

### **Circuit Representatives**

Shall serve as resource persons for the Board of Directors in the Circuits and shall be responsible for reporting relevant matters from their Circuits to the Board of Directors. Circuit representatives shall serve for a period of one (1) year, for a maximum term of three (3) years, or until a successor is selected.

**General Responsibilities.** A Circuit Representative serves as a regional coordinator and resource person to the membership of the Association for Student Judicial Affairs. Generally, the membership of the Association is divided in to regions consistent with the eleven Federal Judicial Circuits and Canada. The Circuit Representative provides guidance and oversight to Association related activities that occur within the particular Circuit. A Circuit Representative likewise serves as a resource person to the Officers and Board of the Association, providing information regarding issues affecting and activities involving that person's Circuit.

**Appointment.** To be eligible for appointment as a Circuit Representative, the person must be a voting member of the Association and work at an institution or for an organization located within the geographical boundaries of the circuit represented. Circuit Representatives shall be appointed by the President of the Association, with the approval of the Board, and shall report to the Director of their circuit.

**Specific Duties.** Each Circuit Representative shall be expected to complete the following duties:

1. Organize at least one circuit meeting per year. Such meetings may be carried out for the circuit as a whole; in conjunction with other Circuits; or as several meetings within the states which comprise a given Circuit, depending on the circuit's unique geographic and demographic needs
2. Serve as an advisor to the President-Elect and Board on issues within the circuit.
3. Serve as a liaison to circuit members regarding Association activities and actions of the Officers and Board.
4. Serve as a contact person to the various Committees of the Association and assist in encouraging and nominating members to serve on committees.
5. Coordinate a meeting with Circuit members at the Annual Conference to solicit ideas about Association and Circuit business, direction, etc.
6. Work cooperatively with the Membership Chairperson to encourage/solicit new members and retain current members.
7. Submit new items upon request to the Association Newsletter Editor regarding Circuit activities/highlights.
8. Communicate with members of the Circuit at least twice a year. Such communication may be through a newsletter or electronic network
9. Collect and disseminate to Circuit members State and Federal Court decisions and legislative actions within the Circuit which may have an impact on judicial affairs administrators.
10. Work cooperatively with the Director-at-Large, Treasurer and the Executive Director regarding the collection and expenditure of Circuit funds.
11. Work cooperatively with the Association Executive Director or designee regarding the use of mailing labels, e-mail lists, Association stationery and envelopes, and other supplies.
12. Design, implement and coordinate an effective organization structure (e.g., utilizing State Coordinators) to help further Circuit involvement, communication and service to members.
13. Assume other duties as assigned by the President-Elect and Director-at-Large.

### **Standing Committees**

#### **Committee Membership and Leadership Appointments**

The chairperson and membership of each committee shall be determined according to the Bylaws. The President-Elect shall provide the Board of Directors with the names of those being appointed to leadership positions no later than 45 days prior to the Annual meeting. The following appointments must have approval of the majority of the Board of Directors; Academy Chair, Conference Chair, Circuit Chairs and Standing Committee Chairs. The current President shall appoint individuals to assist in conducting the business of the Association. Members of the Association shall be encouraged through all appropriate means to express their interest for membership in one or more committees.

#### **1. Academy Committee**

This committee shall plan the program and make arrangements for the annual Donald D. Gehring Academy for Student Conduct Administration.

## **2. Awards Committee**

This committee solicits recommendations for, and determines, individual recipients of all ASCA awards established by a majority vote of the Board of Directors, including the Circuit of the Year Award, the Donald D. Gehring Award, the D. Parker Young Award, the New Professional of the Year Award, and the ASCA Distinguished Service Award. The Research Committee should be consulted and/or given authority over the solicitation of nominations for, and determining the winner of, the Dissertation of the Year Award.

## **3. Conference Committee**

This committee shall plan and coordinate the Annual Conference of the Association.

## **4. Diversity Committee**

The Diversity Action Committee actively facilitates the professional development mission of ASCA, and seeks to expand recruitment, orientation, and retention of under-represented populations. The Committee works with the ASCA leadership to facilitate a welcoming educational community that supports diversity research and applications that benefit the ASCA organization.

## **5. Elections Committee**

This committee shall prepare and submit to the membership a list of nominees for elected office each year, pursuant to the Association By-laws.

## **6. Finance Committee**

This committee shall review the annual operating budget of the Association prior to the Board of Directors approval; shall review the annual financial report of the Association prior to distribution to the membership; shall review and recommend revisions to the Association's investment plan; shall review and recommend revisions regarding financial policies; shall review and approve mini-grant proposals. The committee must also approve any unbudgeted expenditure over \$5000.

## **7. Legislative and Legal Issues Advisory Committee**

The Board of Directors is responsible for determining the Association's position on policy issues that affect its member institutions and have an impact on the higher education community, especially students. The Legislative and Legal Issues Advisory Committee shall advise the Board of Directors concerning those policy issues that the Association should monitor, analyze, and address. The Committee will track, and the Board of Directors shall be consulted on, the identified policy issues on an on-going basis. Any member may forward policy issues to the Committee.

## **8. Membership Committee**

This committee communicates with new and prospective members regarding benefits and services of ASCA and follows up with inactive members to improve retention. The Membership Committee collaborates with the Central Office, Research Committee, and Diversity Committee to survey the membership of the Association to determine current needs and desires.

## **9. Publications Board**

The Publications Board was established to promote scholarly research by ASJA members and to provide ASJA members with a place to publish their research, thoughts, and best practices. The Publications Board serves as the editorial board for the Journal of Student Conduct Administration and white paper/monograph manuscripts published by ASJA.

## **10. Research Committee**

This committee encourages research, reviews research proposals for Association sponsorship and recognizes research contributions.