

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

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| Procedure: | Resolutions Committee |
| Number: | SOP-304 |
| Authority: | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees |
| Reference: | SSCA By-Laws Section 14: Committees |
| Effective Date: | July 19, 2006 |
| Revises Previous Date: | July 16, 1994 |

The Resolutions Committee shall be made up of a minimum of four (4) regular members appointed by the President.

Duties and responsibilities of the committee include:

1. Presentation of resolutions for adoption at the Annual Summer Training Conference business meeting. Resolutions shall include but not be restricted to:
 - a. A resolution regarding issues of concern to the membership reflecting SSCA's position.
 - b. A resolution expressing appreciation for services rendered by the conference hotel.
 - c. A resolution of sympathy and recognition for incidence of death among the membership.
 - d. A resolution of appreciation for outstanding service of members during year, i.e., the Program Committee, the Host Committee, out-going President, members retiring from criminal justice, etc.
2. Solicit and accept recommendations for resolutions from the Executive Board, through the Southern Concourse and by any other means available
3. Prepare resolutions in the standard format for presentation to the recipient. The resolution shall be signed by the President and the Chairperson of the Resolutions Committee and contain the SSCA seal and ribbon affixed to the resolution.
4. Ensure all Host and Program Committee members receive originals of their resolutions.