



Southern Criminal Justice Association

Policy and Procedure Manual



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SOUTHERN CRIMINAL JUSTICE ASSOCIATION
CONSTITUTION AND BYLAWS

SOUTHERN CRIMINAL JUSTICE ASSOCIATION
CONSTITUTION

ARTICLE I *Name*

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

ARTICLE 11 *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 who support the purposes and objectives of the Southern Criminal Justice Association.

Student membership shall be open to students interested in criminal justice and enrolled in an accredited educational institution.

Membership is subject to approval by the Board of Directors.

ARTICLE IV *Board of Directors*

The voting members of the Board of Directors shall be composed of the immediate past president, the elected officers, and five (5) 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 of the Association shall be:

President

First Vice-President (President Elect)

Second Vice-President (First Vice-President Elect)

Secretary/Treasurer

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

ARTICLE VI *Elections*

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

ARTICLE VII *Meetings*

The date(s), time, and location, of the Annual Meeting shall be determined by the Board of Directors.

ARTICLE VIII *Amendments to the Constitution*

The Constitution may be amended by mail ballot. Constitutional amendments should be labeled "Amendments to the Constitution." Proposed amendments may be received from the Constitution and By-Laws Committee of the Association, or by the Board of Directors, or by petition from twenty-five percent (25%) of the membership. The vote of two-thirds (2/3) of the valid ballots received on a mail ballot is required for the passage of a Constitutional Amendment. Procedures for balloting shall be established by the Board of Directors.

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

SOUTHERN CRIMINAL JUSTICE ASSOCIATION
BY-LAWS

ARTICLE I *Name*

This Association shall be known as the Southern Criminal Justice Association.

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 membership must meet the requirements as set forth in Article III of the Constitution.

SEC. 2 An eligible person interested in election to 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, the Secretariat will promptly certify the application for election to the Secretary-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 six (6) months in arrears for dues after the annual meeting shall have their membership terminated; reinstatement shall be according to policy established by the Board of Directors.

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. Such suspensions or terminations shall be undertaken in

accordance with the procedures outlined under Rule 60 in *Roberts' Rules of Order Newly Revised*.

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

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.

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 Secretary/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 First Vice-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 responsibility for 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 site selections;

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

SEC. 8

The duties of the Secretary/Treasurer shall be:

To keep accurate minutes of the proceedings of the Board of Directors, the Annual Meeting and special and called meetings;

To oversee the recordation of the names, addresses and other such data pertaining to the membership as directed by the Board of Directors;

To keep an accurate record of all monies received, deposited, and dispersed 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 perform such other duties as directed by the President or the Board of Directors.

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 Secretary/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.

ARTICLE VI

Meetings

- SEC. I The Association shall hold its Annual Meeting at a place designated by the Board of Directors during the Fall academic term each year. 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 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 By-Laws 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 agreement with public and private agencies for the purpose of accepting grants to aid the Association in meeting the objectives stated in Article 11 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 not less than three regular members of the Association shall inspect the financial records of the Secretary/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 five Standing Committees of the Southern Criminal Justice Association: Constitution and By-Laws; Nominations and Elections; Membership; Budget and Finance; and Audit.

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*

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

SEC. 2 The President, with the 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 designated period of time.

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.

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*

The By-Laws may be amended by mail ballot. By-Law amendments should be labeled "Amendments to the By-Laws." (Proposed) amendments may be received from the Constitution and By-Laws Committee, or from the Board of Directors or by petition from twenty-five percent (25%) of the membership. A majority of the valid ballots received on a mail ballot is required for the passage of a By-Laws Amendment. Procedures for mail balloting shall be established by the Board of Directors.

The effective date of these By-Laws, as amended, shall be September 2003.

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

SOUTHERN CRIMINAL JUSTICE ASSOCIATION **POLICIES**

- 100. 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. ACJS

- 100.01** SACJE to become affiliated with ACJS as the first regional representative of the Academy. *(issued 1972)*
- 100.02** SACJE supports the accreditation guidelines adopted by ACJS. *(issued 1976)*
- 100.03** SACJE supports accreditation process. *(issued 1980)*
- 100.04** Recommend accreditation process for ACJS member school. *(issued 1987)*
- 100.05** "Call for Papers" and "Directory Ad" will be included in ACJS packets. *(issued 1988)*

200. ANNUAL MEETING

- 200.01** 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)*
- 200.02** 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 acknowledgement letters 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*)

300. AWARDS

- 300.01** Educator of the Year Award Committee is comprised of the past three (3) recipients. (*issued 1989*)
- 300.02** SCJA awards may be created or amended upon recommendation and approval by the Executive Board.
- SCJA awards shall include:
- Outstanding Undergraduate Student: given in recognition of outstanding accomplishments in scholarship, leadership, and public service by an undergraduate student. Given annually.

 - Outstanding Graduate Student: given in recognition of outstanding accomplishments in scholarship, leadership, and public service by a graduate student. Given annually.

 - Outstanding Educator: given in recognition of outstanding academic achievement in teaching, research and service. Given annually.

 - Outstanding Professional: given in recognition of outstanding contributions to the field of criminal justice by a practitioner. Given annually.

 - Richter H. Moore, Jr. Founder's Award: given in recognition of sustained exceptional contributions to the Southern Criminal Justice Association. Given rarely.
- (*issued 1992; last revised August 27, 2007*)

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

400. BUDGET/FINANCE

400.01 Budget to include projected income as well as projected expenses. *(issued 1988)*

400.02 Aggressively pursue institutional and corporate sponsors for future events. *(issued 1992)*

400.03 Members will be charged \$20.00 for all returned checks (NSF). *(issued 1996)*

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 calendar budget. *(issued 1996)*

400.06 Registration fees for the annual SCJA conference are:

Pre-registration

- regular member: \$50
- regular non-member: \$70
- student member: \$5
- student non-member: \$10

On-Site

- regular member: \$60
- regular non-member: \$80
- student member: \$5
- student non-member: \$10

(issued 2004; last revised August 27, 2007)

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.

Item	SCJA Charge
Exhibit Booth/Table	\$500
Program Book – 8.5 x 11 inches	
Full Page Advertisement, Exhibitor (gray scale)	free
Full Page Advertisement, Non-Exhibitor (gray scale)	\$150
Half Page Advertisement, Non-Exhibitor (gray scale)	\$100
Quarter Page Advertisement, Non-Exhibitor (gray scale)	\$75
Back cover (full page, color)	\$300
Tote bag Inserts (copies supplied by advertiser) ¹	\$100 per insert

¹ All tote bag inserts must be shipped directly to the conference hotel at no cost or responsibility of SCJA. Addressing of shipments should follow guidelines provided by the conference hotel and should include “SCJA” as the intended recipient. Advertisers should contact the Program Chair to determine the appropriate number of tote bag inserts to be provided and the deadline by which they must arrive at the conference hotel. Inserts received after the deadline will not be included in conference tote bags.

(issued March 12, 2008)

400.10 The fee for an ad by the American Journal of Criminal Justice is waived. *(issued 2004)*

500. INCORPORATION

500.01 Incorporate the Southern Association of Criminal Justice Educators. *(issued 1972)*

500.02 Establish the incorporation of the Association in Kentucky. *(issued 1994)*

600. JOURNAL

- 600.01** Journal (Southern Journal of Criminal Justice) will be copyrighted. *(issued 1975)*
- 600.02** Establish a rotating editorial board. *(issued 1984)*
- 600.03** Change name of journal from The Southern Journal of Criminal Justice to The American Journal of Criminal Justice. *(issued 1985)*
- 600.04** To begin the process for the “Call for Editors,” the President will appoint a committee charged with devising the selection process. *(issued 1988)*

700. MEMBERSHIP

- 700.01** SACJE member lists may be furnished to agencies and individuals whose aims and objectives are compatible to those of the SACJE. *(issued 1975)*
- 700.02** Individual membership does not depend on state of residence. *(issued 1978)*
- 700.03** Annual student membership dues are \$15. *(issued 1981; last revised August 27, 2007)*
- 700.04** Annual regular membership dues are \$50. *(issued 1981; last revised August 27, 2007)*
- 700.05** Membership categories are regular and student. Membership is defined as “individuals who support the purposes of the Southern Association of Criminal Justice Educators.” *(issued 1985)*
- 700.06** Site selection is board responsibility. *(issued 1987)*

800. POLICY MANUAL

- 800.01** Policy manual – adopt the policy process of ACJS. *(issued 1989)*

- 800.02** Issuance of Policies.
- a. Policies of the SCJA shall be issued exclusively through approval by a majority of the voting members of the Executive Board. Each policy shall be added to the Policy and Procedure Manual and shall indicate its date of issuance.
 - b. Policies of the SCJA shall be revised exclusively through approval by a majority of the voting members of the Executive Board. Policies shall reflect the date of their most recent revision.
 - c. Policies of the SCJA shall be rescinded exclusively through approval by a majority of the voting members of the Executive Board. Rescinded policies shall be removed from the Policy and Procedure Manual.

(issued August 27, 2007)

- 800.03** Responsibility for maintaining the content of the Policy and Procedure Manual shall be that of the Chair of the Constitution and Bylaws Committee. The Chair of this committee shall also be responsible for distributing copies of the current Policy and Procedure Manual to all incoming members of the Executive Board. *(issued August 27, 2007)*

900. DUTIES OF THE ASSOCIATION'S OFFICERS

900.01 President

1. DUTY: Request welcome letters from Governor, Mayor, and Chief of Police of conference city and state, that will go in annual program book.
 - a. TIMELINE: Three to four months prior to annual conference.
2. DUTY: Solicit and confirm exhibitors for upcoming conference.
 - a. TIMELINE: Continuous basis, but at a minimum a year out from yearly conference, with a confirmation 3 to 4 months prior to annual conference.
3. DUTY: Ensure that duties of 1st and 2nd Vice Presidents are being completed.
 - a. TIMELINE: On-going basis.
4. DUTY: Solicit and confirm program ads for yearly conference program.
 - a. TIMELINE: Continuous basis, but at a minimum a year out from yearly conference, with a confirmation 3 to 4 months prior to annual conference.

5. DUTY: Ensure that duties of all committees are being fulfilled by working closely with appropriate committee chairs.
 - a. TIMELINE: On-going basis.
6. DUTY: Order conference bags and mugs for annual conference.
 - a. TIMELINE: No later than August 1 of each year.
7. DUTY: 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.
 - a. TIMELINE: No later than August 1 of each year.
8. DUTY: 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 Secretary/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

1. DUTY: Visit hotel to finalize all details of conference.
 - a. TIMELINE: Six (6) months prior to annual conference
2. DUTY: Follow-up with 2nd 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.
 - a. TIMELINE: Three to four months prior to conference
3. DUTY: Follow-up with 2nd 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.
 - a. TIMELINE: Three to four months prior to annual conference

4. DUTY: 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.
 - a. TIMELINE: Two months prior to conference.
5. DUTY: Produce Call for Papers for next year's meeting with theme obtained from 2nd Vice president.
 - a. TIMELINE: No later than 1 or 2 months prior to conference.
6. DUTY: Finalize local arrangements, including such things as tours and entertainment for the conference.
 - a. TIMELINE: No later than 1 or 2 months prior to conference.
7. DUTY: Finalize program booklet and send to printer.
 - a. TIMELINE: No later than 1 or 2 months prior to conference.
8. DUTY: Announce final site selection and hotel information for conference two years out at mid year meeting in March of each year at ACJS.
 - a. TIMELINE: Two years out from conference, but do not sign final contract until SCJA President examines it with 1st Vice President to work out details.
9. DUTY: Set Local Arrangements Committee for meeting who will help local award nominees, entertainment venues, tours, and entertainment
 - a. TIMELINE: Anytime after site selection is confirmed.
10. DUTY: 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)

900.03 Second Vice President

1. DUTY: Responsible for the Awards and Site Selection Committees, and must form committees and identify chairs.
 - a. TIMELINE: this is to occur by the end of the Fall SCJA meeting during which the 2nd Vice President begins term of office.

2. DUTY: Responsible for ordering plaques for awards and in recognition of service for those members of the Board who are completing a term of office.
 - a. TIMELINE: plaques should be ordered approximately 6 weeks prior to the annual meeting.
3. DUTY: 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 site.
 - a. TIMELINE: this is to occur within 3 months of the Fall SCJA meeting (Early spring of the following year)
4. DUTY: 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.
 - a. TIMELINE: this is to occur prior to the mid-year meeting in the spring so that possible locations can be discussed with the Board of Directors.
5. DUTY: 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.
 - a. TIMELINE: This is to begin after the mid-year meeting in March at the ACJS meeting.
6. DUTY: 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.
 - a. TIMELINE: This needs to occur as soon as possible to ensure time to make final arrangements.
7. DUTY: 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).
 - a. TIMELINE: This must occur 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. DUTY: Begin planning for term as 1st Vice President. At mid year meeting 1st Vice President will turn over to 2nd 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 2nd vice president will begin to help organize and plan for this conference for the President of the organization.

a. **TIMELINE:** this is to occur immediately after the mid year meeting.

9. **DUTY:** 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)

900.04 Secretary/Treasurer

1. **DUTY:** To keep accurate minutes of the proceedings of the Board of Directors, the Annual Meeting and special and called meetings;

a. **TIMELINE:** To occur during said meetings.

2. **DUTY:** To keep a record of the names, addresses and such data pertaining to the membership as directed by the Board of Directors; To keep an accurate record of all monies received, deposited and disbursed in the name of the Association;

a. **TIMELINE:** On going.

3. **DUTY:** To sign all orders drawn on the funds of the Association as authorized;

a. **TIMELINE:** On going.

4. **DUTY:** To perform such other duties as directed by the President or the Board of Directors.

a. **TIMELINE:** As needed.

(issued 2005)

900.05 Immediate Past President

1. **DUTY:** To conduct nominations and elections for new SCJA Officers.

a. **TIMELINE:** Six to seven months prior to annual conference.

(issued 2005)

900.06 Directors At Large

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

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 Secretary/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

1. **DUTY:** Prepare for, attend, and fully participate in all Executive Board meetings and Academy functions.

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

forms) to the membership either through direct mailing or through the regional conference.

18. DUTY: Serve the membership as a general resource for both ACJS and regional information.
19. DUTY: Provide timely notification to the national office of changes in officers of the region. Annually, to send a list of regional officers to the Association Manager.
20. DUTY: Prepare a mid-year and annual report of regional information for the ACJS Executive Board.

(issued 2005)

900.09 AJCJ Editor

1. DUTY: 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. DUTY: Maintain record of all submitted manuscripts in the journal's "black notebook."
3. DUTY: Conduct internal review of all manuscripts received for publication consideration to the journal.
4. DUTY: Procure three external reviewers via email 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 to the corresponding author).
5. DUTY: Maintain list of reviewers for all submitted manuscripts in the journal's "black notebook."
6. DUTY: Send out 30 and 45 day reminders to reviewers who have not returned their reviews.
7. DUTY: Once all reviews are returned by the external reviewers, send out editorial decision via email to the manuscript's corresponding author.
8. DUTY: Edit and format manuscripts that have been accepted for publication in the journal.
9. DUTY: Send hard copy of acceptance letter on journal letterhead to the corresponding author of the manuscript that has been accepted.

10. DUTY: Maintain both a diskette and hard copy of the original manuscript if deemed "acceptable" for publication by the editor. Also, maintain reviewers' comments on diskette.
11. DUTY: Once manuscript has been accepted for publication and edited and formatted by the managing editor, the manuscripts are collected until a total of 7 to 8 have been accepted. These manuscripts are then electronically forwarded to Springer for publication.
12. DUTY: Publisher sends editor first page proofs of the typeset manuscript. Editor must check and edit these page proofs. The editor then returns the first page proofs to the Springer for "revised pages."
13. DUTY: Revised pages are returned to editor by the publisher and edited and resent to the publisher by the editor.
14. DUTY: Publisher sends editor entire issue for final perusal. Only minor changes can be made at this stage of the publication process.
15. DUTY: Journal issues are sent to the SCJA Secretariat for distribution
16. DUTY: 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.
17. DUTY: Maintain contact with Pro Quest and EBSCO (our online publishing partners).
18. DUTY: Maintain contact with Springer (our publisher of the journal).

ATTACHMENTS

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

Example of Call for Papers

CALL FOR PAPERS

Southern Criminal Justice Association 2004 Annual Meeting



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

September 22nd – 25th, 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)

Example of Paper Submission Form

**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 1st 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, 843-763-0740.

In 2007, mugs were ordered from Rush King Promotions. 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. 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

Past Conference Themes

- 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 20th 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 2nd 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**

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

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

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

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

[Example of Call for Nominations \(Officers\)](#)

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**

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	Outstanding Graduate Student Award	SCJA Educator of the Year Award	SCJA Professional Award
	Dr. Matthew R. Lee	Dr. William Doerner	Dr. Peter B. Wood

<p>Student Award</p> <p>Dr. Alexis Miller Department of Criminal Justice Administration Middle Tennessee State University P.O. Box 2238 Murfreesboro, TN 37132 Office: (615) 898-5565 amiller@mtsu.edu</p>	<p>Department of Sociology, Anthropology, and Social Work P.O. Box C Mississippi State University Mississippi State, MS 39762 Office: (662) 325-7885 lee@soc.msstate.edu</p>	<p>School of Criminology and Criminal Justice Florida State University Tallahassee, FL 32306-1127 Office: (850) 644-7372 wdoerner@mailier.fsu.edu</p>	<p>Department of Sociology, Anthropology, and Social Work P.O. Box C Mississippi State University Mississippi State, MS 39762 Office: (662) 325-7876 wood@soc.msstate.edu</p>
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[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
 - 2 = Somewhat Dissatisfied
 - 3 = Average
 - 4 = Somewhat Satisfied
 - 5 = Very Satisfied
- ____N/A: I attended no roundtables.

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
- _____ N/A: I did not stay at the

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

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. _____

Thank you for your participation!

Southern Criminal Justice Association Presidents

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
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