

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Membership Committee
Number:	SOP-306
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	None
Effective Date:	July 18, 2007
Revises Previous Date:	July 19, 2006

The Membership Committee is composed of the Vice-President as Chairperson, all State Representatives, and the Executive Secretary, as an ad hoc member. The committee is responsible for recruitment of new members and service to the Association's membership.

The committee has specific responsibility for the following:

1. Ensure that a list of all members is maintained on a current basis. The list will contain the member's name, title, employing agency, mailing address, telephone number, date paid, expiration date and type of membership;
2. Ensure that individuals applying for membership meet eligibility criteria;
3. Provide all members with membership identification card, lapel pin, a recent copy of the Southern Concourse, and any other item(s) approved by the Executive Board;
4. Provide members notification of impending membership expiration; notify the affected State Representative of membership expirations in his/her state;
5. Prepare a membership brochure and application form for use by the Association; update same as needed to reflect changes in membership categories, dues, mailing address, etc.;
6. Develop and coordinate membership incentive programs for the Association;
7. Provide membership liaison with other organizations; establish and staff a membership booth at conferences of other organizations;
8. Maintain contact with all agency heads in the fourteen states to solicit their support of the Association and specifically the activities of the elected representative(s) from their state, and

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9. Maintain contact with vendors who support SSCA through exhibits, advertising sponsorships and other means to encourage their continued support and membership as a Supporting Patron. Coordinate this activity with SSCA's exhibitor liaison.

The committee will also establish and recommend eligibility standards for Affiliate, Supporting Patron and Dual membership categories; and review membership applications for these membership categories.

1. Eligibility standards for Affiliate membership shall be:

- a. A criminal justice association, department or institution within the borders of the member states; and
- b. Written or verbal support from an Executive Board member within the state.

2. Eligibility standards for Supporting Patron membership shall be:

- a. A private agency, commercial or business enterprise (industrial or corporate) with an interest in the criminal justice system and SSCA;
- b. Written or verbal support from an Executive Board member.

3. Eligibility standards for Dual membership shall be:

- a. A Chapter which upon affiliation or thereafter enters an agreement with SSCA.
- b. Each member of the Chapter will hold membership both in the chapter and SSCA.
- c. Written or verbal support from an Executive Board member.

The Membership Review Committee will make every reasonable attempt to establish that applicants for Affiliate and Supporting Patron membership are reputable organizations and adhere to the same general principles stated in the Association's Code of Ethics.