

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

Original Manual Adopted September 23, 1998

Retired and moved online February 6, 2010

<p><b>Subject:</b> Board of Directors <b>Original Submission By:</b> NASJE Board <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> February 6, 2010, <b>Last Review Date:</b> August 11, 2010</p>
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**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 and the immediate Past President. Article III, Section 1 of 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 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
- approve all contracts and grants maintained by NASJE
- uphold the Constitution and Bylaws of NASJE

<p><b>Subject:</b> President <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> February 6, 2010, <b>Last Review Date:</b> February 6, 2010</p>
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**Purpose:**

Conscientious fulfillment of the duties and responsibilities of the office of President are 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 policy number 6.020 to 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
- coordinate NASJE's strategic planning at least once every three years
- demand the highest standard of ethical behavior in all Association business
- educate and inform Board on Policy and Procedure Manual at the annual conference meeting

## **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 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 Committee recognizes new members attending the annual conference.

### *Committees:*

1. The President makes appointments to committees as soon as possible after the annual conference. Chairs and vice-chairs serve for two year terms, committee members for three year terms. No member can serve more than two consecutive terms on a committee.
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 and the year their terms expire.

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.

<p><b>Subject:</b> President-Elect <b>Original Submission By:</b> <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> February 6, 2010 <b>Last Review Date:</b> August 11, 2010</p>
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**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 of the National Association of State Judicial Educators (herein after "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 coordinating NASJE's strategic planning at least every three years
- chair and Board liaison of the By-Laws and Policy Manual Revision Committee
- commence a three-year term on Fundraising Committee and actively fund raise

<p><b>Subject:</b> Vice President <b>Original Submission By:</b> <b>Date Submitted:</b> January 1, 1998 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> <b>Last Review Date:</b> August 11, 2010</p>
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**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 of the National Association of State Judicial Educators (herein after "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 the coordination of the strategic plan at least every three years
- serve on the By-Laws Revision Committee
- serve on the Fundraising Committee and actively fund raise

<p><b>Subject:</b> Secretary <b>Original Submission By:</b> <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> February 6, 2010, <b>Last Review Date:</b> August 11, 2010</p>
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**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

<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 <b>Last Review Date:</b> August 11, 2010</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
- serve as Board Liaison to the Education Committee
- serve as Board liaison to the Fund Raising
- approve for non-routine expenses and any expenses over \$1,500.

<p><b>Subject:</b> Regional Directors <b>Original Submission By:</b> Judith Anderson, Ellen Marshall <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> February 6, 2010 <b>Last Review Date:</b> August 11, 2010</p>
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**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 the President are prescribed in Article IV, Section 6 of the Constitution and Bylaws of the National Association of State Judicial Educators (herein after "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 NASJE News committee
- recommend sites for the annual conference every fourth year when it is planned for each director's region
- serve on the local conference sub-committee of the Education Committee to plan social events and assist with logistics and for the annual conference in a director's region
- make contact with any new members within the region
- perform additional duties as may be assigned by the Board or the President

<p><b>Subject:</b> Immediate Past President <b>Original Submission By:</b> William Brunson <b>Date Submitted:</b> February 3, 2006 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> February 6, 2010, <b>Last Review Date:</b> February 6, 2010</p>
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**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 3 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 Mentor Committee
- serve on Fundraising Committee and actively fund raise
- liaison with Past Presidents in ensuring NASJE's history and traditions are honored

<p><b>Subject:</b> Secretariat <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> August 11, 2010</p>
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**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 work of the Secretariat shall be supervised by the President with the advice and consent of the Board.
3. The Secretariat shall be under contract to assume some responsibilities performed previously by the Secretary and Treasurer. These duties are 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

**Oversight:**

The work of the Secretariat will be supervised by the President of NASJE. 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. Details of those duties are specified below. There is no intent in this policy to vest the Secretariat with authority to make decisions on behalf of NASJE.

**Procedures:**

**Communications:**

1. Communications about the secretariat/NASJE relationship will be through the President and the secretariat's designee.
2. The Secretariat will maintain a 24 hour-a-day phone line answered by either a voice messaging system or the secretariat personnel.
3. Inquiries which cannot be handled by the secretariat will be forwarded to the appropriate Board member or committee chair.
4. Any communications regarding finances or the financial relationship between the Secretariat and NASJE will be in writing and directed to the Treasurer or President.
5. The Secretariat will archive the official copy of the Policy and Procedures Manual and the Constitution and Bylaws and will distribute revisions as directed by the President and chair of the Bylaws Revision Committee.

**Finances:**

1. When monies come into NASJE, the Secretariat will receive, record, receipt, and deposit monies into NASJE bank account(s).
2. The Secretariat will seek approval of the President or Treasurer before making payment on any invoice. The Secretariat will send a copy of the invoice to the President or Treasurer, who will promptly signify approval or disapproval on the face of the invoice.
3. The Secretariat will write a check, record the transaction, and will mail the check promptly to the appropriate party.
4. Payment for invoices for Secretariat services shall be approved by the President or Treasurer.
5. The Secretariat will submit monthly financial reports to the President and Treasurer. This will be a financial report reflecting the beginning balance, income and disbursements, and a final balance.
6. The Secretariat will file appropriate papers and take appropriate action to maintain NASJE's tax-exempt status.
7. The Secretariat 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.

**Membership:**

1. Upon notice from the chair of the membership committee that a new member has been accepted, the Secretariat updates the official computer-based membership list and notifies the President of NASJE and JERITT of the new member upon payment of dues. (See Policy Number 4.010.)
2. The membership list should include name, address, position, phone and FAX number, email address, and date of initial membership.
3. The Secretariat will invoice members for dues for the current year in the month in which they joined. A second notice is to be generated one month later, and a third notice two months later. The member will be purged from the rolls after the third notice.

4. New members from the previous conference will be added to the membership list as soon as membership is approved, but the membership will be valid through the following calendar year.
5. Upon request of the President, the Secretariat will mail notices or information to individuals on the list. When appropriate, this notice will be posted on electronic bulletin boards and in related organization newsletters.
6. After approval by the President or Treasurer, mailing labels will be provided to an individual or organization. The President or Treasurer will indicate if the Secretariat should bill the requester \$25.00 for this service.

**Annual Conference:**

1. At the request of the Education Committee chair, the secretariat will mail notice of, and an information packet about, the annual conference.
2. The Secretariat will administer registration and keep the following records:
  - a. conference registration
  - b. session rosters
  - c. social events registrations
  - d. related events registration
  - e. a financial accounting by name, amount paid, and itemized events
3. The Secretariat will send timely information to the Education Committee chair, the Local conference sub-committee and the Board about conference registration.
4. Upon request of the President, Education Committee chair or local conference sub-committee, the Secretariat will distribute conference, Board and meeting materials in numbers adequate for distribution using JERITT's mailing list.
5. Upon request of the President, the Secretariat will provide on-site registration assistance at the annual conference. Expenses for such assistance shall be reimbursed by NASJE.
6. When conducting on-site registration, the Secretariat will be prepared to accept membership applications or mail them out to requesters after the conference, whatever is more practical.
7. Under the direction of the Treasurer, the local conference sub-committee, and the Education Committee chair, the Secretariat will prepare a financial statement after 30 days of the conference end. This statement will include expenses, sources of income, expenditures, accounts payable, and an account balance.

**Other Association Archives and Records:**

1. The Secretariat shall archive all association financial records, official bylaws, and policy and procedures manual.
2. As new records and documents are created, the Secretariat will add these documents and catalogue such additions.

<p><b>Subject:</b> Financial Management <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> July 17, 2010</p>
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**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 the 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.

<p><b>Subject:</b> Annual Membership Dues <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> August 11, 2010</p>
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**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. Time lines 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 \$125 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 Policy and Procedures Manual, Constitution and Bylaws, certificate 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> <b>Last Review Date:</b> August 11, 2010</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 Education 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 local conference sub-committee of the Education Committee, 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 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.
5. The Secretariat shall routinely inform the Board, and local conference sub-committee and Education Committee Chair of the number of attendees and amount collected for the conference.
6. Thirty days after the conference, the Secretariat shall provide the Board with a complete accounting of funds received and a breakdown of funds expended.
7. 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 Payable <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> August 11, 2010</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.

<p><b>Subject:</b> Routine Receivables <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> June 17, 2010</p>
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**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.

<p><b>Subject:</b> Financial Audit <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> June 17, 2010</p>
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**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.

<p><b>Subject:</b> Application Process <b>Original Submission By:</b> Denise Kilwein, Sherry Carson <b>Date Submitted:</b> February 1, 2006 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> <b>Last Review Date:</b></p>
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**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 Committee. Pursuant to Article II and Article VI, Section 2 of the Constitution and Bylaws, the Membership Committee shall be responsible for approving applications for membership.

**Procedure:**

1. Potential new members shall apply for membership by completing the NASJE Application, attached as Exhibit B. Application forms are maintained and distributed by the chair of the Membership 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 Committee
3. Upon receipt of the application the chair of the Membership Committee shall:
  - a. distribute information regarding the potential member to the Membership Committee, who shall consider the application for membership in accordance with Policy 5.010.
  - 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 Committee shall:
  - a. notify the President, Newsletter Committee chair, Regional Director, JERITT, Mentor Committee, President Elect and Secretariat 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 Committee chair and JERITT staff of new member
  - d. forward a copy of the application form, indicating dues payment, to JERITT staff
  - 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 Committee chair, the Mentor Committee chair, and the Secretariat on the welcome letter.

<p><b>Subject:</b> Transfer of Membership <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></p>
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**Purpose:**

Transfer of membership is to provide organizations with full benefit of membership dues paid, in the event the individual member for whom dues were paid is succeeded by another eligible individual during a membership-paid year.

**Policy:**

Pursuant to Article II, Section 7 of the Constitution and Bylaws, membership may be transferred to persons succeeding the current member.

**Procedure:**

1. Successors to a current NASJE member may apply for transfer of membership by completing the NASJE Application, attached as Exhibit B. Blank copies are maintained and distributed by the Membership Committee chair
2. Upon completion of the application form, the potential member shall submit it to the Membership Committee chair.
3. Upon receipt of the application the Membership Committee chair shall distribute information regarding the potential member to the members of the Membership Committee, who shall consider the application for membership.
4. Upon approval of the new member, the Membership Committee chair shall:
  - a. promptly notify the new member of the transfer.
  - b. promptly notify the President, who shall forward a letter of membership acceptance and a membership certificate to the new member.
  - c. Promptly notify the editor of the *NASJE News*, the Secretariat, JERITT, the Regional Director and President-Elect.
5. If the predecessor's dues have not been paid, the Secretariat shall:
  - a. bill the new member for dues
  - b. promptly update the official membership list upon payment.
6. If dues have been paid by the predecessor for the calendar year, the Secretariat shall notify JERITT of new member information.

<p><b>Subject:</b> Membership List <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></p>
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**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 and the JERITT Judicial Educator Directory.

**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, JERITT and the editor of the *NASJE News*.
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 their 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). The Secretariat shall charge \$25 for the cost of duplication and mailing.

<p><b>Subject:</b> Membership Committee <b>Original Submission By:</b> Denise Kilwein, Sherry Carson <b>Date Submitted:</b> February 1, 2006 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> August 12, 2009 <b>Last Review Date:</b> August 12, 2009</p>
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**Purpose:**

The Membership 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 membership in NASJE and new members by ensuring that each member is aware of the resources available to them through their NASJE MEMBERSHIP and has access to those resources and services.

**Responsibilities:**

*Committee Members:*

- Promote diversity of membership
- Diversity Committee shall recommend member to serve for each 3 year term.
- Support new members as they become integrated into the Association and familiar with association services
- Promote the value of membership and recruit new members to the Association.

*Committee Chair:*

- Call and conduct committee meetings
- Make report of committee activity to membership at annual meeting
- Transfer all relevant forms, documents and information to successor
- Develop an outreach plan to promote the Association and recruit new members.

**Procedure:**

Potential new members are generally identified by JERITT staff, Regional Directors and Mentor Committee chair and the Secretariat. The chair of the Membership Committee shall contact the individual identified 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, NASJE News, JERITT, Mentor Committee chair, Regional Director, Membership 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
  - c. forward a copy of the application form, including dues payment, to JERITT staff
  - 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, JERITT, the President Elect, the Mentor Committee chair and the Secretariat on welcome letter
6. Regional Director shall make contact with new members

<p><b>Subject:</b> Education Committee <b>Original Submission By:</b> Denise Kilwein, Sherry Carson <b>Date Submitted:</b> February 1, 2006 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> February 6, 2010 <b>Last Review Date:</b> February 6, 2010</p>
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**Purpose:**

The Education 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 Education Committee shall make recommendations to the Board regarding educational sessions, faculty and education-related costs for the annual conference. The Education Committee shall work closely with the designated region's local conference sub-committee.

**Responsibilities:**

*Committee Members:*

- assess the professional educational needs of the membership including reviewing the Core Competencies
- 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 introducing assigned faculty
  - monitor break times

- assure faculty needs are met
  - distribute and collecting evaluation forms
  - close sessions
- evaluate components of the conference and report results to committee chair
- write and send appreciation letter to assigned faculty
- treasurer serves as Board liaison
- fundraising Committee shall recommend someone to serve or coordinate with the Education Committee
- local host and Regional Director where conference will occur serve as members of the Education Committee and serve on the Local Conference Sub-Committee

*Committee Chair:*

- call and conduct committee meetings
- serve as liaison between committee and Board
- 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
- coordinate with local conference sub-committee
- 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 local conference sub-committee 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

*Logistics Sub-Committee: (e.g. Regional Director, Local Host, Secretariat) Appointed by the President.*

- 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
  - reviews and collaborates with Education 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 detailing: 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 Education 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 Education Committee to provide coordination of conference as a whole
  - indicating needed space for meetings and lodging
  - indicating session room arrangements
  - audio visual needs
- Education Chair convenes the logistic

**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 Education Committee.
3. Ten months prior to the annual conference the Education Committee chair will conduct a conference call with committee members and the local conference sub-committee to review policies and procedures governing the upcoming conference and to begin determining topical areas to be presented. Education Committee chair will assure local conference sub-committee is in receipt of necessary documentation from previous year's conference (see local conference sub-committee responsibilities).

4. Ten months prior to the annual conference the chair will conduct a conference call with committee members and the local conference sub-committee 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 local conference sub-committee 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. Prior to the Board's mid-winter meeting (usually held in February) the chair will prepare a rough draft agenda and submit it to the Board for review and approval. In cooperating with the local conference sub-committee, the Education Committee chair will recommend a registration fee to the Board for their approval.
8. The Board, at its Mid-Winter meeting, 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 local conference sub-committee to finalize space requirements and other logistics, based on the information received from committee members and faculty. The local conference sub-committee 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 local conference sub-committee for editing. Once finalized, the committee chair forwards the conference announcement to the Secretariat and the Chair of the Newsletter Committee. Using the complete judicial educator list

mailing labels from the JERITT Project (not the smaller NASJE membership list), the Secretariat mails the conference announcement 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 sub-committee 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.

<p><b>Subject:</b> Nominating Committee <b>Original Submission By:</b> Suzanne Keith <b>Date Submitted:</b> October 7, 1996 <b>Approval Date:</b> September 23, 1998 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> xx <b>Last Review Date:</b> January 26, 2010</p>
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**Purpose:**

The Nominating Committee, a committee appointed pursuant to Article IV, 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 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 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
- the Diversity Committee shall select a member to serve as a liaison to the Nominating Committee

*Committee Chair:*

- call meetings as necessary
- solicit suggestions of 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)
- assure members are notified of recommendations no later than thirty (30) days prior to the election
- assure 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

**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 (attached as Exhibit C) 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 assure 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. Working with the local conference committee, the chair or designee organizes the ballots and assures their accurate distribution to members at the time they register for the conference. 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 for one candidate
12. During the election process, 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.
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.

<p><b>Subject:</b> Mentor Committee <b>Original Submission By:</b> Rita Culbertson <b>Date Submitted:</b> September 30, 1996 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> xx <b>Last Review Date:</b> June 30, 2010</p>
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**Purpose:**

The Mentor Committee, a standing committee appointed pursuant to Article VI, Sections 1 and 5 of the Constitution and Bylaws, was established to assure that new members had access to experienced judicial educators who could assist them in the early stages of their program development. The experienced judicial educators assigned to new members are volunteers and are trained in mentoring.

**Policy:**

The Mentor Committee recruits and trains experienced judicial educators 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.

**Responsibilities:**

Committee Members:

- define mission, goals and objectives of mentor program
- provide ongoing management of mentoring services to new members
- evaluate program and recommend changes as necessary
- immediate past president serves as liaison between committee and Board

Committee Chair:

- call and conduct committee meetings
- draft correspondence from committee to association members, mentors, protégés
- communicate with trainers and other project-related individuals and agencies
- make report of committee activity to membership at annual meeting
- transfer all relevant forms, documents and information to successor

**Procedure:**

1. The chair of the Mentor Committee solicits interested, experienced judicial educators to serve as mentors. This can be done through interest surveys, personal contact or recommendation by other members.
2. The committee coordinates periodic training for mentors, as appropriate.
3. The committee reviews and updates the Mentor Manual for Judicial Educators.
4. The chair notifies new members of the Mentor Program and inquires as to interest in participating.
5. In collaboration with the Regional Director and other committee members, the committee agrees upon a new member/mentor “match.”
6. The committee chair notifies both the new member and the mentor of the “match.”
7. The committee accepts feedback on the program and reviews recommendations for possible changes in process or procedure.

<p><b>Subject:</b> Bylaws and Policy Manual Revision Committee <b>Original Submission By:</b> John Meeks <b>Date Submitted:</b> October 4, 1996 <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> February 6, 2010 <b>Last Review Date:</b> February 6, 2010</p>
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**Purpose:**

The Bylaws and Policy Manual Revision Committee, a special committee appointed pursuant to Article IV, Sections 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.

**Responsibilities:**

*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, Bylaws, and Policy 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

*Committee Chair:*

- call meetings as required
- distribute information related to review of the Constitution, Bylaws, and Policy 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, Bylaws, and Policy Manual.
- transfer all relevant forms, documents and information to successor

**Procedure:**

1. The chair shall respond to informal requests from the President or Board regarding the meaning or implications of provisions of the Constitution, Bylaws, and Policy Manual.
2. The committee shall accept from the Board or the membership any concerns or suggestions regarding the Constitution, Bylaws, and Policy 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, Bylaws, and Policy 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 cooperating with the President of NASJE) shall distribute to all voting members information regarding the proposed changes to the Constitution and/or the 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 Policy 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> Newsletter Committee <b>Original Submission By:</b> Paul Biderman <b>Date Submitted:</b> <b>Approval Date:</b> February 3, 2006 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> xx <b>Last Review Date:</b> August 11, 2010</p>
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**Purpose:**

The Newsletter Committee, a special committee appointed pursuant to Article VI, Sections 1 and 6 of the Constitution and Bylaws, is responsible for determining content, writing, editing and publishing a newsletter at least quarterly on the NASJE Website for the membership of NASJE.

**Policy:**

The Newsletter Committee shall develop and maintain a quarterly online NASJE Newsletter which includes determining areas of interest or need for content, overseeing writing and editing, and assuring notification of association members and other select groups of the availability of the newsletter.

**Responsibilities:**

Committee Members:

- meet as necessary, via phone or face-to-face
- 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

Committee Chair:

- schedule monthly meetings
- develop agenda and facilitate discussion at meetings
- ensure that material is written, submitted and edited excellently and on schedule
- submit all editorial content for newsletter to Web designer in one complete and final package
- review content and layout of the newsletter before publication
- provide email notification to members and others on the NASJE mailing list of the availability of each newsletter
- transfer all relevant forms, documents and information to successor

#### The Web Designer:

- put newsletter and web content on the Web site as requested by the chair and committee and in accordance with the Web Site Plan
- design and organize the Web site, including the newsletter, to facilitate access and to maximize use of the site

#### Procedure:

1. The committee meets and discusses potential ideas for the upcoming newsletter including any suggestions received from members.
- ~~2.~~ Committee members make critical decisions about articles, evaluate article ideas and content in accordance with the *NASJE News* Editorial Policy
3. 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 in at least one area for each issue of newsletter.
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 Web site.
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 alerts JERITT to send out an email message to all members of the NASJE mailing list notifying them of the availability of the newsletter.

<p><b>Subject:</b> Diversity Committee <b>Original Submission By:</b> P.M. Dubhaigh-Ingrassia <b>Date Submitted:</b> October 9, 1996 <b>Approval Date:</b> September 23, 1998 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> xx <b>Last Review Date:</b> January 2, 21, 2101</p>
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**Purpose:**

The Diversity Committee, a standing committee established pursuant to Article VI, Section 1 and 6 of the Constitution and Bylaws, is charged with effecting greater diversity in the NASJE membership, its projects and products. The Diversity Committee is intended to work with other committees and the Board in obtaining goals related to diversity issues.

**Policy:**

The Diversity 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 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 Committee as to action taken.

**Responsibilities:**

*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
- recommend member to serve on the Membership Committee
- select a committee member to serve as liaison to the Nominating Committee

*Committee Chair:*

- call meetings as required
- distribute information, ideas and suggestions to committee members as necessary
- facilitate committee member discussion of current issues
- provides a report on committee activities at the annual meeting
- transfer all relevant forms, documents and information to successor

**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 Committee as to the course of action, if any, to be taken.

<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> <b>Last Review Date:</b> February 6, 2010</p>
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**Purpose:**

The International Committee, a standing committee established pursuant to Article IV, Section 1 and 6 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.

**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 Education Committee to include in annual conference workshops.

**Subject:** Web Site and Technology Committee

**Original Submission By:**

**Date Submitted:**

**Approval Date:** February 3, 2006

**Effective Date:** February 10, 2007

**Revision Dates:** xx

**Last Review Date:** xxx

**Purpose:**

The Web Site and Technology Committee ensures that the Web Site provides resources, information and communications networks for NASJE membership and their colleagues.

**Responsibilities:**

- develop an overall plan for NASJE Web development including:
  - defining needs
  - specifying goals and objectives
  - identifying strategies for meeting goals and objectives
  - periodically review Web Site 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 web site and to improve the format of the web site

<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> N/A <b>Last Review Date:</b> August 11, 2010</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. Committee members shall serve three year terms. The terms shall be staggered to ensure the knowledge, experience and contacts of the committee members are not lost. The President, President-Elect and Immediate Past-President also serve on the committee

**Responsibilities:**

*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

*Committee Chair:*

- Develops an outreach plan to promote the Association and locate new funding sources
- Conducts committee meetings and holds meetings at least once every two months
- Assists in locating members for the committee
- Makes 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
- Assists with developing solicitation and thank you letters
- Actively solicits donations from member states, for-profit and non-profit organizations and individuals (if able to do so under state ethics rules)

- Oversees the overall solicitation plan and ensures follow-through
- Thanks donors for their contributions both orally and in writing
- Establishes and ensures strong relationships with donors
- Ensures successor members are introduced to donors so the relationship is not lost if the original member leaves the committee for any reason
- Transfers all relevant forms, documents and information to successor

**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.
10. The Chair transfers all relevant forms, documents and information to successor Chair.

<p><b>Subject:</b> Communications <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> xx <b>Last Review Date:</b> xxx</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.

<p><b>Subject:</b> Special Appointments <b>Original Submission By:</b> Blan Teagle <b>Date Submitted:</b> March 1, 1998 <b>Approval Date:</b> September 23, 1998 <b>Effective Date:</b> February 10, 2007 <b>Revision Dates:</b> xx <b>Last Review Date:</b> xxx</p>
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**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.

**Procedures:**

1. Potential special appointments may apply for appointment with the NASJE 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.
6. A special appointment shall be NASJE's primary contact with the designated organization.
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 organizations activities and developments.
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. 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 contain the NASJE President for suggestions for potential judicial education representatives, but the selection of that individual will be made directly by the organization.