

**STANDARD OPERATING PROCEDURES
FOR THE
NORTH CAROLINA CORRECTIONAL ASSOCIATION**

1. The Official Spokesperson for NCCA will be the President. If he/she is unable to perform this task, the President-Elect will fulfill this function. The President/President-Elect will be responsible for responding to questions about positions and actions taken by the Executive Board to the media, written requests, departments or agencies.

2. The official representative of NCCA at related criminal justice hearings or meetings will be the President. If the President is unable to attend, the President-Elect will serve. In the absence of both the President and the President-Elect, the President will designate a representative from the Executive Board.

3. The NCCA will issue a receipt to all persons/firms making a donation to the Association.

4. The NCCA will maintain a copy of the IRS letter stating the Association's tax status. This letter will remain with the Secretary's files with a copy to remain with the Treasurer's files.

5. The NCCA will issue a Proclamation for all correctional employees during Correctional Officer Appreciation Week which will be referred to as NCCA Corrections Day. The President will be responsible for this issuing along with the Membership Committee Chair.

6. Annually, each region of the NCCA will sponsor an activity to recognize correctional employees.

7. Any region of the NCCA which wishes to serve as the host for an Annual Conference shall notify the Executive Board of its intentions at the January Board Meeting, two years prior to the date of the Conference it wishes to host. Prospective convention sites should be identified. The Executive Board will give the approval for the Host Region.

8. Each year, the Executive Board of the NCCA will sponsor Board members to attend the Annual Conference. Board members are defined as the President, President-Elect, Immediate Past President, Secretary, Treasurer, Parliamentarian, Standing Committee Chairs and one representative from each of the active regions. This sponsorship includes paying the conference registration and two nights lodging. To be considered for sponsorship, a Board Member must have attended at least half of the regularly scheduled board meetings (January - September). Requests for excused absences will be considered by the President with appeal rights to the Executive Board. Any Board Member who cannot attend a meeting must notify the President prior to the meeting by writing or by telephone regarding their reason for absence. If the member cannot reach the President, they should contact the President-Elect.

9. The NCCA will pay the expenses for its President and President-elect to attend the following: ACA Winter Conference and ACA Congress each year during their term of office. If funds are limited, only the expenses of the President will be covered.

10. The NCCA Executive Board may vote to send a representative to Conferences, Workshops and meetings of other Corrections/Criminal Justice Associations when funds are available. Examples of these conferences and workshops include the Female Offender Conference, South Carolina Correctional Association Annual Conference, Southern States Correctional Association Conference.

11. The NCCA Executive Board meetings will be audiotaped by the Secretary or his/her designee. The tape will be kept on file for one (1) year from the date of its recording. The tape will be available for review by any NCCA member. Request from members for such review should be in writing to the Secretary.

12. The Secretary of the NCCA will mail or e-mail copies of meeting minutes to the Executive Board members at least ten working days before the next scheduled meeting.

13. Each Region and Standing Committee should have a representative at each Executive Board meeting of the NCCA. Any Board Member who cannot attend a meeting must notify the President prior to the meeting by writing or by telephone regarding their reason for absence. If the member cannot reach the President, they should contact the President-Elect.

14. Standard operating procedures for the NCCA can be changed by majority vote of the Executive Board at any regularly scheduled meeting.

15. Proceeds from the Annual raffle will be appropriate on a 60%(region)/40%(state) basis. The actual amount of proceeds will be determined by ticket sales in the region. Funds will be distributed after the expenses for the fundraiser are deducted. Expenses are defined as the price of prize(s), printing of tickets and publicity such as posters or flyers. Proceeds from the raffle for the scholarship fund will be appropriated 100% to the Scholarship fund.

16. The NCCA will provide a \$700 grant to any region who hosts the Annual Conference.

17. Registration fee for the Annual Conference of the NCCA will be established on a year to year basis. For 1997, they will be:

	Pre-Registration	On-Site Registration
ACA Member	\$40.00	\$50.00
Non-ACA Attendees	\$50.00	\$60.00
Student	\$30.00	\$35.00

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Student will be defined as one being enrolled full time [Undergraduate (12 hours of more) or Graduate (6 hours of more) in a community college, four year university/college or post secondary institution.

18. The North Carolina Correctional Association will provide to each region who sponsors an annual one day workshop a sum of \$200.00 upon receipt of a memorandum from the regional chairperson documenting the workshop as well as a copy of the workshop program.

19. No region may hold a raffle or giveaway type contest without a majority vote of the executive board.

{History: Adopted at Southern Correctional Institution as amended on April 23, 1997 and amended on June 25, 1997 in Raleigh, NC} {Amended on April 28, 2004, Yonkers Road, Raleigh, NC.}