

**CONSTITUTION**  
of the  
**ASSOCIATION OF STATE CORRECTIONAL ADMINISTRATORS**

**ARTICLE I**  
**Name**

The name of this organization shall be the Association of State Correctional Administrators.

**ARTICLE II**  
**Objective**

The objective of this organization shall be the improvement of correctional services and practices through promoting and facilitating:

1. the exchange of ideas and philosophies at the top administrative level of correctional planning and policy-making;
2. the advancement of correctional techniques, particularly in the areas of program development, design of physical facilities, staff training, and correctional management facilities;
3. public support for and understanding of the criminal justice system with particular emphasis on the corrections function and the interest and acceptance by the community of its responsibility for the prevention of delinquency and the reintegration of persons who have come into conflict with the law;
4. research in correctional practices, anti-social behavior, causes of crime and delinquency and cooperation in such research;
5. the development and application of correctional standards and accreditation;
6. the fostering of legislative and other measures designed to accomplish this objective;
7. the exchange of information with international agencies and organizations interested in correctional programs;
8. the undertaking of such work and projects of an allied character as may be authorized by the membership.

**ARTICLE III**  
**Membership**

Eligibility for active membership in the Association shall be limited to a person appointed to serve on a full-time basis, as the person directly responsible for the administration of the correctional institutions or the total correctional system of a state. In addition, the heads of the correctional systems of Cook County (Chicago), The District of Columbia, New York City, Philadelphia, the Federal Bureau of Prisons, the Correctional Service of Canada, each province of Canada, and any United States territory, possession, and/or commonwealth are eligible for active membership. Only active members are eligible to vote.

Eligibility for associate membership shall be at the discretion of the Executive Committee.

## **ARTICLE IV**

### **Officers**

The officers of the Association shall be: a President, Vice President, Treasurer and an Executive Committee composed of these three officers and four other members, each of said members to be a representative of each of the four Regions (i.e. Northeast, South, Midwest and West) and further that these members shall be elected by majority vote of their respective Regional organizations.

The President, Vice President, and Treasurer shall be elected at the annual meeting of the Association. The term of office of all officers shall terminate after two years at the close of the annual meeting for the second year.

The President shall preside at all meetings; appoint all committees; prepare an annual report concerning the Association's activities; and represent the Association in contacts with other agencies and organizations.

The Vice President shall assist the President and assume the duties and responsibilities of the President in the event of his absence, disability or death.

The Treasurer shall collect all dues, receive all monies coming into the Association, maintain an accurate account of all receipts and expenditures, assume full responsibility for safe keeping of funds, pay all bills, and render a written report covering all financial actions at each annual meeting of the Association.

The Executive Director will take his/her direction from the President and Executive Committee and have the authority to employ/dismiss staff at his/her discretion and within sound budgetary management.

Except for the office of President, vacancies in offices may be filled by the President and with the approval of a majority of the Executive Committee.

During the continuance of any vacancy in the office of Treasurer or the disability of the Treasurer for any cause, any employee of the Executive Office as designated by the Association shall have full authority to the same extent as the Treasurer to make deposits into and withdrawals from any account or accounts of the Association. Any banking or similar institution in which any account may be deposited is authorized to honor the signature of said employee of the Executive Office in the same manner and to the same extent as the Treasurer of the Association.

## **ARTICLE V**

### **Executive Committee**

The Executive Committee shall have charge of the management of the Association, forming a consultative and advisory body for the direction of its policies and affairs. Except insofar as it may be limited by other provisions of this Constitution or by the express vote of the Association, it shall have full authority to manage the business and properties of the Association; to determine the qualifications of members; and to appropriate funds from the net balance in the treasury in payment for expenses properly incurred in carrying on the work of the Association. Neither the Association nor any officer or committee shall contract any indebtedness exceeding the balance in the treasury.

## **ARTICLE VI**

### **Executive Office**

The Executive Office shall perform the usual duties of a secretary. It shall send out notices of meetings and arrange for the preparation of a summary of the proceedings of all meetings. Insofar as practicable, the Executive Office shall serve as an informal clearinghouse for the exchange of information among members and for publishing materials on behalf of the Association as directed by the Executive Committee.

The Executive Director is appointed by the President and Executive Committee after recommendation from a search committee comprised of members of ASCA. Salary and benefits are negotiable.

## **ARTICLE VII**

### **Meetings**

The Association shall hold a regular meeting at such time and place as shall be determined by the President and Executive Committee, and such additional special meetings as may be determined by the President and the Executive Committee. With the exception of the quorum requirements, the business of the meetings shall be conducted in accordance with Roberts Rules of parliamentary Procedure.

## **ARTICLE VIII**

### **Dues**

The dues shall be \$200 for 1984. Dues for following years will follow the Five-Year Plan and invoices are to be made out to the state correctional agency and/or local, federal and U.S. territories as well as Canada and its provinces.

## **ARTICLE IX**

### **Amendments**

This Constitution and any amendments thereto may be adopted at any meeting of the Association by a majority vote of the active members present provided that notice shall be duly given to all active members at least 30 days prior to the meeting. Amendments of which such notice has not been given may be adopted tentatively by similar vote at any meeting and shall become final when communicated to the members, unless, within 30 days thereafter, 15 active members dissent.

(This Constitution was adopted at a meeting of the Association of State Correctional Administrators held at Oak Brook, Illinois, November 13, 1972.)

## Amendment I (1981)

### ARTICLE III Membership

In Addition:

Any active member may appoint a designee to represent him or her at any meeting, training program, or participate in any other Association function.

Additionally, an active member may bring his or her designee to Association meetings, but on business matters, only one vote may be cast.

## Amendment II (1984 and 1988)

Eligibility of Associate Membership shall be limited to individuals who have served at least four years as the person directly responsible for the administration of the correctional institutions or the total correctional system of a state (or the head of the correctional systems of Cook County (Chicago), the District of Columbia, New York City, Philadelphia) the Federal Bureau of Prisons, the heads of each province of Canada, and any United States territory, possession, and/or commonwealth are eligible for active membership.

Associate members are not eligible to vote, and Associate members shall pay annual dues of \$25.

In order to become an Associate member, an eligible individual shall be sponsored by an active member of the ASCA. who shall place the eligible individual's name in nomination (and in writing) to the Executive Committee for consideration and action.

Elected officers or Executive Committee members of ASCA who lose their directorship during the course of their term of office shall automatically be removed from their office and the Executive Committee will appoint a replacement to complete the former officer's or Executive Committee member's term, except that the affected Regional Organization shall fill any vacancy on the Executive Committee caused by said Executive Committee member losing his/her Directorship.

## Amendment III (1986)

With the Amendment to the Constitution adopted and incorporated into the Constitution, on January 14, 1986, each of the four Regional Associations of the Association of State Correctional Administrators will elect one of its regional members to serve on the Executive Committee of ASCA. That person must represent an agency that has paid its current dues to ASCA. Regional Association membership is noted as follows:

<b>Northeast</b>	<b>South</b>	<b>Midwest</b>	<b>West</b>
Connecticut	Alabama	Cook County	Alaska
Delaware	Arkansas	Illinois	Arizona
District of Columbia	Florida	Indiana	California
Maine	Georgia	Iowa	Colorado
Massachusetts	Louisiana	Kansas	Hawaii
New Hampshire	Maryland	Kentucky	Idaho
New Jersey	Mississippi	Michigan	Montana
New York State	North Carolina	Minnesota	Nevada
New York City	Oklahoma	Missouri	New Mexico
Pennsylvania	South Carolina	Nebraska	Oregon
Philadelphia	Tennessee	North Dakota	Texas
Rhode Island	Virginia	Ohio	Utah
Vermont	West Virginia	South Dakota	Washington
Federal Bureau of Prisons		Wisconsin	Wyoming

**Amendment IV  
(August, 1998)**

With input from its members, the Executive Committee shall establish and amend the alignment of member jurisdictions within the regional associations of the Association of State Correctional Administrators.

**Amendment V  
(August, 1998)**

Based on the recommendations of the Executive Committee, the dues structure for members and Associate members shall be established by vote of the membership.

**Amendment VI  
(October, 1999)**

**Whereas**, for several years the members of the State/Federal Committee have conveyed to all members, and others, how important it is for correctional leaders, rather than others, to establish the way in which its performance is measured and judged;

**Whereas**, it is our hope to expand the role of ASCA to include the task of better defining the mission of corrections by establishing the elements of our business for which we should be held legitimately accountable and which most accurately depict the goals and expectations of corrections;

**Whereas**, after deliberating various options to use as vehicles to launch this endeavor; and

**Whereas**, ASCA members have concluded that the option presented in this amendment represents the best course of action for ASCA and corrections.

**Now Therefore**, the membership of ASCA directs its Executive Committee to assume the major role for ASCA and the field of corrections, and to seek advice and guidance from other members of ASCA who express an interest in participating with the Executive Committee. That role entails embracing a mission to define the terms by which corrections will be measured and judged.

**Further**, the Executive Committee will develop a plan of action and will keep the members advised of its progress in implementing the plan.

**Further**, the Executive Committee shall seek financial support necessary to complete this undertaking from such sources as it determines to be appropriate.

**Amendment VII  
(May 2001)**

Article IV, paragraph 5 of the Constitution of the Association of State Correctional Administrators is hereby amended as follows:

Paragraph 5 shall be replaced with:

The Treasurer shall be responsible for collecting all dues for the Association and shall oversee the Executive Office's management of all receipts and expenditures. The Executive Office shall manage all financial records of the Association, with the guidance of the Treasurer, and shall maintain an accurate account of all receipts and expenditures. The Executive Director(s) will have signatory authority to deposit and disburse funds, except for payments made to the Executive Office for services rendered.

The Executive Office shall submit a report to the Treasurer on a monthly basis, detailing funds received and disbursed. Furthermore, on an annual basis, the Treasurer shall select an auditor to audit financial activity of the Association and report findings to the membership at its annual meetings.

**Amendment VIII  
(May 2001)**

The President of the Association, upon expiration of his/her term in office, shall remain as a member of the Executive Committee of the Association, until succeeded by an Immediate Past President. The Immediate Past President shall have full voting rights and privileges as a member of the Executive Committee.

**Amendment IX  
(June 2011)**

Eligibility of Associate Membership shall be limited to individuals who have served at least three years as the person directly responsible for the administration of the correctional institutions or the total correctional system of a state (or the head of the correctional systems of Cook County (Chicago), the District of Columbia, New York City, Philadelphia) the Federal Bureau of Prisons, the heads of each province of Canada, and any United States territory, possession, and/or commonwealth.

Criteria for calculating qualifying years of service shall include:

- The date of appointment by the governor or appointing authority shall be the start date for tenure calculation.
- Interim service shall not be counted toward tenure.
- Time spent in the qualifying position in more than one jurisdiction may be aggregated to qualify toward the three years of service required.
- Time spent in the qualifying position in non-consecutive terms in the same jurisdiction may be aggregated to qualify for the three years of service required.

Persons who met the Associate Membership criteria prior to passage of this amendment are eligible to become Associate Members according to the process outlined in this amendment.

*[Passage of Amendment IX will supersede Amendment II (1984 and 1988).]*