

SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE
 ARKANSAS • ARIZONA • COLORADO • NEW MEXICO • OKLAHOMA • TEXAS

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“A Decade of Homeland Security: Lessons Learned”

SWACJ conference in Houston, Texas

October 4-6, 2012



President
Lorie Rubenser

Greetings from Way out West!

Now that the rush to finish the spring semester is over, we can all take a much-needed break and refocus our energies toward the fall. Fall means cooler weather, changing leaves, and SWACJ Conferences.

This year our conference will be held in Houston at the Hilton Houston NASA Clear Lake. Thanks to Helen Taylor Greene, Christine Nix, and David Montague for all their hard work in setting us up. The hotel is fantastic and promises a great conference experience. You can find more information about the site on the web page. The hotel is fixing a registration link for us so we can do web registration with our conference rate – look for that coming soon.

Other information about the conference is currently on our web page. You can register with us, pay membership dues, submit presentations, etc. from there. And don't forget we now have PayPal so you can submit payments in this convenient manner. I already have one paper submission so I guess that makes us all behind.

This year we will have the normal Undergraduate Quiz bowl, the second CSI competition, the undergraduate and graduate paper competitions, etc. We will also have our first Poster Session, so please spread the word that this is a good option for participating in the conference. Rules and submission guidelines are all available on the web page. (Do you sense a

theme here?) Thanks to Bill Stone for keeping the web page in such spectacular shape. This year we will have an active business meeting, with constitutional amendments, discussion of future conference sites, election of a 2nd VP and Secretary, and our first presentation of the Felix Fabian Founders Award (details and submission guidelines – where else – on the web page).

Please be sure to read the Treasurer's report below on Tom's work to bring us in line with the IRS – no easy feat. We are now recognized as a Non-Profit Private Foundation. Tom has some constitutional amendments that we must make to maintain this status so please read carefully. You'll get an email with the full set of constitutional amendments the executive board is proposing soon and those will also be placed on the web page.

As a final heads up for this letter, please note that we now have a vendor packet and a sponsorship packet on the web page so please feel free to hand out to anyone you think is relevant. You should all look at the sponsor page as we have many new opportunities for sponsorship, some as affordable as \$30. Our sponsors are the ones who really make our conferences possible so thank you ahead of time for your support.

Thanks for everything you all do to make this region and our organization so wonderful.

Lorie



First Vice President
Claudia San Miguel

Hi all,

I'm looking forward to seeing you in Houston. This year's conference is on track to be very successful. Special thanks to Helen Taylor-Green, Christine Nix, and David Montague for their help coordinating the conference location/hotel.

As always, please encourage your students to attend our annual conference and participate in panel discussions, the Quiz Bowl, and our CSI Competition.

Don't forget to join us at our mid-year meeting during the ACJS conference in Dallas.

See you soon!

Claudia





Second Vice President
George R. Franks

Once upon a time (no, this is not a fairy-tale), I served as the executive director of a very large organization. I found that we were bounded by multiple factors in consistently producing an affordable conference for our participants. I found that careful oversight and experience could contribute greatly to our success; there were factors that we could control; but I also found that some other factors were completely out of our control. The same is true with SWACJ, but you can help with three of these:

1. Let us know you are coming by going online and prepaying your registration. When you tell us that you are coming, we plan accordingly; and the hotels do not give us “credit for no-shows”. A participant is reasonably upset when they have preregistered, arrive, and find that they have not been accounted for in the meal preparations. Unfortunately, some think that registering, but not paying, and then failing to show-up is okay. Nothing hurts a conference budget more than paying for unused meals, and not getting the revenue from the registration fee.
2. Help us find sponsors, and consider one for you. We have a variety of levels for sponsorship, including two that are intended for members. A single line of 80 or less characters is only \$30; your name (or whatever you reasonably want) will be added in a double line-spaced page of other supporters. For \$100 you can have a quarter page advertisement/sponsorship and also receive acknowledgement in our post-conference newsletter. This is a great way to add support to the work SWACJ does in providing a forum for presenting and discussing current research in Criminal Justice and Criminology. Your contribution will help offset the cost of providing discounted memberships and conference attendance to students.
3. Register and stay at the conference hotel. Based on my past experience, I shudder a bit when I hear participants brag about finding a cheaper rate at another hotel. I know this means two things: They are not going to participate at the same level they would if lodging at the conference site; and, the conference lost room nights toward deferring some of the costs of the conference. Your lodging room nights, at the conference hotel, defer the costs of meeting rooms, and sometimes lowers meal costs. Of course, everyone wants a good deal; but understand that everyone pays for your “good lodging deal”.

The real bottom line of my contribution to the newsletter is: Help us keep the costs down, so that you and others may continue to enjoy one of the best values in higher education conferences. I also want to assure you that we do our part as well; untold emails and telephone conversations

are filled with concerns about how we can make this a great conference for our members, without depleting your travel funds. Remember, your officers are volunteers; there are no paid staff for SWACJ.

This is set to be a great conference, with a wonderful location. I hope to see you there!

My best,
George



Treasurer
W. Tom Jordan

Treasurer's Report

In this column, I want to discuss our recently reinstated 501(c)3 status. But first, the essentials. Normally, the Association has very little financial activity in the first part of the year, and that is true for 2012 as well. At the end of October, we had \$6053 on hand. At the end of May, we have \$7119.

You may have noticed the minimal increases in our membership and Annual Meeting fees. Planning for the 2012 meeting has brought into sharp focus the fact that our fee structure has not kept pace with the cost of a quality conference. The Association officers believe that this issue deserves broader discussion before significant changes are made, so we ask that you plan to attend the business meeting this fall where we will address the budget and cash flow of the organization.

501(c)3 status: As of February 22, 2012, SWACJ has been reinstated as a recognized 501(c)3 organization that is exempt from Federal Income Tax and that may receive tax deductible contributions. For those who may not have attended the business meeting in October, I wanted to take a few lines to give the background for this.

SWACJ first applied for and gained IRS recognition as a non-profit organization in the 1970's (at that time, under the name Southwestern Association of Criminal Justice Educators). At some point after that, IRS tax returns became required, but were not filed. Eventually, the organization was reclassified as a "private foundation" which is the default classification for non-profit organizations unless the organization demonstrates otherwise with annual filings. At some point, the organization was dropped from the IRS list of recognized organizations. This occurred so far in the past that the IRS could not find the date of the action but their personnel thought it was in the 1980's or 1990's. Having spoken to IRS representatives and a tax accountant, it is clear that this same problem has occurred with many

When we found that we were out of compliance, we rebuilt several years of financial data and applied for reinstatement as a recognized 501c3 organization prior to the 2011 Annual Meeting. We received that recognition in February. We are currently classified as a private foundation, rather than the more fitting “public charity” because that was the last official classification that we had with the IRS. After five years of operating in compliance with the public charity guidelines, we will be eligible to receive public charity status.

Now, what difference does this make to you the member? Probably, none at all. Our mission and activities all remain exactly the same. What difference does it make to the organization? Almost none at all. There are three things that we must do. First, we must file a longer private foundation tax return each year rather than the “postcard” tax return for small private charities. Because of the complexity of the return itself (IRS Form 990pf) the executive board has authorized me to consult a tax accountant to complete this form. Second, we will need to add some verbiage to our Constitution so that it fits the IRS requirements of a private foundation. Elsewhere in this newsletter, please pay attention to the changes we are requesting for the Constitution. They include necessary changes to keep us compliant with the IRS. We will vote on these changes at our Annual Meeting Business Meeting. Finally, we will be creating a new section on the website that provides public access to our IRS documentation. This is the easiest way to provide public access to information that the IRS requires be available to the public.

Personal Comment: Having served half of my elected term of office, I think it is a good time to outline what I wish to accomplish as your Treasurer. When elected in October 2010, my primary motivation was to serve the Association that I had come to enjoy being a part of. My modest expectations were to at least help maintain the functions of the organization and at most make some small improvements on our financial record keeping. Looking to a time when you will elect a new treasurer, my goals are to hand over a good record-keeping system, efficient financial processes for members, program attendees, and vendors, and a stable IRS reporting process. I believe that we are making excellent progress in these areas. It is a joy to work with the leadership of your Association. They have exemplified a servant attitude and I appreciate so much more all of the work they have done and are doing. If you have any suggestions or questions, I hope that you will email or call. I look forward to seeing all of you in Houston.

Tom Jordan, Treasurer
swacj.treasurer@gmail.com





Secretary
Christine A. Nix

All,

I hope this finds you thoroughly enjoying the summer. It is not too early to make plans (room reservations at the NASA Hilton, online check of the Kemah Board activities, conference registration, and participation) for the annual conference. The September deadlines for abstracts, posters, and other participation opportunities are fast approaching.

The Board is well into preparations for the conference. We rely on the membership to help recruit participants and potential members and assist in obtaining sponsorships and vendors. As secretary, I have a new appreciation for the “behind the scenes” assistance the membership provides in making each conference a success.

I want to give a special shout out to Dr. Helen Greene (Texas Southern University) for her assistance this year as the conference site coordinator. Helen keeps us on informed and on track.

In this newsletter, you will find updated hotel reservation information, a new sponsorship form, and an update on the former Southwest Journal of Criminal Justice (SWJCJ). With the exception of the 2012 program, all other needed information, forms, and links are located at www.swacj.org. Of course, if you have questions, comments, or concerns – never hesitate to call or email.

At the end of this newsletter is a copy of the Proposed Amendments to the SWACJ Constitution for discussion at the 2012 business meeting on Friday 5 October. In addition, a copy of the proposed changes will be sent via email and available at www.swacj.org.

The central location of the conference proceedings this year ensures more opportunity to have a great meeting of the minds. I look forward to seeing you in October.

Until then, take care and be blessed in your travels,

Christine

Minutes
SWACJ General Business meeting at ACJS, NYC
14 March 2012

Board members present: Claudia San Miguel, 1st VP (presided over meeting)

Will Oliver (sitting in for other Board Members)
Christine Nix, secretary

Claudia: Called the meeting to order. Announced Lorie Rubenser, President, unable to attend. Asked Dr. Helen Greene to give a report regarding the conference hotel for SWACJ 2012.

Helen: The conference is October 4-7 in Houston at the Nassau Hilton @ Clearlake near Kemah. The bottom floor of the hotel is dedicated to SWACJ conference. The hotel is very nice and the staff is very friendly.

Claudia: This year there will be poster presentations along with the student quiz bowl and Crime Scene Investigation competition. There was a great turn out for both the student quiz bowl and the Crime Scene Investigation competition.

The new *Journal of Qualitative Criminal Justice & Criminology* discussion led by Will Oliver.

Will: Have been working on building the editorial board. Have twenty-two phenomenal qualitative authors signed up. Two authors turned down the offer due to difference in opinion re: qualitative v. quantitative journals.

Three publishers, Sage, Springer, and Rutledge expressed initial interest in publishing the new format. Springer has bowed out. Sage and Rutledge wrote up marketing plans and still waiting to hear from both. While waiting have gone forward with the journal. Two submissions already received and desk rejected.

Ads for the new journal can be viewed at:

ACJS online

The Anderson Publishing Ad

SWACJ newsletter

The journal has a dedicated email at Sam Houston State University.

Claudia: Craig Hemmons, ACJS 1st VP held a meeting with the regional executive board members and Christine attended.

Christine: The purpose of the meeting was increased communications between ACJS and the regions. Discussed was clarification of what ACJC tells regions to do and elections of trustees in regards to residency requirements. ACJS board to discuss the definition of residency/working requirement for members wishing to run for a trustee position. Also discussed was the future collaboration of a combined regional reception at ACJS. The purpose is to have members get to know one another better. Craig Hemmons has pledged matching funds for a joint regional reception. In 2011, SWACJ suggested to the other regions – providing ad space in regional newsletters for one another's call for papers.

Discussed was the fact that for IRS purposes ACJS and the five regions are independent of one another and have no fiduciary relationship. ACJS cannot give the regions money. The president can, however, donate funds for a reception as a special line in the budget.

Having all regional meetings (Executive Board, ACJS to Regions, Regional General Business meetings, and reception) on Thursday at ACJS meetings to be discussed.

To encourage up to date membership dues – Cathy Barth will explore embedding a link to each individual region on-line membership form for the purpose of reminding members to pay dues. The same from the individual regions to ACJS.

Claudia: Any other business?

Christine: Requested Dr. Greene discuss sponsorships for the upcoming 2012 SWACJ conference.

Helen: Need to consider if SWACJ wants to seek sponsorships to help offset the cost of the conference. Should consider probation and district attorney associations and ask for \$500-\$1000 each.

During the site visit – the Hilton representative asked about membership dues and conference fees and advised – they need to be raised in order to maintain the level of expectation for a good conference.

Claudia: Need to begin discussion of location for the 2013 conference. Texas State University has tentatively offered to host in San Marcos and Texas A&M San Antonio in San Antonio.

Questions/comments?

Phil Rhoades: IAW the by-laws if not meeting out of state the 3d year in the cycle – there must be a waiver or suspension. Having just achieved lost IRS status – we do not want to make mistakes. The membership must be notified by July.

Christine: The notification date is Friday 7 July; ninety days prior to the SWACJ business meeting for Friday, 5 October. Notification will be conducted by email per the 2010 change to the constitution.

Christine: Will Oliver recently finished his term as SWACJ regional trustee. David Montague, UALR, is now regional trustee for SWACJ. Will is petitioning to run for Trustee-at-Large and needs 75 names to be placed on the ballot. The petition was made available for members in good standing with ACJS to sign if so desired.

Claudia: Meeting adjourn.



Regional IV Trustee
David Montague

As your regional trustee, I proudly bring greetings from the ACJS Board of Directors. Things have been busy at ACJS and please allow me to share some highlights.

After many years of outstanding service, ACJS recently worked diligently to select a new Executive Director. Mittie Southerland has served wonderfully as the ACJS "Founding" Executive Director and will have "large shoes to fill," but we were luckily able to secure Mary K. Store as the new Executive Director. Mary brings a wealth of experience to this position and is the recipient of numerous awards and other accolades from ACJS, so we should be in "good hands."

As some of you might know, the Washington, D.C. Area has experienced some unusual weather recently which caused significant damage and power outages in that area. We received reports during this time from the ACJS office in that area that there was a loss of power, but no damage and most importantly, no injuries.

On a different note, the Board of Directors and staff of ACJS is busy arranging the annual meeting to be held in Dallas, Texas this spring and the Board will make a site-visit in August there (our mid-year meeting) in order to work on final plans for the spring meeting. Please know that our body has been working hard to address numerous proposals impacting ACJS and that I will do my best to keep the Southwest Region as informed as possible toward this end.

Regards,
David





Journal Editor
Will Oliver

Journal of Qualitative Criminal Justice & Criminology – Editor’s Report

As most of you know by now, our original journal, *the Southwest Journal of Criminal Justice* has now published its last issue – Volume 8, Number 2. If you have not seen it, please go to the SWACJ website. Lorie Rubenser, our President no less, stepped in to edit the last issue. It stands as a nice final issue to our old journal and Lorie should be commended for the hard work she put into getting the issue ready. Thanks also go to Suzi Belles who did the copyediting and Bill Stone for formatting the issue for the website.

I hope everyone has seen at least one call for papers for the new journal. I have been trying to advertise everywhere – other regional associations, ASC, Qualitative Reporter, etc. It must be working because to date I have received 12 manuscripts, and I think that is a positive sign.

I have been getting some great feedback on the journal – all very positive. Here are a few examples: “Thank god! Why has it taken so long for there to be a qualitative outlet in the criminology field! I bemoan this fact regularly!” And another, “I am writing because I am keenly interested in your new journal and see it filling an extremely important niche in the field.” It would seem the goal of generating a more widely received journal is working.

To that end, I would like to point out that the journal has also obtained the support of many of the leading scholars and researchers throughout not only the United States, but across the globe. The editorial board of JQCJC, as it now stands, is listed below. I hope you will agree with me -this is a very impressive editorial board. My humble thanks are extended to these very busy scholars who agreed to be added to the board.

I wish I had some good news to share regarding a publisher, but negotiations are still taking place in regard to finding a journal publishing company to publish the journal. I hope to have some final (and good!) news come the fall conference in Houston.

I will be doing some additional advertising for the journal this fall not only at the SWACJ conference, but also at ASC. I was asked to be on a roundtable regarding qualitative research to discuss the new journal. Hopefully that will give the journal some additional added exposure. If anyone is attending ASC in Chicago, stop by the roundtable.

In closing, let me say it is an honor to be the editor of the region’s new journal, and I am really excited about the prospects for its future. I encourage all of you to consider JQCJC as an

outlet for your qualitative work, and please feel free to inquire about the journal by contacting me at the journal's e-mail address: jqcjc@shsu.edu

See you all in Houston!

Will Oliver, Editor
Journal of Qualitative Criminal Justice & Criminology

Update on the Southwestern Journal of Criminal Justice (SWJCJ)

The final edition of the journal – 8(2) has been posted to the web site. This is a supersize edition with many fine articles. Thank you all for your hard work helping get this settled and for your patience in the process.

There will be no further editions of this journal. Please be sure to support the new journal by sending your qualitative research pieces for review.

Moving forward, we will try to create a “conference proceedings” from the 2012 conference. This will become an annual thing that is separate from the journal, but allows us to showcase all the wonderful presentations from our conference. Please plan ahead to submit your work after the conference.





Southwestern Association of Criminal Justice

CALL FOR CONFERENCE PAPERS

**Annual Meeting
October 4-6 2012**

Houston, Texas

**Conference Theme for 2012:
“A Decade of Homeland Security: Lessons Learned”**

Submit abstracts electronically to*:

Lorie Rubenser, Ph.D.
rubenser@sulross.edu

Visit www.swacj.org for details

**DEADLINE FOR ABSTRACTS: Midnight; September 9,
2012**

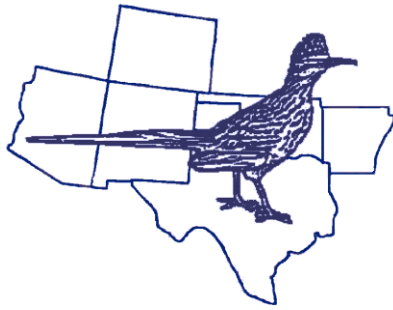
*No person's name may appear more than twice as author or presenter.



Southwestern Association of Criminal Justice

2012 SWACJ Annual Meeting Abstract and Panel Participation Form (Submit a separate form for each presentation)

<p>Contact Information: Name: _____</p> <p>Affiliation: _____</p> <p>Mailing Address: _____ _____</p> <p>Telephone: _____ FAX: _____</p> <p>Email: _____</p> <p>I wish to (check all that apply):</p> <p>Present a paper _____ New! Poster session _____ Chair a panel: _____ Serve as a poster session monitor _____</p> <p>Organize a workshop or roundtable: _____</p> <p>Organize a panel: _____ Present a student paper: _____</p> <p>Serve as a discussant: _____</p> <p>Attend, but not present: _____</p> <p style="text-align: center;">PLEASE SUBMIT ABSTRACTS BY SEPTEMBER 9, 2012</p> <p>Return form to: Lorie Rubenser rubenser@sulross.edu</p> <p>Paper title: _____</p> <p>Paper Abstract: (100 words or less- Please use complete sentences and refrain from using references, tables, or quotations. Feel free to attach your abstract on a separate sheet or insert below.</p>
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2012 ANNUAL MEETING REGISTRATION

Southwestern Association of Criminal Justice

All attendees must fill out a registration form. Information from this form is used to estimate attendance at the President’s Reception and the luncheon! Guests may be listed on the same form as their sponsoring participant.

Abstracts and other participation applications should be sent on the Abstract and Panel Participation Form to Lorie Rubenser.

Participant Information

Name:

Affiliation:

Telephone:

E-mail:

	Postmarked September 10, 2012 or earlier	On-Site or postmarked after September 10, 2012
Regular Member Participant	\$60	\$80
Regular Non-Member Participant	\$80	\$100
Student Participant	\$50	\$50
Guest of Regular Participant	\$45	\$45

Name of Guest (if applicable): _____

TOTAL DUE:	
Method of Payment (check one)	
<input type="checkbox"/> PayPal – from SWACJ website	
<input type="checkbox"/> Check Enclosed	

Please note: Please make sure that your check or money order has the name(s) of the person(s) the payment is intended to help avoid processing errors.

I will be staying at the meeting hotel ____ YES ____ NO

I will be bringing _____ students/attendees

Makes checks Payable to
Southwestern Association of Criminal Justice
Mail to:

W. T. Jordan, Ph.D.
Assoc. Professor of Criminal Justice
Texas A&M University-Texarkana
College of Education & Liberal Arts
7101 University Ave.
Texarkana TX 75503
tom.jordan@tamut.edu



2012-2013 Membership Form

Southwestern Association of Criminal Justice

Contact Information:

Name:

Affiliation:

Mailing Address:

Telephone:

E-mail:

PLEASE INDICATE MEMBERSHIP CATEGORY (PLEASE SELECT ONE):

Educator/Professional = **(\$40)** _____

Student = **(\$20)** _____

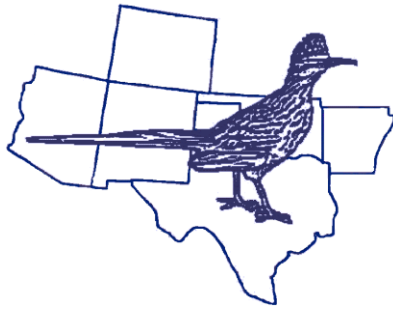
If requesting student membership, tell us the name of your

School: _____ and your Instructor: _____

TOTAL DUE:	
Method of Payment (check one)	
<input type="checkbox"/> PayPal – from SWACJ website	
<input type="checkbox"/> Check Enclosed	

Makes checks payable to
Southwestern Association of Criminal Justice
 Mail to:

W. T. Jordan, Ph.D.
 Assoc. Professor of Criminal Justice
 Texas A&M University-Texarkana
 College of Education & Liberal Arts
 7101 University Ave.
 Texarkana TX 75503
tom.jordan@tamut.edu



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Student Participant	\$50	\$50
Guest of Regular Participant	\$45	\$45

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Texarkana TX 75503
tom.jordan@tamut.edu

Poster Session

Southwestern Association of Criminal Justice

The *Poster session* offers the opportunity to participate in an innovative, progressive, interactive presentation of your research guaranteed to reach a wider audience than traditional panel presentations.

The poster session is a collection of visual displays of research that encourages informal interaction between authors and attendees. The primary author of a Poster presentation must be in attendance and committed to stay throughout the presentation.

How to be a Poster Presenter:

Submit presentation topics via the **Abstract and Panel Participation Form**. Upon acceptance, prepare a visual presentation for your paper, and bring it to Houston.

Set up your presentation in your assigned spot 30 minutes BEFORE the poster sessions begins and remain at your spot for the full time the poster session is scheduled.

The poster presentation

A poster consists of two components. First, it is a visual display of research and secondly, it involves interaction with the audience. The research is usually PowerPoint slides or some other computer software. Then the slides are printed and placed on a poster stands provided by SWACJ. The visual display includes text, tables, graphs etc. Some people choose to have their posters printed professionally or laminated; this is a personal preference but is not required. The second component of the poster research requires that the author(s) interact with the audience during the allotted session time. Conference participants browse the displayed visual presentations of research and have an opportunity to inquire about the research.

Anyone interested in presenting research may do so by submitting an **Abstract and Panel Participation** form no later than **midnight 9 September 2012**.

No one can present* more than one poster presentation at the conference. However, participants may be a co-author of research with other co-authors who will present the additional research. Each poster presentation must have an author present to interact during the duration of poster session. (*No person's name may appear more than twice as author or presenter).

No unattended presentations. At least one presenter is required to stand by your poster for the entire session. If there is more than one author, it is acceptable to alternate or split up times with your coauthor(s). If your research is accepted, we will expect someone to be available to present it in your place. Please plan and have a backup person who can present the research on your behalf if you cannot attend the conference.

Please contact Christine Nix at swacj.org@gmail.com with questions regarding the poster session.

2012 SWACJ STUDENT PAPER COMPETITION

WHO IS ELIGIBLE?

Graduate and undergraduate students currently enrolled (and those who will be enrolled for the fall 2012 semester) in a university, college, junior college or community college within the Southwest Region.

AWARDS:

	<i>Graduate Student</i>	<i>Undergraduate Student</i>
First Prize	\$250*	\$100
Second Prize	\$150	\$75
Third Prize	\$100	\$50

* The winner of the graduate student paper competition will be invited to have their work included in the Special Conference Edition of *The Southwest Journal of Criminal Justice*.

JUDGES:

Judges must be active within SWACJ and will be selected from the updated membership list. Judges may or may not elect to award all of the prizes available depending on the number of entrants and quality of the papers.

ENTRY RULES AND REGULATIONS:

1. Student(s) must author the paper; no faculty/student joint papers will be considered.
2. The paper must be an original work; it may be especially prepared for the 2011 SWACJ annual meeting, or it may be a revision of a paper prepared for coursework at the student's home university or college.
3. The paper must be submitted electronically to: **christine.nix@umhb.edu**
4. To be considered for competition, entries must be received by **midnight, September 9, 2012.**
5. The paper must meet standard publication formats as established at the student's home university or college.
6. The title page of the paper should include the student's full name and address, school affiliation and status as either graduate or undergraduate.
7. The author's name and affiliation **should not** appear on any other page of the submitted paper.

PRESENTATION OF SUBMITTED PAPERS:

Students are **not required** to attend the annual meeting or to present their papers to be eligible for the awards. However, we do encourage students to present their papers in the supportive atmosphere of the annual meeting.

Students who submit papers for presentation are **not obligated** to enter the paper contest. The paper competition is strictly voluntary.

RECOGNITION OF THE WINNERS AND PRESENTATION OF THE AWARDS
WILL BE MADE AT THE CONFERENCE LUNCHEON

-- All Students Encouraged To Participate --

Call for Teams

The Southwestern Association of Criminal Justice
is pleased to announce the
Second Collegiate Undergraduate Team
Crime Scene Interpretation Competition

Friday October 5, 2012
Beginning at 2pm
Location to be announced

The competition will be held as part of the Annual Meeting of the Southwestern Association of Criminal Justice (SWACJ). Teams will photograph, sketch, and document a processed crime scene.

Teams may consist of up to five members. Teams must be sponsored by a faculty member of their home institution who is a member of SWACJ. All team members must be registered as meeting attendees. We ask that teams not include professional, reserve, or former peace officers or crime scene technicians regardless of status as students.

Teams will be judged on professionalism, accuracy of processing and interpretation, and compliance with recognized standards and protocols.

For further information or registration, team sponsors should send an email to

George Eichenberg at:
eichenberg@tarleton.edu

**To be considered for competition, entries must be received by
midnight, September 9, 2012.**



Annual SWACJ Undergraduate Student Criminal Justice Quiz Bowl

Team Composition: A team will consist of two to four members. Team members must be registered for the Annual Meeting as students. Teams will be registered on a first to register, first to qualify basis. A maximum of 8 teams will be allowed to participate. Each college or university participating in the SWACJ Annual Meeting may enter *one* team.

Teams must pre-register by contacting Dr. Claudia San Miguel (csanmiguel@tamiu.edu) by **September 9, 2012**. Teams do not have to list exact members to pre-register for the Quiz Bowl – simply indicate that a team from a particular program will participate. Exact members must be indicated at conference check in where registration for the conference will be verified.

Relays (Rounds): There will be two relays plus the championship round. For the two relays, teams will be divided as evenly as possible. Placement/assignment of the teams for relays will be done randomly. The winning team from each relay will then compete for the championship. The two teams in the championship will not carry any previous points (or standing) from the first relays. Thus, both teams in the championship will start with zero points. The team with the most points in the championship round will receive the first prize (\$250). The second prize winners will also receive a cash award (\$150). **Prize money** for first and second place will be given to the faculty advisor for the winning teams to be used as they determine.

Teams in the first relays will be quizzed from the categories of:

1. **Introduction to Criminal Justice** – Five questions commonly found in intro CJ textbooks.
2. **Courts and Criminal Procedure** – Five questions from courts and/or criminal procedure textbooks.
3. **Women and Minorities** – Five questions relating to the impact of the CJ system on Women and Minorities
4. **Criminological Theory** – Five questions about theories of criminality.

In the event of a tie, the category will be *potpourri* for best of two out of three questions.

Teams in the championship relay will compete for first place. They will be quizzed from:

1. **Law of Arrest, Search, and Seizure** – Five questions.
2. **Major Supreme Court Decisions** – Five questions.

In the event of a tie, the category will be *potpourri* for the best of two out of three questions.

In all relays, Team Captains will have buzzers to ‘buzz-in’ when their team is ready with a correct answer. The Team that buzzes in first will be given the first opportunity to answer. Should that team give an incorrect response; the next team to buzz in will be given opportunity to answer, and so on down the line.

Good sportsmanship will be observed at all times by all participants and spectators. Individual participants who engage in rude, disrespectful, or unsportsmanlike behavior may be disqualified. Participants must keep cell phones out of sight during the Bowl. Spectators who engage in rude, disrespectful, or unsportsmanlike behavior may be asked to leave the event. This includes attempting

Texas Association of Criminal Justice Educators Tory J. Caeti Student Presentation Scholarship

Who is Eligible?

Undergraduate students currently enrolled (and those who will be enrolled September 2012) in a university, college, junior college or community college within the Texas Association of Criminal Justice Educators of the Southwestern Association of Criminal Justice.

Presentation of submitted papers:

Students are required to attend the Southwestern Association of Criminal Justice annual conference and present their papers to be eligible for the scholarships.

Awards:

Registration fee for the top two winners for the Southwestern Association of Criminal Justice annual conference.

Criteria:

1. The paper must be authored by student(s) only. No Faculty/student joint papers will be considered.
2. The paper must be an original work.
3. Undergraduate students currently enrolled (and those who will be enrolled September 2012) in a university, college, junior college or community college within the Texas Association of Criminal Justice Educators of the Southwestern Association of Criminal Justice.
4. The paper **must not** be a winner in the SWACJ Student Paper Competition.
5. Three copies of each paper must be submitted before **September 9, 2012** to the current president of the Texas Section:

James E. Blair
South Texas College
Starr County Campus
Criminal Justice – Social Sciences
142 FM 3167
Rio Grande City, TX 8582
jblair@southtexascollege.edu

Papers received after the deadline will not receive consideration.

6. The paper must meet standard publication formats as established at the student's home university or college.
7. The paper will be judged at the conference after the luncheon by a panel of 3. The panel will be appointed by the current president of the Texas Association of Criminal Justice Educators.
8. The title page of the paper should include the student's full name and address, school affiliation and status as either graduate or undergraduate.

**Southwestern Association of Criminal Justice
2012 Annual Conference Sponsorship Opportunities**

The Annual Conference of the Southwestern Association of Criminal Justice will be Thursday, October 4th through Saturday, October 6th, 2012, in Houston, Texas. SWACJ is a regional organization consisting of criminal justice/criminologist educators, students, and researchers.

SWACJ is committed to promoting the Annual Conference as a forum for presenting and discussing current research in Criminal Justice and Criminology. SWACJ is territorially defined as encompassing Arizona, Arkansas, Colorado, New Mexico, Oklahoma, and Texas; participants generally come from across the United States.

This year, SWACJ is offering sponsorship opportunities at the following levels:

All sponsorships must be submitted and paid by August 1, 2012.

Price	Level of Sponsorship	Sponsor Benefit
\$10,000	Conference Sponsor (1)	Signage at registration, recognition at general session, full-page advertisement, and acknowledgement in newsletters for the year.
\$3,000	Conference Luncheon Sponsor (1)	Signage at luncheon, recognition at luncheon, full-page advertisement, and acknowledgement in the post-conference newsletter.
\$2,000	Breakfast Sponsor (2)	Signage at sponsored breakfast, full-page advertisement, and acknowledgement in the post-conference newsletter.
\$1,000	Break Sponsor (3)	Signage at sponsored break, full-page advertisement, and acknowledgement in the post-conference newsletter.
\$1,000	Student CSI Competition (1)	Signage at event, full-page advertisement, and acknowledgement in the post-conference newsletter.
\$750	Student Quiz-Bowl Competition (1)	Signage at event, full-page advertisement, and acknowledgement in the post-conference newsletter.
\$450	Inside front cover advertisement (1)	Full-page advertisement on inside front cover, and acknowledgement in the post-conference newsletter.
\$400	Inside back cover advertisement (1)	Full-page advertisement on inside back cover, and acknowledgement in the post-conference newsletter.
\$300	Full-page advertisement	Full-page advertisement, and acknowledgement in the post-conference newsletter.
\$175	Half-page advertisement	Half-page advertisement, and acknowledgement in the post-conference newsletter.
\$100	Quarter-page advertisement	Quarter-page advertisement, and acknowledgement in the post-conference newsletter.
\$30	One line of 80 or less characters and spaces (sharing a common page)	This is a great way for individuals to show their support for SWACJ.

(Advertisement Dimensions: Full-page is 4.5" x 7"; Half-page is 4.5" x 3.5"; Quarter-page is 2" x 3.5")

For further information, to submit appropriate camera-ready artwork, and make payments contact our Treasurer:

W. T. Jordan, Ph.D., SWACJ Treasurer Assoc., Professor of Criminal Justice, Texas A&M University-Texarkana College of Education & Liberal Arts, 7101 University Ave., Texarkana TX 75503

treasurer@swacj.org

Payments may be submitted through PayPal!



Conference hotel
Hilton Houston NASA Clear Lake
3000 NASA Pkwy
Houston, TX 77058-4322
832-864-0102

Group Name: Southwest Association of Criminal Justice
Group Code: SAC
Check-in: 03-OCT-2012
Check-out: 07-OCT-2012

Single/double occupancy - \$109 (not including applicable taxes)

SWACJ web page address is:

http://www.hilton.com/en/hi/groups/personalized/H/HOUNBHF-SAC-20121003/index.jhtml?WT.mc_id=POG

For more information contact us at:
swacj.org@gmail.com

Proposed Amendments to the SWACJ Constitution

A redline designates proposed amendments. Anything in red is new, and anything in red with a line through is to be removed.

We have made several edits, which do not change anything substantive, but clean up poor grammar or typos. The change in Journal title and description is also reflected in these edits.

We have also proposed some significant changes: adding the Immediate Past President and Web Master as members of the board, creation of an Awards Committee, and some adjustments in the time frame and duties for the Treasurer.

A copy of this redlined constitution will be available on the web site as well as in this email. Please review carefully. Any comments or questions may be addressed to Lorie Rubenser, President – rubenser@sulross.edu

These proposed amendments will be subject to discussion and a vote that will be taken at the general business meeting at our October conference.

SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE

ARKANSAS • ARIZONA • COLORADO • NEW MEXICO • OKLAHOMA • TEXAS

www.swacj.org

SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE CONSTITUTION - Revised October ~~2010~~ 2012

ARTICLE I NAME

The name of this association shall be the Southwestern Association of Criminal Justice, hereafter referred to as the “Association.”

ARTICLE II OBJECTIVES

The objectives of the Association shall be:

- (1) To provide communication among individual members, among other organizations and associations of higher education, and among components and agencies of the criminal justice system;
- (2) To promote a high standard of education in the administration of justice;
- (3) To encourage progress in criminal justice planning and research.

ARTICLE III MEMBERSHIP

Section 1 Regular membership shall be open to those employed in the field of criminal justice education or professionals in the field of criminal justice who have an interest in criminal justice education.

Section 2 Student membership shall be open to students studying and/or researching criminal justice at an accredited college or university. Student members shall enjoy all privileges of

regular members except voting and may only hold such offices or committee memberships as designated by the Officers as specifically for student members.

Section 3 Secondary School Student membership shall be open to students researching and/or studying criminal justice at an accredited secondary school or home school program. Secondary school student members shall enjoy all privileges of regular members except voting and may only hold such offices or committee memberships as designated by the Officers as specifically for secondary school student members. Additionally, secondary school student members may only attend the annual meeting by invitation of the President in accordance with requirements as set by the Officers.

Section 4 An eligible person interested in election to membership in the Association will submit a completed written application on a form adopted by the Officers and tender payment of dues for the appropriate level of membership, as set at the time of application, to the Treasurer.

Section 5 To maintain good standing, members must have paid annual dues and their membership must not have otherwise been suspended or terminated.

Section 6 Any member one year in arrears for dues after the annual meeting shall have their membership terminated; reinstatement shall be according to policy established by the Officers.

Section 7 Whenever an issue concerning any application of any person arises, that application and any other pertinent information shall be forwarded by the Secretary to all Officers for action, subject to further review or direction by the membership of the Association. Any membership may be suspended by a two-thirds vote of the Officers 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 based on consideration of the Association's stated Objectives (as noted in Article II) and undertaken in accordance with the procedures outlined under Rule 60 in Roberts' Rules of Order Newly Revised.

Section 8 Only regular members in good standing shall be allowed to vote.

ARTICLE IV OFFICERS

Section 1 The Officers of the Association shall consist of the following:

Immediate Past President

President

First Vice President (President Elect)

Second Vice President (1st Vice President Elect)

Secretary

Treasurer

Web Master

Section 2 All Officers shall be members in good standing of the Association.

Section 3 The Officers shall provide general policy direction for the Association.

Section 4 The duties and responsibilities of the Officers are noted in

Appendix A ("Duties and Responsibilities of SWACJ Officers, the Regional Trustee, ~~the SWACJ Webmaster~~, the Audit Committee, the Webmaster, ~~the Awards Committee~~ and the Journal Editor")

ARTICLE V ELECTION, RECALL AND APPOINTMENT OF OFFICERS

Section 1 The Officers of the Association shall be elected in accordance with the procedures stated within the Constitution.

Section 2 Elections shall be held at the annual meetings. A candidate shall be considered elected who receives the majority of votes of members in good standing who are in attendance and voting at the annual business meeting.

Section 3 Officers may not serve consecutive terms, with the exception of the Secretary ~~and~~ the Treasurer, **and the Web Master** who may be continued in office more than one consecutive term.

Section 4 All Officers are expected to attend all meetings of the Association and shall be subject to recall for absence from three consecutive meetings of the Officers without reasonable cause as determined by the Officers.

Section 5 The **Immediate Past President**, 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 and the Treasurer shall serve terms of three years.

Section 6 Any Officer may be suspended or 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.

Section 7 Procedures in the case of resignation, recall or death of an Officer shall be established by the Officers.

ARTICLE VI MEETINGS

Section 1 There shall be an annual meeting, the time and place to be determined by the Officers and approved by the membership.

Section 2 The Association shall hold its Annual Meeting at a place designated by the Officers during the Fall academic term each year.

Section 3 A mid-year meeting of the Association (which shall not qualify as a "Special Meeting") shall be held in conjunction with the Annual Meeting of the Academy of Criminal Justice Sciences. The time and place of the meeting is determined by ACJS personnel.

Section 4 In meetings of the Association and the Officers, the agenda shall be established by the President or presiding officer.

Section 5 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 of the Association.

ARTICLE VII AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended at an annual business meeting of the Association.

Constitutional amendments should be labeled "Amendments to the Constitution" and notification given by ~~mail~~ electronic mail to the general membership and a posting on the organization's web site at least ninety days prior to the annual meeting. Proposed amendments may be received by petition from twenty-five percent (25%) of the membership. The vote of two-thirds (2/3) of the membership present and voting at the annual meeting is required for the passage of a Constitutional Amendment.

ARTICLE VIII DUES AND FUNDS OF THE ASSOCIATION

Section 1 The annual dues for all membership categories shall be set by the Officers.

Section 2 All revenues generated by the Association shall be placed in a general fund created by Treasurer.

Section 3 The Officers 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 its objectives.

Section 4 Funds received with restrictions shall be administered in a manner established in agreement between the grantor and the Association.

Section 5 The Audit Committee of not less than three regular members of the Association shall inspect the financial records of the Treasurer at least annually. The Audit Committee will submit the report of its findings to the Officers and the general membership. Immediate notification of any irregularities will be made to the President.

ARTICLE IX COMMITTEES

Section 1 There shall be ~~a~~ **two** Standing Committees of the Association: The Audit Committee and the Awards Committee.

Section 2 The President shall designate Association members to serve on the ~~Standing Audit~~ Committee. The Immediate Past President shall Chair and designate Association members to serve on the Awards Committee.

Section 3 The duties and responsibilities of the committee members are noted in Appendix A.

Section 4 The President may create 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 X ASSOCIATION JOURNAL

Section 1 The Association is authorized to publish a peer-reviewed ~~electronic~~ journal entitled ~~the Southwest Journal of Criminal Justice~~ **Journal of Qualitative Criminal Justice and Criminology** (hereafter referred to as the Journal).

Section 2 The editor of the Journal shall be selected by the Officers.

Officers under consideration for editorship of the Journal shall be excluded from the selection process.

Section 3 The editor of the Journal shall serve a term of three years or until their successors have been duly elected and qualified.

Section 4 The duties and responsibilities of the editor are noted in Appendix A.

ARTICLE XI ~~WEBMASTER~~- Association Web Site

Section 1 The Association is authorized to post a Website containing information promoting and furthering the objectives of the Association.

~~Section 2 The Webmaster shall be selected by the Officers. Officers under consideration for Webmaster position shall be excluded from the selection process~~

Section ~~3~~ **2** The Webmaster shall serve a term of three years or until their successor has been duly elected and qualified.

Section ~~4~~ **3** The duties and responsibilities of the Webmaster are noted in Appendix A.

ARTICLE XII EDUCATIONAL AND SCIENTIFIC PURPOSES

This Association is organized exclusively for educational and scientific purposes including, the making of distributions to organizations that qualify as exempt organizations under section 501 (e) (3) of the internal revenue code of 1954 (or the corresponding provision).

ARTICLE XIII RESTRICTION

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, Officers, or other private persons, except that the Association shall be authorized

and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE XII hereof.

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under section 501 (e) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or contributions to which are deductible under section 170 (c) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

The Association will distribute its income for each tax year at a time and in a manner as not to become subject to the tax on undistributed income imposed by section 4942 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Association will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Association will not retain any excess business holdings as defined in section 4943(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Association will not make any investments in a manner as to subject it to tax under section 4944 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Association will not make any taxable expenditures as defined in section 4945 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XIV DISSOLUTION

Upon dissolution of the Association, the Officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the internal revenue code of 1954 (or the corresponding provision of any future United States internal revenue law), as the Officers shall determine. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the Association is then located exclusively for such purpose or to such organizations as said court shall determine which are organized and operated exclusively for such purposes.

Constitution Amended On And Effective As Of:

PRESIDENT

SECRETARY

THIS IS TO CERTIFY THAT THIS IS A CORRECT COPY OF THE CONSITUTION AS APPROVED BY THE MEMBERSHIP.

SECRETARY

Appendix A

**Duties and Responsibilities of SWACJ Officers, the Regional Trustee,
the SWACJ Webmaster, the Audit Committee, the Webmaster, and the Journal Editor**

SWACJ OFFICERS

IMMEDIATE PAST PRESIDENT

- Chair the Awards Committee
- Select members of the Awards Committee

PRESIDENT

Annual Meeting

- Be present at the Past President's Reception.
- Preside over the first part of business meeting until the new Second Vice-
- President is elected and the **First** Vice-President assumes responsibility.
- Determine theme.
- ~~• Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.~~
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

Winter Meeting

- Preside over Business Meeting held at ACJS.
- Appoint a Site Committee for upcoming meeting. The primary task of the Site Committee is to solicit proposals for upcoming SWACJ annual meetings. The 3-5 person ad hoc Site Committee should offer recommendations regarding sites for annual meetings. Proposals and recommendations should be presented at the ACJS annual meeting, at which members will decide the location of the meeting roughly 1.5 years out.

Newsletter

- Write a column for the two newsletters

FIRST VICE-PRESIDENT

The First Vice-President shall automatically succeed to the office of President should the President be unable to complete the elected term of office. The Vice-President shall preside at Annual or Special Meetings of the Association in the Absence, disability, suspension, or removal of the President.

Annual Meeting

- Preside over the second half of the business meeting once new Second Vice-President is elected.
- Express appreciation for outgoing president in the form of a plaque or something similar.
- Assist the President and run the meeting in cases in which the President is unable to attend.

Winter Meeting

- Assist the President and run the meeting in cases in which the President is unable to attend.

Newsletter

- Help select columns for the newsletter.
- Edit and format as necessary.

Upcoming Annual Meeting (the meeting during their presidency)

- Determine theme.
- Negotiate contract.
- Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Collaborate with designated Site Committee.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

SECOND VICE-PRESIDENT

The Second Vice-President shall preside at Annual or Special meetings of the Association in the absence, disability, suspension, or removal of the President and Vice-President. The Second Vice-President is required to assist all Officers as requested.

Newsletter

- Write column for the two newsletters.

Annual Meeting for the Year of Their Presidency

- Determine theme.
- Negotiate contract.
- Coordinate student paper competition, including selecting two other judges, soliciting entries, reading and selecting winners for competition in conjunction with other judges, and presenting awards at annual conference.
- Serve as contract consultant.
- Serve as Program Chair, including compiling and formatting the final program.
- Collaborate with designated Site Committee.
- Solicit give-aways for meeting attendees.
- Oversee registration.
- Solicit participation from academics, professionals, and students.
- Solicit sponsorship for the annual meeting from academic programs, professional agencies, and publishers.

SECRETARY

The Secretary is charged with facilitating membership activities including the collection of membership dues, updating the membership list, and welcoming new members in the newsletters. Other duties include:

- Updating the SWACJ letterhead and distributing it to SWACJ Officers.
- Submitting all newsletters to the ACJS Executive Office.
- Updating the SWACJ Constitution.
- Other tasks as requested by the SWACJ Officers.

Annual Meeting

- Include a call for papers in the ACJS annual meeting program.
- Print and distribute the SWACJ Annual Meeting preliminary program.
- Take minutes of the meeting.
- Ensure that the following are brought to the meeting: Name tags and pins; ribbons for Officers; membership forms; the list of responsibilities for the SWACJ Officers, the Site Committee, the Webmaster, and the Regional Trustee; and the minutes from the preceding Winter and Business meetings.
- Facilitate the election process for available SWACJ offices.
- Help oversee registration.

Winter Meeting

- Take minutes at the Executive Officer meeting.

- Take minutes at the business meeting.

Newsletter

- In conjunction with the First Vice-President, develop and distribute a Fall and Spring newsletter.
- Include the minutes for each business meeting in the newsletters.
- Include a “New Members” column in which new members are recognized and thanked for their support of SWACJ.

TREASURER

The Treasurer is tasked with overseeing the financial responsibilities of the Association, including overseeing the Association’s Federal ~~Tax-Exemption number~~ Taxpayer Identification Number (EIN) and all financial information pertaining to the Association. The term of office for the Treasurer will start on January 1st and end on December 31st. Additionally, the outgoing Treasurer will be responsible for aiding the incoming Treasurer in filing the previous year’s tax return.

- Open and maintain Association checking account and other accounts approved by the Officers (e.g. PayPal account or savings account)
- Receive and disburse funds
- Record transactions and maintain financial records
- Issue invoices and receipts
- Maintain financial records for annual and periodic audits
- Provide financial status updates to the President and Officers upon request
- Function as the liaison between the Association and the IRS. Maintain Not-for-profit status with the IRS and file annual tax returns.
- Apply for and maintain state tax exemptions when appropriate.

Annual Meeting

- Bring money bag, receipt book, and the Association’s checkbook and credit card to the meeting.
- Collect money from sponsors, including publishers, schools, and agencies.
- Oversee the handling of financials. Ensure that money is locked up with the host hotel each night.
- Pay hotel invoices.
- Offer Treasurer’s Report at the business meeting.

Winter Meeting

- Offer Treasurer’s Report.

Newsletter

- Submit an article for both newsletters documenting the financial status of the Association.

WEB MASTER

- The SWACJ Web Master is responsible for the overall upkeep of the SWACJ Website. The Web Master shall serve a three-year term, with the option to renew their commitment.

TRUSTEE

Annual Meeting

- Serve as a liaison between SWACJ and ACJS, primarily through offering a report of ACJS happenings.

Winter Meeting

- Serve as a liaison between SWACJ and ACJS, primarily through offering a report of ACJS happenings.

Newsletter

- Submit a Trustee's Report for each newsletter.

AUDIT COMMITTEE

The Audit Committee shall provide accountability for the financial well-being of the Association. The 2-3 person committee is charged with examining the financial records of the Association and reporting any questionable practices to the SWACJ President. The Committee, appointed by the SWACJ President, shall serve a three-year term.

~~WEB MASTER~~

~~The SWACJ Web Master is responsible for the overall upkeep of the SWACJ Website. The Web Master shall serve a three-year term, with the option to renew their commitment.~~

AWARDS COMMITTEE

The Awards Committee shall solicit nominations for all awards including the Felix Fabian Founder's Award and then choose the award recipients. The Committee shall be authorized to suggest the creation of other awards that may be relevant to the Association. The Immediate Past President shall chair the Awards Committee.

JOURNAL EDITOR

The Journal editor shall oversee the day-to-day operations surrounding the ~~bi-annual~~ publication of the Journal. The editor should ensure that the operations involved with publication of the Journal remain consistent with the goals of the Association.

The editor shall be awarded a \$1,000 stipend annually.

-End of Document-

