

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Constitution & By-Laws Committee
Number:	SOP-301
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees; Section 21: Amendment of By-Laws
Effective Date:	July 19, 2006
Revises Previous Date:	July 16, 1994

The Constitution and By-Laws Committee shall:

1. Be comprised of a minimum of five (5) regular members appointed by the President to serve a term of 2 years to ensure consistency in the operation of the Association's business including that of committees, officers and financial operations.
2. Be responsible for advising the Executive Board on issues relating to the SSCA Constitution and By-Laws.
3. Review and recommend Standard Operating Procedures to the Executive Board.
4. Read and become familiar with the Association's Constitution and By-Laws.
5. Accept and review written suggestions from any members in good standing of suggested amendments to the By-Laws or recommendations for constitutional revision.

The Constitution and By-Laws Committee will:

1. Assure that amendments to the By-Laws or revisions of the Constitution are promulgated as prescribed in the SSCA Constitution and By-Laws.
2. Make a report annually to the Association and shall make such reports as requested by the President or the Executive Board.

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3. Provide a final and approved copy of the Constitution and By-Laws to the Editor of the Southern Concourse and the Executive Board.
4. Accept all suggestions for revisions or additions to the Constitution & By-Laws and Standard Operating Procedures from any regular member of the Association will be submitted to this Committee for consideration and subsequent presentation to the Executive Board.
5. The Committee Chairperson will ensure that a call for Constitution & By-Law input is published in the Southern Concourse prior to the Mid-Winter Training Conference. The notice shall read:
 - "In accordance with the requirements of the SSCA Constitution & By-Laws, and as directed by the Association's Executive Board, the Constitution & By-Laws Committee is soliciting your suggestions and modifications to the Constitution, By-Laws, and Standard Operating Procedures. Submissions must be received by January 1 (specific year) to be considered. Submit written recommendations to (name and address of Committee Chairperson)."

This will allow for Committee review of any member recommendations during the Mid-Winter Training Conference and an initial committee report to be presented during this meeting.

6. Ensure that proposed changes to either the Constitution or By-Laws are published in the Southern Concourse or provided to each active regular member at least 30 days prior to the Annual Summer Training Conference.