCGRAW-HILL AND SOUTHERN STATES POLICE BENEVOLENT ASSOCIATION AWARDS 2003

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**Presented at the Annual Meeting of the Southern Criminal Justice Association  
Friday, September 26, 2003  
Double Tree Hotel  
Nashville, Tennessee**

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Awards:

### Glencoe/McGraw-Hill Outstanding Undergraduate Student Award

**William Michael Doerner**  
Furman University, Greenville, South Carolina

### Glencoe/McGraw-Hill Outstanding Graduate Student Award

**Jeffrey Allen Tipton**  
University of South Carolina, Columbia, South Carolina

### Southern States Police Benevolent Association Professional Award

**Deborah Faulkner, Interim Chief of Police**  
Metropolitan Nashville Police Department  
Nashville, Tennessee

### Glencoe/McGraw-Hill Outstanding Educator Award

**Elizabeth L. Grossi**  
University of Louisville, Louisville, Kentucky

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*I would like to thank the members of this year's awards committees: Catherine Burton, Florence Ferguson, Alexis Miller, Terry Edwards, Bill Doerner, and Ron Hunter ~ Gordon*

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**Example of Awards Plaques**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION  
GLENCOE/McGRAW-HILL**

**OUTSTANDING UNDERGRADUATE STUDENT**

**Presented to**

**William Michael Doerner**

**2002-2003**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION  
GLENCOE/McGRAW-HILL**

**OUTSTANDING GRADUATE STUDENT**

**Presented to**

**Jeffrey Allen Tipton**

**2002-2003**

**SOUTHERN STATES POLICE BENEVOLENT  
ASSOCIATION PROFESSIONAL AWARD**

**Is presented to**

**Deborah Faulkner, Interim Chief of Police  
Metropolitan Nashville Police Department  
Nashville, Tennessee**

**In recognition of distinguished service as practitioner to the field law enforcement**

**2002-2003**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION  
PRESENTED TO**

**RICHARD A. TEWKSBURY**

**IN RECOGNITION OF HIS SERVICE AS PRESIDENT**

**2002-2003**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION  
GLENCOE/McGRAW-HILL**

**PRESENTED TO**

**Elizabeth L. Grossi, Ph.D.  
University of Louisville**

**OUTSTANDING CRIMINAL JUSTICE EDUCATOR**

**2002-2003**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION  
PRESENTED TO**

**Gordon A. Crews**

**IN RECOGNITION OF SERVICE ON THE  
BOARD OF DIRECTORS**

**2002-2003**

## Example of Budget Format

SCJA Budget, 2003-2004  
Submitted by Matthew Robinson to the SCJA Board, October 2003

<u>ITEM</u>	<u>AMOUNT</u>
Secretariat	1500
Annual Meeting	
Awards	1000
Banquet/Food	5000
Receptions	7500
Printing	1200
Supplies	1500
Other	200
Journal	
Printing	6000
Postage	1400
Other	100
Supplies	
Letterhead	300
Postage	250
Envelopes	100
Other	100
Other	
Telephone	100
Bank Charges	200
Audit	400
Site Visits	500
Membership	300
Presidential Fund	500
TOTAL EXPENSES	28,150
REVENUE	28,150

# **SOUTHERN CRIMINAL JUSTICE ASSOCIATION**

## **2004 CALL FOR NOMINATIONS**

The Nominations and Elections Committee of the Southern Criminal Justice Association is issuing a call for nominations for the following positions:

### **Second Vice-President**

### **(2) Director-at-Large**

Nominees must be members of SCJA, in good standing, and willing to run for office. Self nominations are encouraged.

#### **Responsibilities:**

**SECOND VICE PRESIDENT** Serves as a member of the Board of Directors of the Association; assists the President and the First Vice President as requested; responsibility for all publicity concerning the Association; acts as liaison with the Secretariat. Person elected to this position ascends to the office of First Vice-President and President.

**DIRECTOR-AT-LARGE** Attends mid-year and annual meetings of the Association in order to participate in the decision-making process of the Board of Directors and to play a role in providing general policy direction for the SCJA. Term of office is for three (3) years.

Please return the completed nomination form (on back) by April 25, 2004 to:

**RICHARD TEWKSBURY  
UNIVERSITY OF LOUISVILLE  
DEPARTMENT OF JUSTICE ADMINISTRATION  
LOUISVILLE, KY 40292  
[tewks@louisville.edu](mailto:tewks@louisville.edu)**

**SOUTHERN CRIMINAL JUSTICE ASSOCIATION**

**RECOMMENDATION FOR NOMINATION**

**NOMINEE:**

**Name**

**Affiliation**

**Address**

**Phone (Office)**

**(Home)**

**Email**

**Nominated for office of :**

*Please provide general information on the nominee such as previous positions held in SCJA, degrees earned, criminal justice interests, etc. Please attach a copy of the nominee's vitae or resume.*

**STATEMENT OF CONFIRMATION**

*I have contacted the above named individual and s/he has agreed to run for position specified.*

**NOMINATOR:**

**Name**

**Affiliation**

**Address**

**Phone (Office)**

**(Home)**

**Email**

**Signature of Nominator**

**Date**

## Example of Call for Nominations (Awards)

# CALL FOR NOMINATIONS

Southern Criminal Justice Association

## 2004 SCJA AWARDS

- [Student Awards](#)
- [Educator Award](#)
- [Professional Award](#)
- [Nominations Information](#)

### OUTSTANDING STUDENT AWARDS

The Southern Criminal Justice Association and Glencoe/McGraw-Hill recognize exemplary student achievement through two awards. Requirements for nominee include:

**Outstanding Undergraduate Student Award.** Each nomination must contain a description of the nominee's accomplishments in scholarship, leadership, and public service. The nomination should include the nominee's grade point average and additional information sufficient to answer the following questions: "In what ways has this student shown genuine leadership?" and "In what ways has this student contributed to his/her academic program, college and/or community?"

*(NOTE: We are no longer awarding the student paper awards, but papers may be included as part of the nomination package.)*

**Outstanding Graduate Student Award.** Each nomination must contain a description of the nominee's accomplishments in scholarship, leadership, and public service. The nomination should include the nominee's grade point average and additional information sufficient to answer the following questions: "In what ways has this student shown genuine leadership?" and "In what ways has this student contributed to his/her academic program, college and/or community?"

*(NOTE: We are no longer awarding the student paper awards, but papers may be included as part of the nomination package.)*

**Eligibility for both categories is limited to students currently enrolled (or graduates who were degree candidates during the period September 1, 2003 through August 31, 2004) in schools within the southern region. A stipend will be given to the first place student in each category to help defray expenses in attending the 2004 annual meeting. (Students must attend the annual meeting in order to receive the stipend).**

### OUTSTANDING EDUCATOR AWARD

SCJA and Glencoe/McGraw-Hill recognize one criminal justice educator for outstanding academic achievement in teaching, research and service. The recipient of the award is selected



on the basis of overall contributions to higher education in criminal justice. All nominations must be supported by a vita of the nominee. Additional support materials may include article reprints and/or letters from alumni attesting to teaching excellence. Letters of support evidencing successful research and/or professional service are encouraged. Nominees must be a member of SCJA in good standing.

## PROFESSIONAL AWARD

SCJA and the Southern States Police Benevolent Association recognize a practitioner in the field of criminal justice for outstanding contributions. Nominees must currently serve in a criminal justice-related position within the SCJA region. Nominees may hold rank, title or position within an agency. All nominations must include the following: two letters in support of the nomination and a copy of the nominee's resume or vita. Other evidence of significant accomplishment is strongly encouraged. Additional support materials may include, but are not limited to: newspaper articles, copies of publications, copies of departmental awards or citations and copies of other similar awards received during the period September 1, 2003 to August 31, 2004.

## NOMINATIONS

All nomination materials, including a copy of the nomination form must be submitted to the appropriate committee chair (listed below) no later than August 15, 2003.

## [CLICK HERE FOR AWARD NOMINATION FORM](#)

## CHAIRS OF THE AWARDS:

Outstanding Undergraduate Student Award	Outstanding Graduate Student Award	SCJA Educator of the Year Award	SCJA Professional Award
<p>Dr. Alexis Miller Department of Criminal Justice Administration Middle Tennessee State University P.O. Box 2238 Murfreesboro, TN 37132 Office: (615) 898-5565 <a href="mailto:amiller@mtsu.edu">amiller@mtsu.edu</a></p>	<p>Dr. Matthew R. Lee Department of Sociology, Anthropology, and Social Work P.O. Box C Mississippi State University Mississippi State, MS 39762 Office: (662) 325-7885 <a href="mailto:lee@soc.msstate.edu">lee@soc.msstate.edu</a></p>	<p>Dr. William Doerner School of Criminology and Criminal Justice Florida State University Tallahassee, FL 32306-1127 Office: (850) 644-7372 <a href="mailto:wdoerner@mailers.fsu.edu">wdoerner@mailers.fsu.edu</a></p>	<p>Dr. Peter B. Wood Department of Sociology, Anthropology, and Social Work P.O. Box C Mississippi State University Mississippi State, MS 39762 Office: (662) 325-7876 <a href="mailto:wood@soc.msstate.edu">wood@soc.msstate.edu</a></p>

### Southern Criminal Justice Association Presidents

2019-2020	Wesley Jennings
2018-2019	John Stogner
2017-2018	Marv Krohn
2016-2017	Sean Madden
2015-2016	Heith Copes
2014-2015	Greg Dunaway
2013-2014	Holly Ventura Miller
2012-2013	David May
2011-2012	Angela Crews
2010-2011	Brian Payne
2009-2010	Elizabeth Mustaine
2008-2009	J. Mitchell Miller
2007-2008	Alexis Miller
2006-2007	Brandon Applegate
2005-2006	Peter Wood
2004-2005	Gordon Crews
2003-2004	Matt Robinson
2002-2003	Richard Tewksbury
2001-2002	Joseph Sanborn, Jr.
2000-2001	Elizabeth Grossi
1999-2000	John Smykla
1998-1999	Ronald Hunter
1997-1998	Elizabeth McConnell
1996-1997	Terry Edwards
1995-1996	Laura Moriarty
1994-1995	Joseph Auten
1993-1994	Jeffery Rush
1992-1993	Charles Fields
1991-1992	Michael Blankenship
1990-1991	Kenneth Ayers, Jr.
1989-1990	Reid Montgomery, Jr.
1988-1989	Damon Camp
1987-1988	Mittie Southerland
1986-1987	Ronald Vogel
1985-1986	Michael Braswell
1984-1985	Tom Barker
1983-1984	Chester Quarles
1982-1983	Robert Bagby
1981-1982	Ken Venters
1980-1981	Reed Adams
1979-1980	Gene Stephens
1978-1979	Robert Fancher
1977-1978	Neil Chamelein
1976-1977	Frank Semberger

1975-1976	Robert Barrow
1974-1975	Richter Moore, Jr.
1973-1974	John Truitt
1972-1973	William Mathias

## Logos



**SCJA School and Department Mailing List**

For updated list please see membership committee spreadsheet (Bryan Miller, 2016).

## SCJA Conference Satisfaction Survey

### Survey of SCJA Conference Attendees

*\* Developed by Drs. Angela West, Alexis Miller, & Gordon Crews, Fall 2003*

#### Section I: Satisfaction with Conference Program

**1. How satisfied were you with the panels that you attended?**

- 1 = Very Dissatisfied \_\_\_\_\_ N/A: I attended no panels.  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**2. How satisfied were you with the plenary sessions that you attended?**

- 1 = Very Dissatisfied \_\_\_\_\_ N/A: I attended no plenary sessions.  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**3. How satisfied were you with the workshops that you attended?**

- 1 = Very Dissatisfied \_\_\_\_\_ N/A: I attended no workshops.  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**4. How satisfied were you with the roundtables that you attended?**

- 1 = Very Dissatisfied \_\_\_\_\_ N/A: I attended no roundtables.  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**5. How satisfied were you with the scheduling of events (panels, workshops, etc.)? (i.e., sessions starting at 9:00 A.M. and ending at 4:45/5:00 P.M.)**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**6. How satisfied were you that the conference content “matched” the conference theme? (i.e., “JUSTICE: Southern Style”)**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**7. How satisfied were you with the quality of the printed conference program?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**8. How satisfied were you with attendance at this year’s conference?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**9. How satisfied were you with the provision of “fringe benefits” offered at this year’s conference (receptions, socials, etc.)?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied/Excellent

**10. How do you rate your overall satisfaction with the 2002 *Southern Criminal Justice Association’s* conference in Clearwater Beach, Florida?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**Section II: Satisfaction with Hotel Amenities and Staff**

**1. How satisfied were you with the Clearwater Beach Hilton as the host hotel?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**2. How satisfied were you with the hotel's accessibility?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**3. How satisfied were you with the hotel's décor/ambiance?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**4. How satisfied were you with the size of your room at the hotel?**

- 1 = Very Dissatisfied
  - 2 = Somewhat Dissatisfied
  - 3 = Average
  - 4 = Somewhat Satisfied
  - 5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not stay at the conference hotel.

**5. How satisfied were you with the amenities within your room?**

- 1 = Very Dissatisfied
  - 2 = Somewhat Dissatisfied
  - 3 = Average
  - 4 = Somewhat Satisfied
  - 5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not stay at the conference hotel.

**6. How satisfied were you with the comfort of your room?**

- 1 = Very Dissatisfied
  - 2 = Somewhat Dissatisfied
  - 3 = Average
  - 4 = Somewhat Satisfied
  - 5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not stay at the conference hotel.

**7. How satisfied were you with the meeting rooms?**

- 1 = Very Dissatisfied
  - 2 = Somewhat Dissatisfied
  - 3 = Average
  - 4 = Somewhat Satisfied
  - 5 = Very Satisfied/Excellent
- \_\_\_\_\_ N/A: I did not go into the meeting rooms.

**8. How satisfied were you with the cost of the hotel room?**

- 1 = Very Dissatisfied
  - 2 = Somewhat Dissatisfied
  - 3 = Average
  - 4 = Somewhat Satisfied
  - 5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not stay at the conference hotel.



**9. How satisfied were you with the value of the hotel (amenities and services for the cost)?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not stay at the conference hotel.

**10. How satisfied were you with the service you received by the hotel staff?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not interact with hotel staff.

**11. How satisfied were you with the hotel restaurants & bars?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied
- \_\_\_\_\_ N/A: I did not use the hotel restaurants/bars.

**12. How satisfied were you with the hotel's location in relation to other activities and services in the area?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**13. How satisfied were you with the food and beverages provided during conference receptions, luncheons, and other events?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**Section III: Satisfaction with Conference Location**

**1. How satisfied were you that Clearwater Beach was the location for the 2002 SCJA conference?**

- 1 = Very Dissatisfied  
2 = Somewhat Dissatisfied  
3 = Average  
4 = Somewhat Satisfied  
5 = Very Satisfied

**2. How satisfied were you with the availability of restaurants in Clearwater Beach?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**3. How satisfied were you with the availability of activities away from the conference?**

- 1 = Very Dissatisfied
- 2 = Somewhat Dissatisfied
- 3 = Average
- 4 = Somewhat Satisfied
- 5 = Very Satisfied

**4. Outside of the conference, what activities did you participate in during your stay in Clearwater? Check all that apply.**

- ☐ Pool
- ☐ Ocean
- ☐ Night Clubs/Dancing
- ☐ Theater
- ☐ Sporting Events
- ☐ Shopping
- ☐ Other (please specify: \_\_\_\_\_)
- ☐ I did not do anything outside of the conference.

**5. What mode of transportation did you use to get from the airport to the hotel and from the hotel to the airport? Check all that apply.**

- ☐ Shuttle
- ☐ Taxi
- ☐ Rented a car
- ☐ Transported by a friend
- ☐ Other (specify: \_\_\_\_\_)
- ☐ N/A: didn't fly into conference

**6. Did you encounter any problems getting from the airport to your hotel?**

- ☐ Yes
- ☐ No

If "yes," what type of problem(s) did you encounter?

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7. **While attending the conference, did you stay at the conference hotel (Hilton Clearwater Beach)?**

☐ Yes  
☐ No

If “yes,” how many nights did you stay? \_\_\_\_\_

If “no,” what factors affected your decision not to stay at the hotel?  
\_\_\_\_\_

If “no,” where did you stay?

☐ Friends ☐ Another Hotel  
☐ Relatives ☐ My own home  
☐ Other

If you stayed at another hotel, which hotel was it and what was the rate?  
\_\_\_\_\_

8. **Rank your top 3 choices for states in which to hold future conferences (1= first choice; 2= second choice; 3 = third choice)**

☐ Kentucky ☐ Louisiana ☐ Florida  
☐ Tennessee ☐ Alabama ☐ South Carolina  
☐ Mississippi ☐ Georgia ☐ North Carolina  
☐ Virginia ☐ West Virginia

9. **Name at least one city in each of your top 3 states where you would prefer to have a future conference.**

State #1: The city of \_\_\_\_\_  
State #2: The city of \_\_\_\_\_  
State #3: The city of \_\_\_\_\_

10. **Is there a location in the region that you would prefer SCJA avoid holding future conferences?**

☐ Yes (Please name your least desirable location \_\_\_\_\_)  
☐ No

**Please provide any comments to explain any of your responses on this survey. We are particularly interested in comments regarding negative experiences so that we can prevent them in the future. However, if you had a particularly pleasant experience, we’d like to hear about that, too.** \_\_\_\_\_

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**Thank you for your participation!**