

**POLICIES AND PROCEDURES MANUAL**  
**of the**  
**NATIONAL ASSOCIATION OF STATE JUDICIAL EDUCATORS**

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[Original Manual Adopted September 23, 1998; Retired and moved online February 6, 2010]



***National Association of State Judicial Educators***  
**POLICIES AND PROCEDURES**

**Subject:** Board of Directors  
**Original Submission By:** NASJE Board  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014  
**Last Review Date:** January 6, 2016

**Purpose:**

The Board of Directors serves as the governing body of NASJE. The Board consists of the President, the President-Elect, the Vice President, the Secretary, the Treasurer, the four Regional Directors, the Immediate Past President, and the Treasurer-Elect (when applicable), as prescribed in Article III, Section 1 of the Constitution and Bylaws of the National Association of State Judicial Educators (hereinafter the Constitution and Bylaws).

**Policy:**

All positions on the Board, except that of Immediate Past President, President and President-Elect shall be elective positions. All elective positions on the Board shall be filled by a majority of the votes cast at the annual meeting except the Regional Directors, who shall be elected by a majority of members of the respective Regions at the annual meeting.

**Responsibilities:**

- attend all meetings of the Board of Directors called by the President
- assist the President in conducting the business of NASJE
- provide liaison to committees of NASJE upon appointment by the President
- President shall advise the Board on the approval of all contracts and grants maintained by NASJE
- uphold the Constitution and Bylaws of NASJE

**Subject:** President  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

Conscientious fulfillment of the duties and responsibilities of the office of President is important to the effective administration of the organization. Like the CEO of a corporation, the NASJE President is responsible to all stakeholders of NASJE.

**Policy:**

The President shall serve for a term of one year. The President automatically takes office after elections at the membership meeting of the annual conference following the President's term as President-Elect.

The President shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the President uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the President are prescribed in Article IV, Section 1 of the Constitution and Bylaws of the National Association of State Judicial Educators (herein after "Constitution and Bylaws").

**Responsibilities:**

- preside over all meetings of NASJE and the Board
- exercise a general supervision over all of its affairs
- serve as an ex officio member of all committees
- appoint chairs, vice-chairs, and members of all committees
- create additional committees and task groups necessary to support the work of NASJE
- actively seek grants and support the work of grant projects which enhance the profession of continuing judicial education
- act as the official representative of NASJE or designate a member to be an authorized representative of organizations with which NASJE has a liaison relationship
- report to the Board at least semi-annually and members of NASJE at least annually on the status of current projects, pursuant to Article IV, Section 1, and the work of NASJE when necessary
- when necessary make special appointments
- send confirmation letter and a copy of "Special Appointments" section from Appendix C of the Policies and Procedures Manual to each special appointee confirming appointment

- promote the growth of NASJE and the strengthening of its position within the Court community
- supervise the work of the Secretariat
- insure NASJE's fiscal viability
- monitor and evaluate the achievement of NASJE's strategic goals
- review NASJE's strategic plan with the Board annually
- coordinate revision of NASJE's strategic plan at least once every five years
- demand the highest standard of ethical behavior in all Association business
- educate and inform the Board on Policies and Procedures Manual at the annual conference meeting
- transfer all relevant forms, documents and information to successor

### **Procedure:**

#### *Governance:*

1. The President convenes all meetings of the Board of Directors. Meetings are face-to-face or by teleconference call.
2. Prior to meetings the President circulates an agenda of issues to be discussed. Board members are invited to add issues to the agenda. The agenda for the annual meeting is prescribed in Article VIII, Section 4 of the Constitution and Bylaws.
3. The President gathers and distributes information and documents necessary for discussion, presides over the meetings, assures that issues are addressed in a timely manner, accepts formal motions, manages discussion, and oversees voting.
4. The President assures that all sides of an issue are considered. Although the President may take a position on an issue, the President should assure that the will of the group becomes the direction taken. The President should not impose his/her view on the Board.
5. The President only votes to break a tie.
6. The Constitution and Bylaws require one annual meeting, which takes place during the annual conference. A Mid-Winter Board meeting is advisable in February of the following calendar year if pressing business requires and the treasury is sufficient to support the travel of Board members. During the year the Board meets monthly, if practical, by teleconference call.
7. The location of the Mid-Winter Board meeting should be determined based upon costs of travel and convenience to the Board members.
8. The Secretary submits draft minutes to the President for review, editing and approval as soon as possible after the meeting. The President notifies the Secretary of any changes in a timely manner so that minutes can be distributed prior to the next meeting.
9. The President acts on behalf of NASJE. If at all possible, the Board should be consulted in actions of a non-routine nature. If time does not permit, the President makes a decision and notifies the Board as soon as possible of the action taken.

#### *Membership:*

1. The President sends a welcome letter and certificate of membership to new members after notification from the chair of the Membership and Mentor Committee. The President maintains master copies of these documents to allow for timely acknowledgement.

2. The President regularly communicates with members through conference calls, letters, and the *NASJE News*.
3. The President circulates an interest survey among current members to assess interest in committee appointments and seeking election to the Board.
4. The President or chair of the Membership and Mentor Committee recognizes new members attending the annual conference.

*Committees:*

1. The President makes appointments to committees as soon as possible after the annual conference.
2. The President makes committee appointments after consultation with the President-Elect, Vice President and committee chairs.
3. A roster of committee membership is published once new appointments are confirmed. This roster should include names of chairs, vice chairs and members. Unless new appointments have not been made by that time, terms expire after the annual conference.
4. The President communicates any information regarding Board action, tasks, responsibilities and procedures to committee chairs.

*Secretariat:*

1. The President generally supervises the work of the Secretariat.
2. The President communicates with the Secretariat regarding all business matters within the Secretariat's purview and in matters involving the relationship of NASJE and the Secretariat.
3. The President works to assure that all contracted services of the Secretariat are performed in an expeditious and adequate manner.

**Subject:** President-Elect  
**Original Submission By:**  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

### **Purpose:**

The position of President-Elect insures the continuity of NASJE leadership. The incumbent's major responsibility is to prepare for the term of President. As such, the President-Elect shares in the governance of NASJE with the President and Vice President.

### **Policy:**

The President-Elect shall serve for a term of one year prior to taking office as President. The President-Elect automatically takes office after elections at the membership meeting of the next annual conference following election to Vice President. The duties of President-Elect are broadly described in Article IV, Section 2 of the Constitution and Bylaws.

The President-Elect shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the President-Elect uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the President-Elect are prescribed in Article IV, Section 2 of the Constitution and Bylaws.

### **Responsibilities:**

- assume the responsibilities of President when, for any cause, the President is unable to act
- assist the President in conducting the business of NASJE as prescribed in the previous policy
- serve as an officer of NASJE and a member of the Board of Directors
- assist the President and Regional Director with on-site coordination of the annual conference
- recommend members to the President to fill committee slots as chairs, vice-chairs, and members
- assist the President with strategic evaluation and monitoring
- assist the President with annual Board review of NASJE's strategic plan
- assist the President in coordinating revision of NASJE's strategic plan at least once every five years
- chair and Board liaison of the Bylaws and Policy Manual Revision Committee
- ensure that the Secretary receives any updated versions of the Constitution and Bylaws and the Policies and Procedures Manual
- continue service on Fundraising Committee and actively raise funds
- transfer all relevant forms, documents and information to successor

**Subject:** Vice President  
**Original Submission By:**  
**Date Submitted:** January 1, 1998  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The position of Vice President is the first office in the line of automatic ascension to the Presidency. The Vice President's major responsibility is to assist the President and President-Elect in the governance of NASJE.

**Policy:**

The Vice President shall serve a term of one year prior to taking office as President-Elect. The Vice President is an elected position. The duties of the Vice President are prescribed in Article IV, Section 3 of the Constitution and Bylaws.

The Vice President shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Vice President uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the Vice President are prescribed in Article IV, Section 3 of the Constitution and Bylaws.

**Responsibilities:**

- perform the duties of President when both the President and President-Elect are absent serve as an officer of NASJE and member of the Board of Directors
- assist the President and President-Elect in conducting the business of NASJE
- recommend members to the President to serve as chairs, vice chairs and members of committees
- assist the President with strategic evaluation and monitoring
- assist the President with annual Board review of NASJE's strategic plan
- assist the President in coordinating revision of NASJE's strategic plan at least once every five years
- serve on the Bylaws and Policy Manual Revision Committee
- commence a four-year term on the Fundraising Committee and actively raise funds
- transfer all relevant forms, documents and information to successor



**Subject:** Secretary  
**Original Submission By:**  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Secretary maintains the official record of all NASJE business. The goal is to ensure that an accurate and clear record of the monthly NASJE Board meetings, annual conference meeting and mid-year meeting are kept and preserved.

**Policy:**

The Secretary shall serve for a term of two years. The Secretary is an elected position.

The Secretary shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Secretary uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the Secretary are prescribed in Article IV, Section 4 of the Constitution and Bylaws.

**Responsibilities:**

- serve as an officer of NASJE and member of the Board of Directors
- take minutes of all meetings of the Board of Directors and the business meeting of the annual conference. If unable to attend, notify President, where possible, at least one week before the meeting
- draft minutes on Meeting Minutes Template (initially provided by Secretariat) within one week
- where helpful and available for context, reference in the minutes relevant language from other documents (e.g. wording changes to bylaws, etc.). Do not attach financial statements.
- provide draft minutes to President for review incorporate changes based on President's review
- send revised draft minutes to Board one week prior to next meeting incorporate changes into minutes voted on by members
- finalize minutes, mark as "approved" with date, and provide to President and Secretariat coordinate an informal quarterly review of current year's archived minutes with Secretariat to ensure a complete annual record
- oversee the archiving of official correspondence
- ensure that any membership-approved changes to the Constitution and Bylaws and any Board-approved changes to the Policies and Procedures Manual are included in the official copies of these documents in NASJE's document repository, and that any updated versions of these documents are sent to the Secretariat and to the chair of the Communications Committee
- transfer all relevant forms, documents and information to successor

<p><b>Subject:</b> Treasurer <b>Original Submission By:</b> Sherry Carson <b>Date Submitted:</b> <b>Approval Date:</b> February 10, 2001 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> February 6, 2010; August 20, 2014; January 27, 2016 <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

The Treasurer maintains the fiscal records of NASJE. The goal is to ensure that an accurate and clear record of all financial activities of NASJE are kept and preserved and to ensure that NASJE's financial activities are in accordance with generally accepted accounting principles.

**Policy:**

The Treasurer shall serve for a term of two years. The Treasurer is an elected position.

The Treasurer shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Treasurer uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the Treasurer are prescribed in Article IV, Section 5 of the Constitution and Bylaws.

**Responsibilities:**

- serve as an officer of NASJE and a member of the Board of Directors
- issue a Treasurer's report of all financial transactions to the membership at each annual meeting of NASJE and at each Board meeting
- approve the payment of all invoices before payment by the Secretariat
- oversee the following activities of the Secretariat normally associated with the office of Treasurer or required by the Constitution and Bylaws:
  - keep general charge of financial records and accounts of NASJE and make them available for an audit upon request of the Board
  - receive and disburses monies of NASJE
  - deposit and maintain funds in bank account(s) approved by the Board
  - collect membership charges and notify delinquent members of their status
  - maintain books of accounts showing all receipts and disbursements of NASJE and an account of its cash and assets
- assist in the drafting and maintenance of the Secretariat contract
- maintain the contract with the Secretariat under the supervision of the President
- approve for non-routine expenses and any expenses over \$1,500
- monitor receivables
- monitor financial reporting for grants

- oversee investments of General Operating and Reserve Funds and make recommendations to the Board as to appropriate investments, and transfers to or from the Reserves
- maintain adherence to the Operating and Reserve Investment Policy and make recommendations to the Board regarding changes or additions to the Policy
- give notice to the Board 15 months in advance of when she/he will be concluding service as Treasurer so that a Treasurer-Elect can be elected
- mentor the Treasurer-Elect (when applicable—see Constitution and Bylaws Article III, Section 3) so the Treasurer-Elect can learn and fulfill the duties of the position immediately upon taking office as Treasurer
- serve as Board Liaison to the Annual Conference Committee
- serve as Board liaison to the Fundraising Committee
- transfer all relevant forms, documents and information to successor

<p><b>Subject:</b> Treasurer-Elect <b>Original Submission By:</b> Kelly Tait <b>Date Submitted:</b> July 15, 2014 <b>Approval Date:</b> July 15, 2014 <b>Effective Date:</b> July 15, 2014 <b>Revision Dates:</b> <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

The Treasurer-Elect is a mentee of the Treasurer. The goal is to ensure that there is continuity and consistency when a new person will begin service as Treasurer. The one-year mentorship is necessary due to the sensitive and complex nature of the duties of the Treasurer.

**Policy:**

The Treasurer-Elect shall serve for a term of one year. The Treasurer-Elect is an elected position which only is filled when the current Treasurer will be concluding her/his service in the position. The Treasurer-Elect is elected one year in advance of the two-year term to be served as Treasurer in order to have a one-year mentorship with the incumbent Treasurer.

The Treasurer-Elect shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Treasurer uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of the Treasurer-Elect are prescribed in Article IV, Section 6 of the Constitution and Bylaws.

**Responsibilities:**

- serve as a non-voting member of the Board of Directors
- be a mentee of the Treasurer in order to learn the duties of that position
- assist the Treasurer with duties related to the position of Treasurer at the Treasurer's discretion

**Subject:** Regional Directors  
**Original Submission By:** Judith Anderson, Ellen Marshall  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; July 15, 2014, January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

Regional Directors actively recruit potential new members, committee members, and officers. Further, regional directors regularly contact members within the region to update the members on Board decisions and to solicit comments and suggestions regarding Board or regional business.

**Policy:**

Regional Directors are elected for two year terms by the members of each respective region. There are currently four regions: Northeastern Region; Southeastern Region; Western Region; and Midwestern Region. Generally the Director represents the interest of the members from states in that particular region or country in the case of international members.

The Regional Directors shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Regional Directors uphold the Constitution and Bylaws, administer the work of the organization through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The duties of Regional Directors are prescribed in Article IV, Section 7 of the Constitution and Bylaws.

**Responsibilities:**

- actively recruit potential new members, committee members, and officers
- regularly contact members of the region to update members on Board decisions and to solicit comments and suggestions regarding Board or regional business
- support the timely collection of association dues from members of the region upon the request of the President
- communicate regional news to Communications Committee at least quarterly (March 1, June 1, September 1, December 1)
- recommend sites for the annual conference every fourth year when it is planned for each director's region
- serve as co-chair of the Annual Conference Committee when the conference is in his/her region
- serve on the Logistics subcommittee of the Annual Conference Committee (when appointed) and assist with logistics and for the annual conference in a director's region
- make contact with any new members within the region
- conduct *at least* two informational and educational regional meetings per year (via teleconference, webinar, or in person)
- perform additional duties as may be assigned by the Board or the President
- transfer all relevant forms, documents and information to successor

**Subject:** Immediate Past President  
**Original Submission By:** William Brunson  
**Date Submitted:** February 3, 2006  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The position of Immediate Past President ensures that NASJE remains a vibrant association that honors its history and traditions and continues to grow and prosper. The incumbent's major responsibility is to ensure that the officers of NASJE are aware of past decisions and rationales when making decisions.

**Policy:**

The Immediate Past President shall serve for a term of one year after serving as President. The Immediate Past President automatically takes office after elections at the business meeting of the next annual conference following the Immediate Past President's term as President.

The Immediate Past President shall represent the members and Board of NASJE according to the highest standards of professional responsibility. It is essential that the Immediate Past President uphold the Constitution and Bylaws, administer the work of NASJE through its Board of Directors and the business of each committee, and represent NASJE's interests in all of its dealings with external bodies. The Immediate Past President is a non-voting member of the Board according to Article III, Section 8 of the Constitution and Bylaws.

**Responsibilities:**

- chair and liaison to the Nominating Committee
- serve as a member of NASJE's Board of Directors
- serve on the Bylaws and Policy Manual Revision Committee
- serve as Board liaison to the Membership and Mentor Committee
- serve on Fundraising Committee and actively raise funds
- liaison with Past Presidents in ensuring NASJE's history and traditions are honored
- transfer all relevant forms, documents and information to successor

**Subject:** Secretariat  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** July 15, 2014  
**Last Review Date:** January 6, 2016

**Purpose:**

Secretariat procedures are intended to define the responsibilities of the NASJE Secretariat in its current contract with and relationship to the NASJE Board and its members.

**Policy:**

The business of NASJE shall be conducted in a professional manner, consistent with effective communications principles and according to the Constitution and Bylaws and the operating procedures outlined in this manual. The Secretariat, under the direction of the President, will assist in the recording of NASJE business, including finances. At all times the Secretariat will conform to generally accepted accounting principles.

1. A professional secretariat shall be selected by the Board to assist in fiscal management and communications.
2. The Secretariat shall be under contract to assume some responsibilities performed previously by the Secretary and Treasurer. These duties include, but are not limited to:
  - a. Record and maintain membership records
  - b. Archive a current hard copy and electronic copy of the Constitution and Bylaws and Policy and Procedures Manual.
  - c. Archive all official documents of NASJE
  - d. Maintain NASJE's 501(c)(3) status and documentation of any Certificates of Deposit or other investment
  - e. Maintain all fiscal records including checking account(s), investments, financial statements, and transactions
  - f. Administratively support the work of the officers, regional directors, and committees, projects, and task forces of NASJE
  - g. Provide a financial report to the Board at each of their meetings
  - h. Maintain routine communication with the President regarding NASJE business
3. For a complete list of the responsibilities of the Secretariat, please see the Scope of Services agreement entered into by the National Center for State Courts (NCSC) Association Services Department and NASJE (see Appendix A).

**Oversight:**

The work of the Secretariat will be supervised by the President of NASJE with the advice and consent of the Board. Any secretariat duties relating to the fiscal business of NASJE will be handled in conjunction with the President and the Treasurer. Duties relating to the communications of the Board and committees will be performed in concert with the President,

Secretary, and committee chairs. There is no intent in this policy to vest the Secretariat with authority to make decisions on behalf of NASJE.

**Procedures:**

For procedures related to communications, finances, membership, annual conference, and recordkeeping, please see the Scope of Services agreement entered into by the National Center for State Courts (NCSC) Association Services Department and NASJE (see Appendix A).



**Subject:** Financial Management  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

Financial management procedures are created to protect both NASJE and the individual managing NASJE's funds. In addition, these procedures provide documentation of expectations regarding handling monies so that an auditing process can be conducted.

**Policy:**

The funds of NASJE shall be managed by the Secretariat in a manner approved by the Board and in a manner consistent with the Bylaws.

**Procedure:**

1. Upon assuming financial responsibility for NASJE's funds, the President shall immediately obtain from the previous Secretariat complete financial accounting for funds received and disbursed during his/her time of responsibility and transfer to new Secretariat.
2. If the previous Association account(s) cannot be directly transferred to the new Secretariat, the Secretariat shall immediately open a bank account(s) on behalf of NASJE and, in cooperation with the predecessor, transfer any fund balance into the new account(s).
3. The Secretariat shall immediately begin documentation to include:
  - a. record of deposits
  - b. receipts for sources of funds collected
  - c. record of expenditures
  - d. ongoing balance
  - e. regular reporting form for Board
4. Upon a change of Secretariat, the previous Secretariat shall submit to its successor complete financial accounting of fund(s) activities during its term or time of responsibility and promptly transfer access to the bank account(s) or complete amount of fund(s) to its successor.
5. The Secretariat shall promptly issue payment for statements/bills approved by the President or the Treasurer.
6. The Secretariat shall, upon request of the President or Treasurer, submit a financial accounting to date of NASJE's financial activities.
7. The Secretariat shall submit all financial records for review or other official Association use.

**Subject:** Annual Membership Dues  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** July 15, 2014  
**Last Review Date:** January 6, 2016

**Purpose:**

Procedures for invoicing, receipting and recording dues payments are established in order to assure timely notification to members of monies due, accurate documentation of dues paid and efficient handling of monies collected. Timelines are created to assure that membership dues are paid before the annual conference in order that voting privileges can be granted to current members only.

**Policy:**

The Secretariat bears responsibility for initial, interim and final notification to members regarding payment of dues and for accurate recording and reporting of dues paid. Membership dues are set by the Board (see Constitution and Bylaws, Article II, Section 3) and are currently set at \$150 per person and \$50 for retired members.

**Procedure: (See Section 2.000 Secretariat, Membership)**

1. Upon receipt of dues payment, the Secretariat shall:
  - a. issue a receipt for the member making payment and retain a copy for accounting
  - b. deposit funds received into NASJE's bank account(s)
  - c. assure that the official membership list is updated
  - d. mail new member packets to include certificate, web links to NASJE's Constitution and Bylaws and Policy and Procedures Manual, and other pertinent information. Also included will be an invitation to the new member orientation to be held at the annual conference.
2. There will be no refund of dues.

<p><b>Subject:</b> Annual Conference Registration Fees <b>Original Submission By:</b> Sherry Carson <b>Date Submitted:</b> October 1, 1997 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> January 27, 2016 <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

Annual conference fees are regulated in order to maintain an affordable amount while providing members with a high quality conference.

**Policy:**

Annual conference fees will be established by the Board, based upon information given by the Annual Conference Committee chair. In order to attend, members must remit the registration fee prior to or as they register at the conference. Upon special request, the Board may waive the registration fee for a member with a justified need. The Board may also approve scholarships for qualified members to attend the conference.

**Procedure:**

1. The logistics subcommittee of the Annual Conference Committee (when appointed), Treasurer and Secretariat shall cooperatively establish anticipated conference costs and recommend to the Board an appropriate registration fee.
2. The Board shall discuss and set the fee for the upcoming conference at the Board's Mid-Winter Board meeting for the upcoming conference.
3. The Secretariat shall include the amount of the registration fee in the conference announcement.
4. The conference registration fee for retired members and emeritus members shall be 25% less than the regular conference fee.
5. The Secretariat shall receive and deposit conference registration fees and maintain a specific accounting of funds collected for the conference and issue receipts to members making payment.
6. The Secretariat shall routinely inform the Board, logistics subcommittee and Annual Conference Committee Chair of the number of attendees and amount collected for the conference.
7. Thirty days after the conference, the Secretariat shall provide the Board with a complete accounting of funds received and a breakdown of funds expended.
8. Board approval is required to determine refund or cancellation fee for any cancellations submitted within two weeks of the annual conference.

<p><b>Subject:</b> Routine Payables <b>Original Submission By:</b> Sherry Carson <b>Date Submitted:</b> October 1, 1997 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

Payables should be handled in an efficient manner, in compliance with the Constitution and Bylaws and in a manner consistent with accepted accounting practices.

**Policy:**

The Secretariat shall be responsible for paying routine payables on behalf of NASJE and for handling funds in compliance with procedures approved by the Board.

**Procedure:**

1. All payables shall be received by the Secretariat, who shall in conjunction with the Treasurer:
  - a. verify the validity of the statement
  - b. determine if the amount due is correct
  - c. if the payable is valid and correct, promptly write and sign a check for the amount due to be drawn from the appropriate Association checking account
2. Secretariat staff shall seek approval from the President or Treasurer for non-routine expenses and any expenses over \$1,500. Electronic approval via e-mail or text message shall constitute approval.
3. The Secretariat shall immediately document the payment and bring forward the new balance in NASJE account.
4. The Secretariat shall immediately notify the President and/or Treasurer of any issues, concerns or problems which arise regarding payables.

**Subject:** Routine Receivables  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:**  
**Last Review Date:** January 6, 2016

**Purpose:**

Receivables should be handled in an efficient manner, in compliance with the Constitution and Bylaws and in a manner consistent with accepted accounting practices.

**Policy:**

The Secretariat shall be responsible for receiving monies on behalf of NASJE and handling funds in compliance with procedures approved by the Board.

**Procedure:**

1. Routine receivables shall be received by the Secretariat in conjunction with the Treasurer, who shall promptly:
  - a. identify the payer
  - b. assure that the amount paid is due NASJE
  - c. if due, assure the amount is correct
  - d. issue a receipt as necessary
  - e. deposit the monies into the appropriate account(s)
  - f. document the deposit and bring forward the balance in the account
2. The Secretariat shall immediately notify the President and/or Treasurer of any issues, concerns or problems which arise regarding receivables.

**Subject:** Financial Audit  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:**  
**Last Review Date:** July 15, 2014

**Purpose:**

An audit of the funds received and paid by NASJE is necessary to protect the individual handling Association funds and NASJE. In addition, an audit is in keeping with accepted accounting practices.

**Policy:**

A routine audit shall be performed by an outside auditor at the time the financial records are transferred. Upon recommendation of the Treasurer, Secretariat, the Board or any member of the Board, an audit may be conducted at any time by a designated individual, who may be a member of NASJE or a paid consultant.

**Procedure:**

1. Upon transfer of responsibility for handling funds on behalf of NASJE, the outgoing Secretariat shall provide his or her successor with a complete accounting of funds received and paid during the term of the outgoing Secretariat. Records will be kept according to the Records Retention Policy previously approved by the NASJE Board of Directors and attached as Exhibit A. Records provided shall include both a printed version of transactions and NASJE account balance as well as an electronic version.
2. Both the outgoing and incoming Secretariat shall review the financial records, work through any questions, resolve any discrepancies and reach agreement that the financial records are correct and complete. Financial records shall include:
  - a. copies of receipts
  - b. bank statements
  - c. canceled checks
  - d. data base records
  - e. copies of periodic financial reports
3. If an agreement on the completeness or correctness of the financial records cannot be reached, the incoming Secretariat shall immediately notify the President and Treasurer of the problems identified; notification shall be verbal and shall be followed with a written document identifying problems found. The President and Treasurer shall determine, in consultation with the Board, what action is necessary.
4. If an agreement can be reached, the incoming Secretariat shall prepare a report for the Board, which shall review the report and take any appropriate action.
5. In the event of an audit being conducted at times other than transfer of financial responsibility, the Secretariat shall provide all documents mentioned above to the individual designated to conduct the audit. The Secretariat shall assist the designated individual in locating any needed information, answering any questions and resolving any discrepancies.

**Subject:** Application Process  
**Original Submission By:** Denise Kilwein, Sherry Carson  
**Date Submitted:** February 1, 2006  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The application process is to assure all interested individuals are given equal opportunity to become a member of NASJE. In addition, the process assures that membership remains focused on judicial education.

**Policy:**

Individuals interested in becoming a member of NASJE will make application through the Membership and Mentor Committee.

**Procedure:**

1. Potential new members shall apply for membership by completing the NASJE Application. Application forms are maintained and distributed by the chair of the Membership and Mentor Committee and are available on-line.
2. Upon completion of the application form, the potential member shall submit it to the chair of the Membership and Mentor Committee
3. Upon receipt of the application the chair of the Membership and Mentor Committee shall:
  - a. distribute information regarding the potential member to the Membership and Mentor Committee, who shall consider the application for membership in accordance with Article II of the Constitution and Bylaws.
  - b. schedule a conference call or use some other means of communication to obtain each member's recommendation
4. Upon approval of the new member, the chair of the Membership and Mentor Committee shall:
  - a. notify the President, Communications Committee chair, Regional Director and President-Elect of the new member
  - b. notify the Secretariat who shall invoice the member for dues
  - c. notify the new member of acceptance
5. Upon payment of dues, the Secretariat shall:
  - a. update the official membership list
  - b. notify the President
  - c. notify the Membership and Mentor Committee chair of new member
  - e. send new member packet
6. The President shall:
  - a. forward a letter of welcome and a membership certificate to the new member after confirmation from the Secretariat that the dues have been paid
  - b. copy the Board, the Membership and Mentor Committee chair, and the Secretariat on the welcome letter

**Subject:** Membership List  
**Original Submission By:** Sherry Carson  
**Date Submitted:** October 1, 1997  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

An official membership list is maintained in order to assure all members receive appropriate documents, are notified of NASJE activities and are listed appropriately in the official records of NASJE.

**Policy:**

An official membership list shall be maintained by the Secretariat. This list shall contain names, titles, addresses, phone/FAX numbers and e-mail addresses (where applicable), region, and date of initial membership. It may also include any other information determined by the Board to be necessary to keep accurate records of members' dues, registration fees, etc. The Secretariat shall make up-to-date copies of the official membership list to Board members and provide updates as necessary.

**Procedure:**

1. The President shall obtain from previous Secretariat the official membership list and forward to the current Secretariat.
2. Upon notification of a new member or a change in membership information or status, the Secretariat shall make appropriate changes to the list and distribute revised copies to the Board and the Chair of the Communications Committee.
3. The Secretariat shall maintain the official membership list in both a printed and automated format.
4. Upon a change in Secretariat, the previous Secretariat shall promptly provide his/her successor with both a written and automated format of the official membership list.
5. Upon approval of the President, the Secretariat may provide the official membership list to a requesting party not listed in the official distribution (above).



**Subject:** Membership and Mentor Committee  
**Original Submission By:** Denise Kilwein, Sherry Carson  
**Date Submitted:** February 1, 2006  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** August 12, 2009; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Membership and Mentor Committee, a standing committee appointed pursuant to Article VI, Sections 1 and 2 of the Constitution and Bylaws, was established to support and enhance both continuing and new membership in NASJE by ensuring that each member and potential member is aware of the resources available to her/him through a NASJE membership, and that members have access to those resources and services. One major resource is a mentor program which was developed to ensure that new members have access to experienced judicial educators trained in mentoring who can assist them in the early stages of their development.

**Policy:**

The policy for the Mentor program: the Committee recruits and trains experienced judicial educators who volunteer to serve as mentors for new association members. The committee maintains a list of active mentors and works with the respective Regional Director to make mentor – protégé matches.

The Immediate Past President serves as liaison between committee and Board. The President is an ex officio member of all committees.

**Responsibilities:**

*Committee Chair or designee shall:*

- call and conduct committee meetings
- make report of committee activity to membership at annual meeting
- be available upon request to give written or verbal updates to the Board
- develop an outreach plan to promote the Association and recruit new members
- draft correspondence from committee to association members, mentors, protégés
- communicate with trainers and other project-related individuals and agencies
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- promote the value of membership and recruit new members to the Association.
- promote diversity of membership

- support new members as they become integrated into the Association and familiar with association services
- define mission, goals and objectives of mentor program
- provide ongoing management of mentoring services to new members
- evaluate mentor program and recommend changes as necessary
- propose to the Board and the membership any changes to the requirements for membership
- Diversity, Fairness, and Access Committee shall recommend a member to serve

### **Procedure:**

The chair of the Membership and Mentor Committee shall contact individuals identified as potential new members and implement the procedure below.

1. Potential new members shall apply for membership by completing the NASJE application, which is available on the NASJE website.
2. Upon completion of the application form, the potential member shall submit it to the NASJE Secretariat.
3. Upon approval of the new member, the NASJE Secretariat shall notify the President, Chair of the Communications Committee, Regional Director, Membership and Mentor Committee Chair and President-Elect. The Secretariat shall at that time invoice the applicant for dues.
4. Upon payment of dues, the Secretariat shall:
  - a. update the official membership list
  - b. notify the President
  - d. upon payment of dues, send new member packet
5. The President shall:
  - a. forward a letter of welcome and certificate of membership to the new member
  - b. copy the Board, the Membership Committee chair, the President-Elect, and the Secretariat on welcome letter
6. Regional Director shall make contact with new members.
7. The chair of the committee solicits interested, experienced judicial educators to serve as mentors. This can be done through interest surveys, personal contact or recommendation by other members.
8. The committee coordinates periodic training for mentors, as appropriate.
9. The committee reviews and updates the Mentor Manual for Judicial Educators.
10. The chair notifies new members of the Mentor Program and inquires as to interest in participating.
11. In collaboration with the Regional Director and other committee members, the committee agrees upon a new member/mentor "match."
12. The committee chair notifies both the new member and the mentor of the "match."
13. The committee accepts feedback on the mentor program and reviews recommendations for possible changes in process or procedure

**Subject:** Annual Conference Committee  
**Original Submission By:** Denise Kilwein, Sherry Carson  
**Date Submitted:** February 1, 2006  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** February 6, 2010; August 20, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Annual Conference Committee, a standing committee appointed pursuant to Article VI, Sections 1 and 4 of the Constitution and Bylaws, was established to plan and implement the educational components of NASJE's annual conference.

**Policy:**

The Annual Conference Committee shall make recommendations to the Board regarding educational sessions, faculty and education-related costs for the annual conference. The Annual Conference Committee shall work closely with the designated region's Logistics Subcommittee (when appointed).

The Treasurer serves as liaison between committee and Board. The Fundraising Committee shall recommend someone to serve or coordinate with the Annual Conference Committee. The local host and Regional Director where conference will occur serve as members of the Annual Conference Committee and serve on the Logistics Subcommittee. The President is an ex officio member of all committees.

**Responsibilities:**

*Committee Chair or designee shall:*

- call and conduct committee meetings
- lead committee through conference planning and implementation
- serve as information resource for committee members through:
  - compiling and analyzing needs assessment results
  - suggesting subject matter and faculty
  - leading discussions regarding topic/session goals, objectives, teaching methods
  - making individual assignments for committee members
- serve as information resource for Board through:
  - writing and presenting conference plan for Board approval
  - suggesting appropriate registration fees
  - informing Board of progress in planning, changes and issues
  - analyzing evaluations, writing and presenting final report to Board
  - being available upon request to give written or verbal updates to the Board
- coordinate with Logistics Subcommittee

- provide to the Secretariat copy-ready materials for the conference notebook
- secure from Secretariat enrollment information for conference and individual sessions
- provide notebook and tab needs to Secretariat
- assure previous year's conference financial report is made available
- provide samples of previous year's conference notices and materials
- provide policy information regarding conference
- disseminate information on conference including agenda
- assist in decisions on social events
- provide conference announcement and registration forms
- assist with on-site responsibilities
- write and sign contracts with faculty
- write conference announcement and provide to Secretariat and webmaster for dissemination
- create evaluation forms
- make introductory remarks at conference
- manage all details which arise pertaining to the administration of conference education events
- make report of committee activity to membership at annual meeting
- coordinate with President regarding guest speakers, annual business meeting, special invitations and setting deadlines for receiving committee reports for the conference notebooks
- coordinate with Logistics Subcommittee to provide space for committee meetings that may occur at the annual conference
- inform President of any special requests, needs or issues which arise
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- assess the professional educational needs of the membership in alignment with the Core Competencies and accompanying curriculum designs.
- plan and implement the annual conference, which includes:
  - selecting subject matter
  - identifying faculty and faculty costs (honorarium and expenses)
  - participate in committee meetings before, during, and following the conference
  - work with assigned faculty:
  - discuss association demographics and needs
  - determine session objectives
  - determine delivery methods
  - determine evaluation criteria
  - determine participant activities
  - establish session agenda(s)
  - select room arrangements and determine audiovisual needs
  - write session descriptions
  - create program plans and other written materials
  - assure time lines are met
  - provide complete conference and site information
- collaborate to write the conference announcement and create the registration form
- work with Secretariat and local hosts to coordinate on-site education event(s), which includes:
  - assure set-up is complete and meets needs

- assure any additional materials are distributed
- open sessions and introduce assigned faculty
- monitor break times
- assure faculty needs are met
- distribute and collect evaluation forms
- close sessions
- evaluate components of the conference and report results to committee chair
- write and send appreciation letter to assigned faculty

*Logistics Subcommittee: (e.g. Regional Director, Local Host, Secretariat)*--When appointed by the Chair

- serve as liaison between committee and site, which includes:
  - visiting the site and evaluating potential for meeting needs
  - negotiating with site regarding dates, costs and services
  - reviewing and collaborating with Annual Conference Committee Chair re: site contract
  - notifying site of lodging space needs
  - notifying site of meeting/education space, equipment and set-up needs
  - notifying site of meal and break service needs
  - notifying site of any change in needs
  - arranging social events to be held at site
- receive reports from Treasurer or Secretariat regarding previous year's conference:
  - detailed conference financial report showing: local conference host event expenses, conference fee charged, actual revenue, portions of revenue actually allocated to educational expenses, registration fee charged, itemization of actual cost centers.
- work with Annual Conference Committee chair to contact committee chairs regarding committee meetings that may occur at the annual conference
- serve as coordinator for local social events, which includes:
  - recommending local sites for social events
  - negotiating group rates for local activities
  - providing information re: local areas of interest
  - negotiating transportation for social events, if needed
- assist with registration services for conference
- provide on-site coordination of all social events
- collaborate with the Annual Conference Committee to provide coordination of conference as a whole
  - indicating needed space for meetings and lodging
  - indicating session room arrangements
  - indicating audio visual needs

#### **Procedure:**

1. A year or more before a given conference, the Board will determine the region in which the conference will be held. The Regional Director from that region will assist the Board in determining the exact location and contracting with a facility for the conference.

2. Immediately following the annual conference, the President will appoint members for vacancies on the Annual Conference Committee.
3. Ten months prior to the annual conference the Annual Conference Committee chair will conduct a conference call with committee members and the Logistics Subcommittee to review policies and procedures governing the upcoming conference and to begin determining topical areas to be presented. Annual Conference Committee chair will assure Logistics Subcommittee is in receipt of necessary documentation from previous year's conference (see Logistics Subcommittee responsibilities).
4. Ten months prior to the annual conference the chair will conduct a conference call with committee members and the local conference subcommittee to review space in the designated facility, determine topics and faculty, assign sessions to committee members for further development and review the time lines for remaining tasks. The chair will conduct another conference call the next month to finalize these items.
5. Eight months prior to the annual conference the chair will conduct a conference call to discuss committee member progress, obtain feedback on the rough draft agenda and discuss the overall conference plan. Committee members will complete a rough draft of the agenda with sessions and faculty assigned.
6. Eight months prior to the annual conference the Logistics Subcommittee will begin assessing sites for the annual banquet and determine on-site location and organization for registration, and compile cost information to be submitted to the Board for approval and consideration at its Mid-Winter meeting when it sets the registration fee.
7. No later than six months before the Annual Conference, the chair will prepare a rough draft agenda and submit it to the Board for review and approval. In cooperating with the Logistics Subcommittee, the Annual Conference Committee chair will recommend a registration fee to the Board for their approval.
8. The Board will review and take action on the recommended rough draft agenda, determine a registration fee and determine the upper limit for how much of the registration fee may be expended on faculty costs, and approve the conference budget.
9. Seven months prior to the annual conference committee members will make follow-up contact with faculty for preliminary discussions on topics, faculty roles and responsibilities, time lines and the overall conference agenda. Committee members will assist faculty in completing the program proposals.
10. Seven months prior to the annual conference, the committee chair confirms faculty in writing and sends them faculty forms and faculty contracts for signature and return. Once the faculty contracts are signed and copies received, the chair forwards the contracts to the Treasurer for documentation of payment to come.
11. Six months prior to the annual conference, committee members and faculty finalize program proposals, including goals, objectives, substantive content, teaching methodologies, room set-ups and audiovisual equipment needs. Committee members forward complete proposals to the committee chair.
12. Six months prior to the annual conference the chair conducts a conference call with committee members to review program proposals and assess the progress of conference development.
13. Five months prior to the annual conference as committee members continue to work with faculty to:
  - a. plan individual sessions
  - b. develop final session descriptions, goals and objectives for the conference announcement
  - c. finalize handout materials

14. The committee chair works with the Logistics Subcommittee to finalize space requirements and other logistics, based on the information received from committee members and faculty. The Logistics Subcommittee works directly with the conference site to secure needed space, equipment, etc.
15. Four months prior to the annual conference the committee chair drafts the conference announcement and forwards it to committee members and the Logistics Subcommittee for editing. Once finalized, the committee chair forwards the conference announcement to the Secretariat and the Chair of the Communications Committee. Using the complete NASJE membership roster, the Secretariat emails the conference announcement and registration information to the membership.
16. Once registration is complete, the Secretariat orders binders and tabs, based on registration and sessions planned. The Secretariat periodically forwards the list of registrants to the committee chair. Participants are listed in two fashions: an alphabetical list of all registrants and a session- by-session list of participants for each.
17. The committee chair conducts a conference call two months prior to the annual conference with committee members to provide registration information and to confirm site arrangements for individual sessions. Committee members update their respective faculty regarding the number of participants and final room arrangements, equipment, etc.
18. One month prior to the annual conference, if not already done, committee members forward the chair final handout materials; the chair, after review of materials, forwards them to the Secretariat for duplication and insertion into binders. The chair provides the Secretariat with complete instructions on what is to be done with each set of handout materials as well as other the notebook information. The chair, in cooperation with committee members, will design session evaluations and forward to the Secretariat for inclusion in the participant notebooks.
19. One month prior to the annual conference the committee chair works closely with the local conference subcommittee and the Secretariat to assure room set-ups are accurate for each session, materials are complete and on-site registration is organized and adequate staff are available to implement.
20. During the conference, the committee chair will continue to orchestrate the conference, committee members will:
  - a. assure the rooms for their assigned sessions are properly set
  - b. report any problems to the chair
  - c. introduce the faculty for the sessions they were assigned
  - d. staff sessions to assure the schedule is followed
  - e. distribute and collect program evaluations, and return them to the chair
21. After the conference concludes, the committee chair will prepare a conference report for Board review. The report will include observations, information on special events, a compilation of session and overall conference evaluations and any recommendations for subsequent conferences. The chair will forward the report to the President, who will include it as an agenda item for the next Board meeting. This will be done no later than one month after the conference.

**Subject:** Nominating Committee  
**Original Submission By:** Suzanne Keith  
**Date Submitted:** October 7, 1996  
**Approval Date:** September 23, 1998  
**Effective Date:** February 10, 2007  
**Revision Dates:** January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Nominating Committee, a standing committee appointed pursuant to Article IV, Section 1; Article VI, Section 1; and Article VII of the Constitution and Bylaws, was created to make recommendations to the Board and the membership regarding individuals to serve in leadership positions. The committee solicits input from the membership regarding potential leaders, assesses members' interest in serving in leadership positions and assures that those nominated or voicing interest in serving are qualified to serve. This expedites the election process. It is a goal of NASJE to encourage all members to participate in the governance of NASJE through elective office and to promote diversity of its members and those seeking office.

**Policy:**

The Nominating Committee is chaired by the Immediate Past-President and shall recommend to the Board and the membership a slate of nominees for available association positions. The Diversity, Fairness, and Access Committee shall select a member to serve as a liaison to the Nominating Committee. The President is an ex officio member of all committees and shall designate a Board member as a liaison between the committee and the Board.

The President shall conduct elections at the annual meeting or designate the chair of the Nominating Committee to do so. If the chair of the committee is nominated for an office, the President shall conduct the portion of the election process which addresses that position.

**Responsibilities:**

*Committee Chair or designee shall:*

- call meetings as necessary
- be available upon request to give written or verbal updates to the Board
- solicit suggestions for nominees from membership
- receive data from President as to willingness of potential nominees to serve from the President's survey results
- coordinate research and reporting activities as to nominees
- distribute information on potential candidates to committee members as necessary
- lead committee discussions
- record committee recommendations



- provide Board with information regarding recommendations for vacant positions prior to distribution to membership:
  - list of individuals who volunteered or were nominated
  - list of individuals recommended by committee for membership vote
  - list of individuals found ineligible for recommendation and reason(s)
- ensure members are notified of recommendations no later than thirty (30) days prior to the election
- ensure members are provided biographical information on recommended individuals
- make report of committee activity to membership at annual meeting
- if designated by the President, conduct election process at annual meeting
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- participate in meetings called by the committee chair
- review applications and recommendations for each potential nominee for vacant Board position which are received from the President's or from the committee's annual surveys
- determine eligibility requirements are met pursuant to Constitution and Bylaws provisions
- collaborate to determine a slate of recommendations for vacant offices
- gather relevant information on recommended candidates for distribution to the membership
- promote diversity of the slate of candidates

**Procedure:**

1. The Nominating Committee chair shall receive any names from the President's Annual Interest Survey regarding interest in serving as a regional director and/or officer.
2. The Nominating Committee chair may also receive information directly from members interested in serving as a regional director or officer.
3. At least ninety (90) days prior to the annual conference, the Nominating Committee chair sends a letter to members eligible to vote requesting suggestions for candidates for positions to be elected at the conference. NASJE Nomination Guidelines (see Appendix B) will also be included in this mailing.
4. The Nominating Committee chair receives member suggestions.
5. At least sixty (60) days prior to the annual conference, the Nominating Committee, under direction from the chair, contacts every nominee (from the President's Survey, direct volunteers and suggestions from the membership) to assess their eligibility and interest.
6. After determining eligibility and interest, the Nominating Committee meets by conference call and prepares a slate of not more than three candidates for each open position. Factors to be considered include: previous administrative experience, educational or other experience, suggestions or comments from the membership surveys. Any nominee who is determined to be eligible shall be included in the slate of nominees for the designated position, but no more than three individuals per position. If there are more than three individuals who are nominated and eligible, the Nominating Committee chair shall discuss with each individual nominated for the position their interest in running for another position for which there are not three individuals nominated and eligible.

7. No later than forty-five (45) days prior to the annual conference, the Nominating Committee chair shall provide the President with information on individuals nominated (President's survey, member nominating, volunteer), the list and biographies of individuals to be recommended to the membership for vote, and information on anyone nominated but found to be ineligible. The Board liaison will ensure that all Board members receive the information and will serve as liaison between the Nominating Committee chair and the Board regarding any feedback or questions from the Board and their resolutions by the Nominating Committee.
8. Prior to sending the list of candidates to the general membership, the Nominating Committee shall notify the Board of the slate of candidates and provide a list of individuals nominated but not placed on the ballot, including reasons for their exclusion. If the Board has any concerns, it will communicate those concerns to the Nominating Committee through its Board representative. The Board may request clarification of the reasons for the exclusion. If the Board decides the exclusion is not in the best interest of NASJE, the Board may ask the Nominating Committee to include any individual(s) whose qualifications for office were in question.
9. No later than thirty (30) days prior to the annual conference, the chair of the Nominating Committee shall distribute to all current association members eligible to vote the slate of nominees accompanied by pertinent information on each nominee.
10. Prior to the annual conference, the chair or committee designee prepares paper ballots for each office being considered or coordinates preparation of an electronic response system for use in the election. Working with the local conference committee, the chair or designee ensures the integrity of the election process. For example, a regional director may only be elected by the members from the respective region.
11. During the Business Meeting at the annual conference, the Nominating Committee chair is called upon by the President to conduct the election process. The process includes:
  - a. announcing the position being considered and the names of the candidates
  - b. asking if there are additional nominations from the floor
  - c. asking each member eligible to vote for the office to mark their ballot or enter a choice for one candidate on the electronic response system
12. During the election process:
  - a) For elections using paper ballots, while the chair continues to conduct the process, the Nominating Committee members or their designees immediately collect ballots for the position being considered. This process is repeated for each office. Once ballots for an office are collected, committee members tabulate results and notify the chair, who announces the election results.
  - b) For elections using an electronic response system, the chair ensures that any official proxy votes are included in the totals for each office, then the chair announces the election results.
13. If the Nominating Committee chair is a candidate for an office, the President shall conduct the election process for that position.

See Article III, Section 2 of the Constitution and Bylaws for further information regarding voting, proxies and majority vote. (Also see Appendix B at the end of this document for NASJE Board Resolution I: NASJE Nomination Guidelines.)

**Subject:** Diversity, Fairness, and Access Committee  
**Original Submission By:** P.M. Dubhaigh-Ingrassia  
**Date Submitted:** October 9, 1996  
**Approval Date:** September 23, 1998  
**Effective Date:**  
**Revision Dates:** February 10, 2007; July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Diversity, Fairness, and Access Committee, a standing committee established pursuant to Article VI, Sections 1 and 4 of the Constitution and Bylaws, is charged with effecting greater diversity in the NASJE membership, its projects and products. The Diversity, Fairness, and Access Committee is intended to work with other committees and the Board in obtaining goals related to diversity issues.

**Policy:**

The Diversity, Fairness, and Access Committee will, through meetings and discussions with other committee chairs and members, explore and make recommendations to NASJE and its committees as to how to holistically effect greater diversity in both the philosophy of the organization and the workings of NASJE. Recommendations shall be made in writing. Recommendations affecting the organization as a whole will be made to the Board, which shall determine feasibility and respond to the Diversity, Fairness, and Access Committee as to action taken. Recommendations regarding individual committees shall be submitted to the Board for review before being forwarded to the respective committee chair, who shall determine feasibility and respond to the Diversity, Fairness, and Access Committee as to action taken.

The chair of the Diversity, Fairness, and Access Committee shall appoint a member(s) to serve as a liaison to the Membership and Mentor Committee and the Nominating Committee. The President is an ex officio member of all committees and shall designate a Board member as a liaison between the committee and the Board.

**Responsibilities:**

*Committee Chair or designee shall:*

- call meetings as required
- be available upon request to give written or verbal updates to the Board
- distribute information, ideas, and suggestions to committee members as necessary
- facilitate committee member discussion of current issues
- provide a report on committee activities at the annual meeting
- contact the chair of the Nominating Committee regarding the Diversity, Fairness, and Access Committee member who will serve as liaison to the Nominating Committee

- Contact the chair of the Membership and Mentor Committee regarding the Diversity, Fairness, and Access Committee member who will also serve on the Membership and Mentor Committee
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- participate in meetings called by committee chair
- review ideas and suggestions made to the committee or coming from committee members
- make agreed-upon recommendations to appropriate entities

**Procedure:**

1. The committee shall seek and accept input regarding diversity issues from the NASJE Board, other committees and members.
2. The committee chair shall record and ensure distribution of all relevant information regarding diversity issues or suggestions to committee members.
3. The chair shall convene meetings, by telephone or face-to-face, during which current ideas or suggestions will be discussed.
4. Based upon a general consensus of committee members, the committee shall make written recommendation to the appropriate entity (see responsibilities of members) regarding diversity issues. Recommendations may include:
  - revision of the Constitution and Bylaws
  - new processes, products or projects
  - changes in representation on committees, as liaisons, etc.
  - additional educational topics
5. Written recommendations shall be submitted to the President for distribution to the Board. Those affecting the organization as a whole shall be discussed by the Board and the President shall notify the Committee chair as to any action taken. Those affecting committees or projects shall be reviewed by the Board; the President shall convey to the Committee chair any concerns regarding the recommendations. Once concerns are addressed, the chair of the Committee will forward the recommendations to the chair of the committee or project.
6. The leadership of the entity or entities receiving the recommendation(s) will hold discussion among its members, determine feasibility and applicability of the recommendation(s) and respond in writing to the Diversity, Fairness, and Access Committee as to the course of action, if any, to be taken.

**Subject:** Education and Curriculum Committee  
**Original Submission By:** Kelly Tait  
**Date Submitted:** July 1, 2014  
**Approval Date:** August 5, 2014  
**Effective Date:** August 5, 2014  
**Revision Dates:** ; January 27, 2016  
**Last Review Date:** July 10, 2015

**Purpose:**

The Education and Curriculum Committee, a standing committee appointed pursuant to Article VI, Section 5 of the Constitution and Bylaws, is charged with updating and disseminating the curriculum designs, creating other designs as needed, and planning, developing, and conducting education such as webinars, online courses, etc.

**Policy:**

The committee shall be composed of a minimum of five members. At least one committee member shall also act as a liaison with the Annual Conference Committee. The President is an ex officio member of all committees and shall designate a Board member as a liaison between the committee and the Board.

**Responsibilities:**

*Committee Chair or designee shall:*

- call and conduct committee meetings
- be available upon request to give written or verbal updates to the Board
- conduct periodic review and updates of curricula designs
- create other designs as needed
- secure grant funding through SJJ or other resource
- hire consultant(s) and work with Secretariat on contracts and payments
- prepare grant reports according to grant guidelines
- appoint review team to assist consultant in editing the design
- share final draft with other appropriate NASJE committee(s)
- review final document once electronic links have been included and tested
- write article for [www.nasje.org](http://www.nasje.org), based on new design
- disseminate final product to grantor and membership
- lead committee through webinar planning and implementation
- contact NJC to schedule webinars
- coordinate practice sessions for faculty through NJC
- serve as information resource for committee members through:
  - suggesting subject matter and faculty
  - leading discussions regarding topic/session goals and objectives
  - making individual assignments for committee members
- serve as information resource for Board through:
  - informing Board of progress in planning, changes and issues
  - analyzing evaluations

- tracking webinar dates/topics
- ensuring recorded webinars are added to “Members Only” section on website
  - provide supporting webinar materials electronically to participants
  - write webinar announcement and provide to Communications Committee chair for dissemination
  - create evaluation forms and/or electronic surveys
  - make introductory remarks at webinars
  - manage all details, in conjunction with NJC, which arise pertaining to the administration of webinars
  - make report of committee activity to membership at annual meeting
- inform President of any special requests, needs or issues which arise
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- participate in committee meetings throughout the year
  - review NASJE Core Competencies and curricula designs
  - assess the professional educational needs of the membership
  - plan and implement webinars including:
- selecting subject matter
- identifying faculty
- work with assigned faculty; assure faculty needs are met
- discuss association demographics and needs
- determine webinar objectives
- assure timelines are met
- evaluate components of the webinar and report results to committee chair
- write and send appreciation letter to assigned faculty
- Annual Conference Committee shall recommend someone to serve or coordinate with the Education and Curriculum Committee
- collaborate with Annual Conference Committee on pre/post conference sessions
- contact Regional Directors to aid in assessing needs and promoting webinars

**Subject:** Bylaws and Policy Manual Revision Committee  
**Original Submission By:** John Meeks  
**Date Submitted:** October 4, 1996  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

The Bylaws and Policy Manual Revision Committee, a special committee appointed pursuant to Article IV, Section 1 of the Constitution and Bylaws, was created to periodically review and propose amendments to the Constitution, Bylaws, and Policy Manual for purposes of updating and revision as necessary.

**Policy:**

The Bylaws and Policy Manual Revision Committee shall, from time to time and upon the request of the President or Board, review the Constitution, Bylaws, and Policy Manual to render advice about whether the President or Board should propose an amendment to the Constitution, Bylaws, and Policy Manual and draft proposed amendments. Suggested amendments may arise from the Board or from independent suggestions made by members. The committee chair and/or President of NASJE shall lead discussion of proposed changes at the annual meeting and shall conduct a vote on recommended revisions.

The President-Elect serves as the chair of the Bylaws and Policy Manual Committee and serves as liaison between committee and Board. The President is an ex officio member of all committees.

**Responsibilities:**

*Committee Chair or designee shall:*

- call meetings as required
- be available upon request to give written or verbal updates to the Board
- distribute information related to review of the Constitution and Bylaws and the Policies and Procedures Manual
- lead discussion regarding areas under review
- provide a report on committee activity to the membership at the annual meeting
- act as informal advisor to the President or Board regarding the Constitution and Bylaws and the Policies and Procedures Manual
- ensure that the Secretary receives any updated versions of the Constitution and Bylaws and the Policies and Procedures Manual
- transfer all relevant forms, documents, and information to successor

### *Committee Members:*

- participate in meetings called by the chair
- review assigned material as determined by the chair
- recommend any changes, which includes:
  - specific wording for recommended change
  - review of other parts of the Constitution and Bylaws and the Policies and Procedures Manual which might be affected and recommend any necessary changes
- collaborate to make recommendations for the chair to present to the Board
- president-elect shall serve as Board liaison and chair
- immediate past president and Vice President shall be committee members

### **Procedure:**

1. The chair shall respond to informal requests from the President or Board regarding the meaning or implications of provisions of the Constitution and Bylaws and the Policies and Procedures Manual.
2. The committee shall accept from the Board or the membership any concerns or suggestions regarding the Constitution and Bylaws and the Policies and Procedures Manual.
3. The chair shall distribute relevant information to all committee members and to the Board.
4. The chair shall convene a meeting, by phone or face-to-face during which the concern or suggestion shall be reviewed and discussed.
5. If the committee feels the concern or suggestion warrants making a revision to the Constitution and Bylaws and the Policies and Procedures Manual the members shall draft appropriate language and make a recommendation as to the revision.
6. At least 45 days prior to taking a vote of the membership, the committee chair (in cooperation with the President of NASJE) shall distribute to all voting members' information regarding the proposed changes to the Constitution and Bylaws.
7. Prior to taking a vote of the membership at an annual or special meeting, the President or committee chair shall accept comments and either lead a discussion or distribute comments to members for consideration before voting.
8. The President or committee chair shall conduct the voting process and report results to the Board, the committee and the general membership.
9. The information in the Policies and Procedures Manual is to be reviewed by the NASJE Board on a regular basis and modified as necessary to reflect any changes in policies, procedures and practices. Any member of NASJE may develop and recommend policies or procedures. A majority vote of the Board is required to make changes to the manual.
10. Both a written and automated version of this manual are to be maintained by the Secretariat of NASJE, who shall make necessary changes as approved by the Board. Copies of the manual and updates are to be provided to Board members and the membership electronically. Updates are to be forwarded to Board members within 30 days of adoption.



<p><b>Subject:</b> Fundraising Committee <b>Original Submission By:</b> William Brunson <b>Date Submitted:</b> June 18, 2010 <b>Approval Date:</b> August 11, 2010 <b>Effective Date:</b> August 11, 2010 <b>Revision Dates:</b> July 15, 2014; January 27, 2016 <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

As provided under Article IV, Section 1, the President, upon notice to the Board, may create and appoint members to such additional committees as is deemed necessary to further the interests and objectives of the Association, unless otherwise ordered by said Board.

The President established the Fundraising Committee to identify funding sources and solicit funding from those sources to support the mission of NASJE.

**Policy:**

The President shall appoint a minimum of five members to serve on the Fundraising Committee. The terms shall be staggered to ensure the knowledge, experience and contacts of the committee members are not lost. The President, President- Elect, Immediate Past-President and Treasurer serve on the committee. The Treasurer serves as the Fundraising Committee liaison to the Board. The President is an ex officio member of all committees.

**Responsibilities:**

*Committee Chair or designee shall:*

- develop an outreach plan to promote the Association and locate new funding sources
- be available upon request to give written or verbal updates to the Board
- conduct committee meetings and hold meetings at least once every two months to assist in locating members for the committee
- make a report of committee activity to President for use at mid-year meeting and provides an oral report, if requested, to the membership at the annual meeting
- oversee the development of solicitation and thank you letters
- actively solicit donations from member states, for-profit and non-profit organizations and individuals (if able to do so under state ethics rules)
- oversee the overall solicitation plan and ensures follow-through
- thank donors for their contributions both orally and in writing
- establish and ensure strong relationships with donors
- ensure successor members are introduced to donors so the relationship is not lost if the original member leaves the committee for any reason
- transfer all relevant forms, documents and information to successor

### *Committee Members:*

- are educated about the benefits of giving to NASJE and understand how the funding assists NASJE in fulfilling its mission
- identify potential sources of funding
- assist with developing solicitation and thank you letters
- actively solicit donations from member states, for-profit and non-profit organizations and individuals (if able to do so under state ethics rules)
- thank donors for their contributions both orally and in writing
- establish and ensure strong relationships with donors
- ensure successor members are introduced to donors so the relationship is not lost if the original member leaves the committee for any reason

### **Procedure:**

1. Upon appointment, the Chair develops an outreach plan to promote the Association and locate new funding sources.
2. The Chair reviews all documents (e.g., solicitation letters, thank you letters, etc.) and ensures they are appropriate. If the letters require revision, the Chair appoints members to review and rewrite the letters.
3. The Chair sets up a teleconference schedule for committee meetings and ensures that at least five members are on the committee.
4. The chair may assign committee members to solicit funding from different sources. For instance, the chair may wish to assign one member to lead the fundraising effort from for-profit organizations, one member to lead non-profits and one member to lead fundraising from member states.
5. The Chair actively solicits donations from member states, for-profit and non-profit organizations and individuals (if able to do so under state ethics rules).
6. The Chair oversees the overall solicitation plan and ensures follow-through by individual committee members.
7. The Chair thanks donors for their contributions both orally and in writing and ensures committee members do the same.
8. The Chair establishes and ensures strong relationships with donors and oversees the efforts of individual members.
9. The Chair ensures successor members are introduced to donors so the relationships are not lost if the original member leaves the committee for any reason.

<p><b>Subject:</b> International Committee <b>Original Submission By:</b> Ellen Marshall <b>Date Submitted:</b> January 22, 1998 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> July 15, 2014; January 27, 2016 <b>Last Review Date:</b> January 6, 2016</p>
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**Purpose:**

The International Committee, a special committee established pursuant to Article IV, Section 1 of the Constitution and Bylaws, is charged with addressing the Board goals of expanding NASJE's focus to international judicial and justice system education. It is also intended to recognize the contributions of NASJE's growing international membership to the profession.

**Policy:**

The profession of judicial education has been seen as an essential component of judicial systems world-wide. Many funding agencies have included judicial education projects in their court reform proposals which include funds for consultants. NASJE is committed to assisting these countries and funding agencies to locate experts in judicial education for international judicial education projects. The President is an ex officio member of all committees and shall designate a Board member as a liaison between the committee and the Board.

**Responsibilities:**

- The chair or designee shall be available upon request to give written or verbal updates to the Board
- Transfer all relevant forms, documents and information to successor

**Procedure:**

1. The committee will oversee NASJE outreach in international judicial and justice system personnel.
2. Members interested in international consulting will be solicited. Interested members will identify their areas of expertise and express which areas of the world they would be interested in working.
3. Applicants will be asked to submit a resume to the committee.
4. Committee members will identify funding organizations and consultant groups who solicit experts in judicial and justice system education.
5. Subcontractors who provide international consulting services will also be identified.
6. A list of countries and current chief justices and/or ministers of justice will be compiled.
7. NASJE will ask all funding organizations to send any requests for proposals which include international judicial and justice system education components.
8. Lists of NASJE members interested in international consulting will be sent to these organizations and countries along with the members' resumes.

9. Committee members will encourage other countries establishing a judicial education function to join NASJE and encourage their representatives to attend the annual conference.
10. The committee will recommend programs about international judicial and justice system education projects to the Annual Conference Committee to include in annual conference workshops.

**Subject:** Communications Committee  
**Original Submission By:** Margaret Allen  
**Date Submitted:** July 16, 1998  
**Approval Date:** February 3, 2006  
**Effective Date:** February 10, 2007  
**Revision Dates:** January 27, 2016  
**Last Review Date:** January 6, 2016

### **Communications Committee Purpose:**

The Communications Committee, a special committee appointed pursuant to Article IV, Section 1 of the Constitution and Bylaws, is responsible for determining content, writing, editing and publishing a news content regularly on the NASJE website for the membership of NASJE. In addition, the Communications Committee, in concert with the web designer, ensures that the website provides resources, information and communications networks for the NASJE membership and their colleagues. In December 2014, the Website and Technology Committee and the NASJE News Committee merged to form the Communications Committee.

### **Policy:**

The Communications Committee shall promote the activities and accomplishments of NASJE and its members via the NASJE website and other methods of communication. Activities of the committee shall include determining areas of interest or need for content, overseeing writing and editing, and assuring notification of association members and others of all NASJE-related content. The President is an ex officio member of all committees and shall designate a Board member as a liaison between the committee and the Board.

### **Responsibilities:**

*Committee Chair or designee shall:*

- schedule monthly meetings
- develop agenda and facilitate discussion at meetings
- be available upon request to give written or verbal updates to the Board
- ensure that material is written, submitted, and edited excellently and on schedule
- submit all editorial content to Web designer
- review content and layout before posting on the NASJE website
- provide email notification to members and others on the NASJE mailing of new content
- transfer all relevant forms, documents and information to successor

*Committee Members:*

- develop an overall plan for NASJE Web development including:
  - defining needs
  - specifying goals and objectives
  - identifying strategies for meeting goals and objectives

- periodically review Website Plan and make adjustments as necessary
- decide upon all content and resource materials for the Web site and supply them to the Web designer
- elicit ideas and resources to develop the website and to improve the format of the website
- meet as necessary via teleconference, webinar, or in-person meetings
- provide editorial direction for the newsletter
- determine content
- discuss and evaluate ideas regarding articles and resources
- establish parameters for topical areas chosen
- determine authors (internal and external to committee)
- edit articles as necessary

*The Web Designer:*

- put newsletter and web content on the website as requested by the chair and committee and in accordance with the Web Site Plan
- design and organize the website, including the newsletter, to facilitate access and to maximize use of the site
- shall ensure ADA compliance using <http://wave.webaim.org/> or another website approved by the Web designer in consultation with the Communications Committee chair

**Procedure:**

1. The committee meets and discusses potential ideas for the upcoming newsletter including any suggestions received from members.
2. Committee members make decisions about articles and evaluate article ideas and content in accordance with the *NASJE News* Editorial Policy.
3. Committee members invite individuals to write articles and also write articles themselves, all of which are submitted to the committee chair for review.
4. Each committee member is in charge of writing or recruiting articles.
5. The committee chair edits, or assigns committee members to edit, all content.
6. The committee chair forwards all edited content for the newsletter to the Web designer, with directions on layout, priority, and time limits for putting content on the NASJE website.
7. The Web designer obtains approval from the chair and designated committee members for the layout and educational approach proposed for each newsletter.
8. After final review by the committee members, the chair sends a message via the NASJE List Serve to notify members of the availability of new content.

<p><b>Subject:</b> External Relations Policy <b>Original Submission By:</b> Ellen Marshall <b>Date Submitted:</b> July 16, 1998 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> January 27, 2016 <b>Last Review Date:</b> January 06, 2016</p>
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#### **PURPOSE:**

This communications policy will guide all members acting on behalf of NASJE in an official capacity.

#### **POLICY:**

All officers, Board members, committee chairs, members, and the Secretariat represent the interests of NASJE. As such, there should be a distinction between when these members speak as an individual judicial educator and when they represent the official position of NASJE.

#### **PROCEDURE:**

1. Communications regarding an official position of NASJE shall be approved by the Board and distributed through the Board minutes and the President.
2. The President may delegate that responsibility to any officer, Board member or committee chair if the situation so warrants.
3. All communications involving NASJE policy shall come from the President. In matters where the official policy of NASJE is not clearly articulated in the Constitution and Bylaws or in the Board minutes, the President shall seek the advice and consent of the Board before speaking.
4. The President communicates all matters affecting the work responsibilities and contractual obligations of the Secretariat to the Secretariat's officer(s).
5. The Treasurer supervises the routine work of the Secretariat in fiscal matters and, in that role, communicates requests for information or reports on behalf of the President and the Board.
6. In dealing with an external organization's request for an official position or action of NASJE, members should refer such requests to the President. However, this in no way prohibits a member from voicing a personal position or preference, as long as the member makes it clear that the member is not representing NASJE's official position.

**Subject:** Special Appointments  
**Original Submission By:** Blan Teagle  
**Date Submitted:** March 1, 1998  
**Approval Date:** September 23, 1998  
**Effective Date:** February 10, 2007  
**Revision Dates:** July 15, 2014; January 27, 2016  
**Last Review Date:** January 6, 2016

**Purpose:**

There are a number of projects, services, and organizations separate and apart from NASJE whose purposes are to further the professional education and growth of state judicial branch professionals and to provide products and services to the state judiciaries. The missions of some of these entities frequently complement or parallel those of NASJE. NASJE's goals include enhancing the quality of judicial branch education, attending to the professional growth of its own members, serving as a resource and clearing house for the exchange of materials, techniques, and information, and promoting research and development in the field of judicial education. The special appointment concept was established by the NASJE Board to provide an opportunity for other organizations to establish and maintain a formal link to NASJE.

**Policy:**

The special appointment ensures that the NASJE membership is aware of emerging trends and developing areas. Similarly, NASJE special appointments, through establishing relations with other designated entities, are able to inform others about NASJE activities, research, and developments and foster cooperative endeavors. The special appointment promotes the mutual interests of NASJE and the organization as authorized by the NASJE Board.

Please see Appendix C for a list of organizations, appointees and terms.

**Procedures:**

1. Potential special appointments may apply for appointment with the NASJE President, or be invited to serve by the President.
2. The President reserves the right to solicit applications from members and may, in his/her discretion, appoint any member deemed by the President as best suited to a particular assignment.
3. The President will inform specified organizations of the availability of a NASJE special appointment to serve as a representative of NASJE.
4. Special appointments shall serve a three-year term and are eligible for appointment to one consecutive second term.
5. When possible, the NASJE member or the member's own state shall pay the expenses of attending the organization's conference and/or Board meeting. If this is not possible, the President shall request authority from the Board to authorize the expenditure of NASJE funds for such attendance.



7. A special appointment shall attend meetings of the organization, where possible, and shall inform the organization of NASJE research, developments, and activities in areas germane to the organization's jurisdiction or function.
8. The special appointment shall report at least annually to the NASJE Board on the organization's activities and developments immediately prior to the Annual Conference.
9. At the direction of the NASJE Board, the special appointment may represent NASJE's position or intention on an issue.
10. The special appointment may be empowered by the Board to negotiate with the organization on cooperative projects.
11. The special appointment shall not, without NASJE Board approval, represent NASJE's position or intentions, or unilaterally enter into cooperative agreements or projects with the organization on NASJE's behalf.
12. The special appointment may be a member of the organization to which he/she is appointed, but, must not, during his/her tenure as NASJE special appointment, serve as an officer, director, committee chair, or advisory board member for the organization.
13. The President shall send a confirmation letter and this policy to special appointee.

**Other Official NASJE Representatives:**

1. Some grants require that a NASJE representative serve on a planning committee for a judicial education project. An organization requiring a NASJE representative should contact the NASJE President for a recommendation.
2. The President shall contact the NASJE member he/she is recommending to alert the member to the potential invitation from the organization.
3. The NASJE member serving in that capacity shall work to further the goals of NASJE and the interests of the profession.
4. When the grant-funded project involves a requirement that conference participants conduct follow-through educational projects after the conference, the NASJE member shall encourage the organization to make certain that state judicial branch educators are included in the invitation to attend the conference.

**Judicial Education Representatives:**

1. While the special appointment function is an official representative of NASJE, a NASJE member may be approached, as an individual judicial educator, to serve on a project.
2. In this capacity, the representative functions on his/her own behalf, and not as a representative of NASJE.
3. Funding for travel of the representative to the organization's meetings will not be the responsibility of NASJE.
4. An organization may elect to contact the NASJE President for suggestions for potential judicial education representatives, but the selection of that individual will be made directly by the organization.

<p><b>Subject:</b> The Karen Thorson Award <b>Original Submission By:</b> Joseph R. Sawyer <b>Date Submitted:</b> April, 2012 <b>Approval Date:</b> January 27, 2016 <b>Effective Date:</b> January 27, 2016 <b>Revision Dates:</b> January 27, 2016 <b>Last Review Date:</b> January 27, 2016</p>
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**Purpose:**

The establishment of the *Karen Thorson Award* recognizes a career judicial educator who has made a significant contribution to both NASJE and judicial branch education.

**Policy:**

The NASJE Board will award the *Karen Thorson Award* at its own discretion.

The NASJE Board is not obligated to grant the award each year.

The NASJE Board shall discuss potential nominees at the annual mid-year meeting.

The NASJE Board shall decide, by April of each year, if the award will be given, and if so, to whom the award will be given.

Members of NASJE may nominate qualified candidates to the Board for consideration.

If the award is given in any year, the NASJE president shall inform the award winner by May in the year the award is given.

The Executive Board will present the award to the winner at the annual conference held in the year in which the award is given. The conference fee will be waived and NASJE will cover all pre-approved travel costs for the recipient.

The president will issue a statement acknowledging the winner, and the winner's contributions to NASJE and judicial branch education. The president's statement will be sent to NASJE's membership and posted on the NASJE News website by the end of May in the year the award is given.

**Responsibilities:**

- The NASJE Executive Board is responsible for the selection of the recipient.
- The NASJE president shall ensure that the award is placed on the mid-year annual meeting agenda.
- The NASJE president shall inform any winner consistent with the policy as stated above.
- The NASJE president shall inform the membership consistent with the policy as stated above.

## **Nomination process**

Any NASJE member may nominate a candidate for the Karen Thorson Award who meets the following criteria.

The nominee:

- Is or was a member of NASJE.
- Has had a significant positive impact enhancing NASJE.
- Has had a significant positive impact enhancing judicial branch education.

The following information must accompany each nomination:

- Letter setting forth the major accomplishment(s) of the nominee
- A biography of the nominee
- Two letters of support from individuals who have knowledge of the nominee's accomplishment(s)

NASJE's board members may nominate candidates as well.

Nominations should be submitted to the Board by the mid-year meeting.

The Board, in its discretion, may give the award to an individual who was not nominated by a NASJE member.

Since the Board has elected to name the award the *Karen Thorson Award*, the first winner of the award will be Karen Thorson.

## **APPENDIX A:**

**Scope of Services agreement entered into by the National Center for State Courts (NCSC)  
Association Services Department and NASJE on February 26, 2015**

## MASTER SERVICES AGREEMENT

THIS AGREEMENT is made between the National Center for State Courts (hereinafter referred to as the Center) and The National Association of State Judicial Educators (hereinafter referred to as the Association), effective on the first day of January, 2015 to establish the scope of management and services to be provided by the Center to the Association and the terms and conditions of such services.

The parties agree as follows:

1. Term. The work under this Agreement shall commence on January 1, 2015, and shall be completed on or before December 31, 2016, unless the time for completion is extended by mutual agreement in writing by the Association and the Center. This Agreement will renew automatically for an additional 60 days unless superseded by a new agreement or notice of cancellation is provided prior to the expiration of the term.
2. Scope of Services. The Center shall perform the services set forth in the Scope of Services, which is incorporated by reference herein.

Fees. The services rendered by the Center under this Agreement will be performed for a firm, fixed price of \$18,884 for 2015 (NASJE will pay \$18,884 to NCSC and the National Center will continue to contribute an additional \$3,600 to the cost of services); \$19,262 for 2016 (NASJE will pay \$19,262 to NCSC and the National Center will continue to contribute an additional \$3,600 to the cost of services). These prices reflect a 10% discount for 2015 and a 2% increase for 2016. Payment will be made directly to the Center upon submission of invoices and statements for services rendered. This fee is based solely upon the functions identified in the Scope of Services. Invoices will be submitted quarterly with the fee and any additional charges due and payable within thirty days of the invoice date.

Payment Schedule:

	<u>2015</u>	<u>2016</u>
March 31	\$4,721	\$4,815
June 30	\$4,721	\$4,815
September 30	\$4,721	\$4,815
December 31	\$4,721	\$4,815

3. Additional Charges. Additional services beyond those listed in the Scope of Services will be billed at an agreed upon daily rate per project and work must be pre-approved by the President of the Association. The following items will be billed to the Association for "out-of-pocket" expenses at their actual cost:
  - Copies
  - Faxes
  - Broadcast email
  - Mailings
  - Outsourcing of special Association approved services and projects
  - Travel expenses for designated support staff
  - Other out-of-pocket expenses that are approved through the Association's budget
  - Business Cards
4. Independent Contractor Status. The Center is an independent contractor and not an employee, servant, agent, partner or joint venturer of the Association. The Association shall determine the scope of services to be performed and shall monitor the work progress and quality, but the Center shall determine how, when and the means by which it accomplishes the work specified by the Association. The Center shall set its own daily hours of work consistent with the requirements of the



scope of services, and shall furnish its own place of work as well as supplies and equipment. Any and all employees of the Center while engaged in the performance of any work or service required by the Association under this Agreement will be considered employees of the Center only and not of the Association. Any and all claims that may arise under the Worker's Compensation Act of Virginia on behalf of the Center's employees while doing any work under or associated with this Agreement shall be the sole obligation and responsibility of the Center.

5. Ownership of Information and Property. All computer data and paper records prepared by the Center specifically for the Association or prepared or provided by the Association, its officers, directors, members, or agents, along with supplies purchased by the Association are the property of the Association. Other data and records, including those regarding the operations of the Center, along with all other supplies and property, shall remain the property of the Center. Upon termination of this Agreement, all Association property will be returned to the Association and all outstanding Center invoices will be paid by the Association. Computer data will be placed on suitable media in an ASCII file. Data fields will be documented on paper and a hard copy will be provided of all data. The Center will retain the Association's records in accordance with its approved records retention policy. The Center may retain a copy of the Association's data and records for archival purposes. Any additional expenses incurred during the transfer process from the Center will be billed at actual cost. Under this agreement, the Association authorizes the use of its membership and other prospect databases to be used by the NCSC to market its programs and services. In exchange, NCSC will allow the Association to use its customer and prospect database for appropriate marketing of its programs, services and membership.
7. Representation. The Center is hereby authorized, subject to the approved Association budget and annual plan, to acquire on the Association's behalf and for its benefit, goods and services. Any resulting agreements and/or contracts are the responsibility of the Association.
8. Indemnification. The Association shall indemnify and hold harmless the Center, its officers, directors, employees and agents for and against all liabilities of any nature or kind related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the Association, its officers, directors, members, or agents, or any act or omission of the Center, its officers, directors, employees, or agents acting within the scope of their authority on behalf of the Association.  
  
The Center shall indemnify and hold harmless the Association, its officers, directors, members and agents for and against all liabilities of any nature or kind related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the Center, its officers, directors, employees, or agents, that are outside the scope of their authority to act on behalf of the Association.
9. Confidentiality. The Center agrees that with respect to any and all materials, reports, correspondence, or other documents which have been stamped or otherwise identified as confidential matters by the Association's Executive Committee ("the Confidential Materials"), the Center shall not disclose, distribute or publish such Confidential Materials to any third party, unless otherwise requested by a duly authorized member of the Association's Executive Committee.
10. Governing Law. The laws of the Commonwealth of Virginia shall govern the validity, construction, interpretation, and effect of this Agreement.
11. Entire Agreement and Modification. This Agreement constitutes the final, integrated expression of the Agreement of the Association and the Center and supersedes all previous communications, representations, or agreements, either verbal or written that may have been made in connection with the subject matter hereof. No amendments or changes may be made to the terms and conditions of



this Agreement (including, but not limited to scope of services, deliverables, timetable or terms of Agreement, price, cost or budgetary adjustments), without the mutual, written consent of the parties.

12. Waivers. The failure of the parties to enforce, at any time, the provisions of this Agreement or to exercise any option that may be provided will not be construed as a waiver of such provisions or to affect the validity of this Agreement or any part thereof or the right of the parties to enforce thereafter each and every provision and to exercise any such option. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies available under this Agreement shall be taken and construed as cumulative, that is, as being in addition to every other remedy provided by operation of law.

13. Termination for Cause. If either party fails to fulfill its obligations under this Agreement in a timely and proper manner or otherwise violates any provisions of the Agreement, the other party will have the right to terminate this Agreement for cause by giving written notice. The notice shall specify the acts or omissions relied upon as cause for termination. The termination will become effective thirty (30) days following receipt, provided that the recipient of the notice will have thirty (30) days following receipt of notice to remedy the claimed deficiencies. All finished or unfinished work provided by the Center shall become the property of the Association. The Center is entitled to receive just and equitable compensation for any satisfactory work completed prior to the effective date of termination.

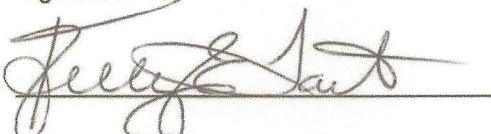
Representing:

NASJE

Print Name:

Kelly E. Tait

Signature:



Title:

President, NASJE

Date:

2/18/2015

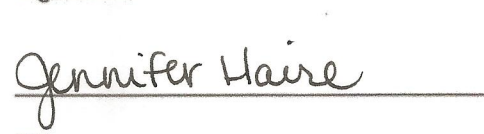
Representing:

NCSC

Print Name:

Jennifer Haire

Signature:



Title:

Director, Association and Conference Services

Date:

2/26/2015



## **SCOPE OF SERVICES**

### **I. CENTRAL OFFICE FACILITIES**

- Provide office, to serve as the National Association of State Judicial Educators' headquarters, open Monday through Friday, 8:30 am - 5:00 pm EST, except during NCSC designated holidays
- Provide mailing address and a main number for members to call
- Provide central files and storage of materials, current and historical in accordance with NCSC records retention policies and procedures
- Upload electronic copies of above-mentioned documents into NASJE's electronic document repository, by copying to [judicialeducation@gmail.com](mailto:judicialeducation@gmail.com)
- Maintain working supplies inventory
- Answer and/or route correspondence and telephone calls to the appropriate staff
- Serve as Registered Agent for the National Association of State Judicial Educators for receipt of annual corporate reports from the states in which the National Association of State Judicial Educators is registered (currently Virginia )
- Provide Conference/Meeting room space for the Board of Directors and Committee meetings in Williamsburg as requested
- Service the National Association of State Judicial Educators email address

### **II. EXECUTIVE MANAGEMENT SERVICES (Provided at no additional cost to the National Association of State Judicial Educators)**

- Provide general executive advice and consultation to the leadership of the National Association of State Judicial Educators

### **III. GENERAL MANAGEMENT SERVICES**

- Respond to requests for information as needed within a 72 hour period
- Prepare monthly financial status reports by the 25<sup>th</sup> of each month
- Distribute reports at the direction of President
- Obtain and monitor Directors & Officers liability insurance
- Receive and distribute association correspondence as requested
- Serve as liaison between the National Association of State Judicial Educators, other NCSC divisions, and other organizations
- File all necessary corporate reports in state(s) where the National Association of State Judicial Educators is registered

### **IV. MEMBERSHIP INQUIRIES**

- Maintain and update membership marketing materials on per request basis
- Respond to telephone and email inquiries within a 72 hour period and mail inquiries within one week of receipt
- Answer requests for help regarding online memberships
- Mail prospective member packets, including applications and personalized letters to all prospects by request only. Additional fees may incur for postage and supplies

### **V. MEMBERSHIP PROCESSING**



- Send monthly membership reports to the National Association of State Judicial Educators which include Membership Report, New/Reinstated List, Drop/Purged List, Pending Memberships (unpaid), and the full Membership List Requests.
- Receive and record all new member, renewal, and reinstated applications. Applications will be processed by the end of each month.
- Send each new member a welcome letter and mentor form within one month from receipt of application
- Maintain membership applications and related records in NCSC's database and in accordance with the NCSC records retention policy
- Available to prepare membership reports as requested. Please allow 48 hours.

## **VI. DATABASE DEVELOPMENT**

- Utilize membership database system and association management system for the National Association of State Judicial Educators
- Modify as necessary. Modifications may incur additional fees.

## **VII. FINANCIAL SERVICES**

### **1. Accounting**

- Maintain the National Association of State Judicial Educators as a separate corporation on NCSC accounting software system (including monthly close, annual close, budgetary entries, and vendor set up)
- Maintain and verify balances of all balance sheet, income and expense accounts on the National Association of State Judicial Educators' general ledger
- Reconcile the National Association of State Judicial Educators' bank accounts on a monthly basis and record interest and fees in general ledger
- Prepare financial statements on a monthly basis by the 25<sup>th</sup> of each month
- Assist in budget preparation in conjunction with the National Association of State Judicial Educators' Officers

### **2. Reporting and Taxes**

- Prepare and provide required information to independent public accountant for IRS Information Return Form 990 and IRS Tax return – Form 990T
- Prepare and obtain signatures on VA Annual Report
- Prepare and distribute IRS Form 1099s for the National Association of State Judicial Educators' vendors, as required

### **3. Bookkeeping**

- Collect income from dues, workshops and seminars, meetings, advertising.
- Collect, record and deposit to checking account all cash and checks as received by mail or at events on a weekly basis
- Prepare and mail accounts payable checks
- Prepare monthly financial reports, coded by chart of accounts
- Bill the National Association of State Judicial Educators' "out of pocket" expenses incurred by NCSC on the National Association of State Judicial Educators' behalf, on a monthly basis. (i.e. postage, copies, conference calls, and any other expenses that have been approved through the National Association of State Judicial Educators' budget)
- The National Association of State Judicial Educators is required to maintain their primary operating bank account with the same bank as NCSC, currently SunTrust, for check writing and daily deposits.



# **VIII. MEMBER MEETINGS AND CONFERENCES (NASJE Annual, Mid-Year Board Meeting)**

- Manage the RFP process for future NASJE meetings (Midyear Board and Annual) with the approval of the Board. Use of approved NCSC housing contractor if desired (service provided on a commission basis at no additional charge to NCSC or NASJE)
- Manage site selection and contracting with 3rd party
- Manager coordinates and conducts site visits as requested prior to signing of contract (NASJE pays expenses). Association Manager accompanies by request (NASJE pays expenses).
- Coordinate with other NSCS managed Associations to promote Conferences as requested
- Assist with meeting room assignment and setup with hotel
- Assist with preparation of F&B budget subject to President and Treasurer approval
- Prepare, distribute Audio Visual RFP.
- Assist with menu selection for conference meals and meetings
- Maintain weekly hotel pick up and registration numbers (pace report). Distribute to NASJE officers as directed
- Coordinate AV requirements with Annual Conference Committee and hotel
- Prepare and distribute Event Guide
- Prepare and reconcile conference budget, including reconciliation of hotel bills (within 60-75 days after conference ends)
- Coordinate pre-registration and onsite registration process
- Assist with planning and onsite coordination of social activities as necessary
- Contract and manage logistics for Midyear board meeting including rooming list, menus, vouchers
- Interface with host Chairperson
- Final recommendations made to committee or other for venue selection
- Make hotel arrangements for speakers, special guests and VIP's as requested
- Assist in preparing promotional materials and distributing to members as directed (additional fees will apply for mailing)
- Set up online registration no later than (4) months prior to Annual conference.
- Complete online, mailed and faxed registrations
- Email registration confirmations to attendees within 24 hours of registration occurring.
- Prepare badges for registrants, including special designations for Officers, Directors, Chairs and others as directed
- On Site: Handle registration, staff registration desk during designated hours, coordinate needs with hotel (NASJE shares travel expenses [with AJA] at 50% for 2015 Annual Conference and pays 100% travel expenses for 2016 Annual Conference).
- Prepare a final attendance report and make deposits or render invoices as needed
- Prepare Board and speaker material packets as directed
- Prepare certificate of appreciation as directed. The National Association of State Judicial Educators incurs costs
- Coordinate social activities as necessary
- Coordinate vendor requests and displays pre-conference and on site
- Compile conference evaluations post conference and distribute as requested
- Assist Fundraising Committee chair with editing sponsor documents, distributing information to perspective sponsors, collecting payments, assembling sponsor booklet and coordinating printing of sponsor booklet for distribution at annual conference
- Participate in Annual Conference Committee monthly conference calls as requested



**IX. COMMUNICATIONS**

- Implement a member and prospective member communications plan as developed by NASJE

**X. WEB**

- Receive and respond to requests from the homepage and email system

**XI. BOARD AND COMMITTEE MEETINGS**

- Make arrangements for the Board Meeting including hotel reservations and logistics with venue and vendors as requested by the Board
- Participate in monthly NASJE Board calls
- Keep minutes in accordance with NCSC Records Retention Policy
- Assist in preparation and content of printed and electronic materials for Board meetings by request of NASJE President. NASJE will incur printing and shipping costs

**XII. STANDING COMMITTEES/AD HOC COMMITTEES/TASK FORCES**

- Support the plans of a Strategic Planning Process developed by the National Association of State Judicial Educators

**XIII. PUBLICATIONS**

- Provide editing and coordinate printing of conference materials, and other membership related print collateral as requested and at the expense of NASJE

**XIV. SJI Grants/Funds**

- Support grant writing process by providing specific information as requested
- Monitor SJI funds and request disbursement of funds from SJI quarterly when applicable
- Generate quarterly financial reports and submit to SJI with quarterly Progress Reports provided by NASJE on timeframe established by grant requirements. NCSC will retain on file all reports submitted to SJI.
- Prepare and submit Final Financial Status Reports

**XV. GOVERNMENT AFFAIRS**

- IRS 990 -- monitor status, communicate with IRS and legal as necessary
- Report to the association's governing board at association meetings on national policy developments upon request.
- Provide association members with up-to-date status information on national policy matters upon request.
- Facilitate collaboration between the Association and other associations for which NCSC provides association management services.
- Facilitate the involvement of the Association's members in NCSC projects as feasible

Representing: NASJE: \_\_\_\_\_

Print Name: Kelly E. Tait

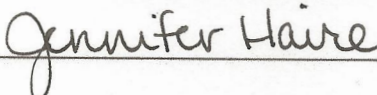
Signature: 

Title: President, NASJE

Date: 2/18/2015

Representing: NCSC: \_\_\_\_\_

Print Name: Jennifer Haire

Signature: 

Title: Director, Association and Conference Services

Date: 2/26/2015

## **APPENDIX B**

### **NASJE Board Resolution I**

#### **NASJE Nomination Guidelines**

*The following guidelines have been established by the Board for the Nominating Committee's use when reviewing applications or nominations for vacancies on the Board and making recommendations to the membership for election. A copy is to be provided to all members.*

#### **Regional Director**

- member for three (3) years
- member at time of nomination
- member of respective region
- served on at least one Association committee (standing or special) or has given other service to the Association (such as serving as faculty at annual conference, writing articles for NASJE News)

#### **Treasurer**

- member for three (3) years
- member at time of nomination
- served on at least one Association committee (standing or special) or have given other service to the Association (such as serving as faculty at annual conference, writing articles for the NASJE News)
- able to identify service reflecting ability to budget, record and report fiscal events, perform auditing functions or finance-related tasks (current or former job responsibilities, service as treasurer, accountant, bookkeeper or budget officer of another organization, volunteer service or training received)

#### **Secretary**

- member for three (3) years
- member at time of nomination
- served on at least one Association committee (standing or special) or has given other service to the Association (such as serving as faculty at annual conference, writing articles for the NASJE News)
- be able to identify service reflecting ability to record and report accurate and timely documentation of events (current or former job responsibilities, volunteer service, service as secretary of another organization or training received)

#### **Vice President**

- member for five (5) years
- member at time of nomination
- served on Board or on at least two Association committees (standing or special)
- given substantial service to the Association in support of goals, objectives, mission (such as serving as faculty at annual conference, writing articles for the NASJE News, managing a special project, fostering judicial education/educators at the state or national level)
- demonstrated or can identify leadership service in the Association or for another organization (current or former job responsibilities, volunteer service)

## Appendix C

### Special Appointments Made by the National Association of State Judicial Educators

<b>Organization</b>	<b>NASJE Special Appointee</b>	<b>Term of Service</b>
Conference of Chief Justices	Marty Sullivan (AR)	?
Conference of State Court Administrators.	Marty Sullivan (AR)	?
International Organization for Judicial Training	Claudia Fernandes (CA, retired)	Through October 2015
National Association for Court Management	Christy Tull (OH)	January 2015-December 2016
National Center for State Courts Institute for Court Management Advisory Board	Jeffrey Schrade (AZ)	August 2014-July 2017