

# **POLICIES AND PROCEDURES MANUAL**

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## **GENERAL POLICIES**

### **Changes to Manual**

All changes to the Policies and Procedures Manual will be approved by the Executive Board.

### **Awards**

The Association shall award to the President at the end of his/her term as President an engraved Jefferson Cup.

The Association shall award a cash stipend of \$150 to recipients of the Outstanding Paper Awards. The stipend will be awarded as follows: ½ (\$75) after presenting at a SACCR Conference and ½ (\$75) after presenting at the designated national conference. To be eligible for the stipend, award recipients must (1) present their outstanding paper at the SACCR annual conference; and (2) represent SACCR at the Distinguished Paper Session (SAIR, AERA, or AIR) designated at the time of the award. The purpose of the stipend is to help offset expenses associated with travel to SAIR, AERA, or AIR.

**Membership:** The membership year will be July 1 to June 30. Dues received prior to July 1 will apply to the current membership year unless the dues are part of the conference registration, in which case the membership will begin the following July. Former members not attending the annual conference will be sent dues notices in September following the annual meeting.

### **Executive Board Duties**

In addition to the specific duties of board members listed in this manual document, the Executive Board shall:

- Set annual goals for activities and programs of the Association.
- Plan for the annual meeting of the Association.
- Review and digest proposals from other agencies having any effect on research and planning and prepare proposals to these agencies as needed.
- Provide an annual assessment of progress towards goals and assess Association membership needs.
- Review and update the Policies and Procedures Manual.

## **OFFICERS**

### **President**

The President shall:

- Perform ceremonial functions.
- Assist President-Elect in program development as needed.
- Write articles for each issue of the newsletter.
- Prepare agenda and preside at Business Session at annual conference.
- Present proposed changes to Constitution, By-Laws, and Policies and Procedures to membership.
- Preside at other Executive Board meetings such as mid-year board meeting.
- Assist in organizing newcomers/welcome session at conference.
- Appoint a member of the Association to serve as Auditor.
- Appoint an Archivist, should a vacancy occur.
- Shortly after the conference, write a letter to all Association members who did not attend, inviting them to join the Association as an individual or institutional member. The President will work with the Secretary to ensure that this letter is mailed to all non-active members of the Association.

- Work with Member-at-Large for membership.
- Appoint members to committees, as necessary, and act as an ex-officio member of each committee.

### **President-Elect/Program Chair**

The President-Elect and Program Chair shall:

- Select site for annual convention based on request from membership and input from officers.
- Assist with the selection of a local arrangements person.
- Select theme, keynote speaker, and develop program.
- Develop "Call for Participation" for the newsletter after mid-year board meeting.
- Prepare letters to college presidents announcing conference and coordinate distribution with Member-at-Large for Membership.
- Meet with hotel sales staff, local arrangements person, and officers at mid-year meeting to finalize room arrangements and meals.
- Select papers, arrange panels, etc., for the program and notify those involved.
- Recommend to the board the budget for the next conference in order to determine fees.
- Approve all expenditures associated with conference.
- Write articles for newsletter and assist with marketing of conference.
- Coordinate people, site, hotel arrangements, budget, and program.

### **Past President**

The Past President shall:

- Submit articles for newsletter when requested.
- Serve as chair of Nominating Committee.
- Serve as advisory member of Executive Board.
- Update the Policies and Procedures Manual and distribute copies to all Executive Board members.
- Acquaint new members to the Executive Board with the Policies and Procedures Manual following the annual conference.
- Plan awards and assure acquisition of engraved Jefferson Cup for the President.
- Secure and coordinate a site location for the conference to be held in two years (the "two-year out conference").

### **Secretary**

The Secretary shall:

- Record minutes of all Association and Executive Board meetings.
- Coordinate with Treasurer and maintain a current roster of members.
- Write articles for newsletter.
- Disseminate Association information to members.
- Print address labels for mailing in coordination with the President.
- Notify members that the newsletter has been posted on the Web.
- Publish membership directory annually.
- Coordinate publication of the conference proceedings and distribute to the members at next year's meeting.
- Print nametags for the conference and a list of conference participants.
- Coordinate with the President the distribution to inactive members a letter inviting these inactive members to join the Association.

## **Treasurer**

The Treasurer shall:

- Collect and maintain dues.
- Disburse Association funds as necessary.
- Maintain financial records for checking and savings accounts.
- Prepare financial statements semi-annually and submit to the Executive Board.
- Prepare an annual budget and submit it to the Executive Board at the mid-year board meeting. This budget is to be for the fiscal year January 1 through December 31 and shall be approved with modifications as necessary, by the Executive Board.
- Prepare conference registration form. Process conference registration forms and collect conference fees.
- Assist the Executive Board in maintaining an adequate financial base for the Association. This base should cover operational expenses for a year if the Association had no income.
- Write articles for newsletter.
- Maintain general accounting ledger and balance accounts according to acceptable accounting procedures. The fiscal status shall be reported at the annual business meeting.
- Coordinate registration at annual conference.
- Provide for orderly transfer of Association fiscal records.

## **Members-At-Large**

Unless otherwise agreed to, the Member-At-Large for Program and Outstanding Paper Award elected during odd-numbered years shall:

- Serve as associate program chair and coordinate conference round table presentations at the annual conference.
- Work on conference program development and coordination.
- In cooperation with the program chair, solicit presenters whose work will bring credit to SACCR.
- Chair the Outstanding Paper Award Committee.

Unless otherwise agreed to, the Member-At-Large for Membership elected during even-numbered years shall:

- Serve as membership coordinator.
- Serve as liaison between the Executive Board and the state coordinators.
- Facilitate membership recruitment and retention.
- Appoint by October each year and maintain contact with state coordinators.
- Respond to requests for information with membership brochures or appropriate information in consultation with the Board.
- Update membership brochure.

## **OTHER EXECUTIVE BOARD MEMBERS**

The Executive Board shall appoint a Newsletter Editor, Local Arrangements Chair, and Webmaster to serve terms of one year. The Executive Board, at their discretion, may appoint other positions and designate the terms of office.

### **Newsletter Editor**

The Newsletter Editor shall publish newsletters in the fall, winter, and spring. In the summer, a special conference newsletter will also be published. Publication of the newsletter will be electronic-posted on the SACCR web site. The Editor shall accomplish the following tasks for each of the newsletters listed below:

#### **FALL**

- Determine publication dates for all three issues of the newsletter at the Executive Board Meeting.
- Notify the Chronicle of Higher Education, the Community College Times, and other appropriate publications of who the President will be for the coming year.
- Decide what will be needed for the fall issue of the newsletter and send a letter to all the Executive Board along with due date for needed material.
- Call those who did not get material in by deadline.
- Provide newsletter copy to webmaster for posting.

#### **WINTER**

- Contact Chronicle of Higher Education, the Community College Times, and other appropriate publications to publish an announcement about the annual meeting.
- Send letter to officers outlining material needed for winter newsletter. Include due date for material.
- Repeat steps outlined for fall.
- Attend the Executive Board meeting at the site for the annual meeting.

#### **SPRING**

- Send letter to officers outlining material needed for spring newsletter. Include due date for material.
- Repeat steps outlined for fall.
- Work with Program Chairman about getting the conference program printed. Sometimes the Program Chairman does this, other times material will be forwarded to the editor.

### **Local Arrangements Chair**

The Local Arrangements Chair shall:

- Visit proposed site (s) for the next conference.
- Report to President-Elect on conference site recommendations.
- Write articles for each issue of the newsletter.
- Attend mid-year Executive Board meeting.
- Assist President-Elect in program session development.
- Coordinate conference logistics with conference site representative.
- Provide conference media equipment as needed.

### **Web Master**

The Web Master shall:

- Develop and implement a publicity plan for the annual conference in cooperation with the President-Elect and the Newsletter Editor.

- Notify the Secretary when the newsletter has been posted on the Web.

## **EXECUTIVE BOARD MEETINGS**

### **Meeting Times**

- The new Executive Board will meet following the end of the annual conference.
- The President will call a mid-year Executive Board meeting for the purpose of transacting Association business and further developing plans for the annual conference. This meeting will be held at the conference site when possible.
- The Executive Board will meet preceding the conference, at a time to be determined by the President, to assure that conference plans and arrangements are in place.

### **Expenses**

If funds are available, each board member attending the mid-year Executive Board meeting may be paid by the Association. The Association may also pay for meals at which the Executive Board conducts business.

### **Honorariums**

All honorariums are subject to approval by the Executive Board and are dependent on the financial condition of the Association.

## **Other SACCR Officials**

### **State Coordinators**

Each State Coordinator shall be appointed by the Membership Chair with the consent of the Executive Board no later than October 31st. The State Coordinator shall:

- Recruit membership within the state.
- Publicize the annual conference within the state.
- Distribute SACCR materials to members and candidates for membership within the state.
- Develop and or participate in state-level community college research as appropriate.
- Submit to the Newsletter Editor articles regarding state-level community college research news.
- Assist the Executive Board in identifying annual meeting sites.

### **Auditor**

The Auditors are appointed by the President. The Auditors shall:

- Prepare a report for the Association Executive Officers at the mid-year board meeting and file a written report with the Secretary for the official records.

### **Archivist**

The Archivist is appointed by the President to maintain and preserve all historical records of the Association. This will be a continuing appointment until such time as a replacement is needed. The Archivist shall:

- Make periodic reports to the Association and Executive Board.
- Forward all historical records to the President upon resignation or replacement.

### **Conference Evaluation Chairperson**

The conference evaluation chairperson, appointed by the President, shall be responsible for developing an evaluation procedure for the conference. The procedure should include development of evaluation form (s), procedure for distributing and collecting forms, and procedure for tabulating and reporting results. The chairperson will prepare a conference evaluation report to be published in the newsletter.

## **Outstanding Papers**

Each year at the annual conference, the Outstanding Paper Awards Committee will select up to three (3) papers to receive Outstanding Paper Awards. In addition to a framed certificate, Outstanding Paper Award recipients will be designated to represent SACCR in the Distinguished Paper Sessions at one of the following:

- The Southern Association of Institutional Research (SAIR) Annual Conference
- The American Education Research Association (AERA) Annual Conference
- The Association for Institutional Research (AIR) Forum

## **Outstanding Paper Awards Committee**

The Member-at-Large elected during odd-numbered years shall serve as chair of the Outstanding Paper Awards Committee. The committee shall be appointed as soon as possible after the mid-year board meeting and shall consist of a minimum of three people, at least two of whom are past outstanding paper award recipients. The committee's responsibilities include: 1) soliciting submissions for the outstanding paper award competition; 2) judging the outstanding paper award entries; 3) designating each winning paper to an appropriate distinguished paper session (SAIR, AERA, or AIR); and 4) presenting the awards at the closing session of the annual conference.

## **Outstanding Paper Submissions**

To be considered:

- Entrants must be current members of SACCR
- Entrants must be on the program of the Annual SACCR Conference to present their paper at the time of entry
- Papers must be concise and must conform to the guidelines as outlined in the APA Styles Manual, 5th edition, the Chicago Manual of Style, 15<sup>th</sup> edition, or the MLA Style Manual, 2<sup>nd</sup> edition
- Entries should be submitted electronically in Word or WordPerfect format

Entries must include:

- A brief cover letter
- A research-based paper, 10-20 pages in length, double spaced which includes:
  - ✓ Cover page with the title of the paper, name(s) and affiliation of the author(s)
  - ✓ Abstract of 150 words or less
  - ✓ Description of methodology
  - ✓ Results
  - ✓ Conclusion
  - ✓ Bibliography

## **Best Paper Selection**

The following criteria will be used by the Outstanding Paper Awards Committee to evaluate all submissions:

- **Theoretical or Conceptual Framework for the Study**
  - ✓ Is the theoretical framework logical and/or well reasoned?
  - ✓ Is there a theoretical justification for the approach used in the study?
  - ✓ Are major study concepts clearly operational?
  - ✓ Is an adequate review of the literature provided?

- **Methodology**
  - ✓ Is the methodology clear enough to allow this study to be replicated?
  - ✓ Is the methodology sound and in accordance with established practice?
  - ✓ Does the methodology afford a new or novel approach to data conceptualization and/or data analysis?
- **Organization of the Paper**
  - ✓ Does the paper have clarity of exposition?
  - ✓ Does the paper have a cohesive narrative?
  - ✓ Does the paper use the proper format (APA, Chicago, MLA, etc.)?
- **Relevance of the Topic to IR Discipline and/or Contribution to the Field of IR**
  - ✓ Does this paper have implications for the field of IR?

Prior to solicitation of papers, the Criteria shall be publicized on the SACCR website and elsewhere as appropriate.

### **Outstanding Paper Award Stipend**

A cash stipend to be determined by the Executive Board will be awarded to all Outstanding Paper Awards recipients (see General Policies, Awards). To be eligible for the stipend, award recipients must (1) present their outstanding paper at the SACCR annual conference; and (2) represent SACCR at the Distinguished Paper Session (SAIR, AERA, or AIR) designated at the time of the award.

### **Edith Carter Outstanding Service Award**

This award was created to honor Dr. Edith Carter for her outstanding service to the organization. Dr. Carter, from VA, has been a member of the organization since its inception.

- **Purpose of the Award:** The award is in recognition of those individuals who have demonstrated exemplary service and have actively supported the goals of the Southeastern Association for Community College Research. The award is restricted to members or former members who have exhibited professional leadership and outstanding service to the Association.
- **Eligibility Criteria:** A nominee for the award must have been a member of SACCR for at least five years and not a member of the current Executive Board. In addition, the nominee must meet three or more of the following criteria: (1) served as an officer of the Association as specified in the Constitution and By-Laws; (2) served as a state coordinator or in an appointed position on the Executive Board; (3) conducted workshops and/or presented papers at the annual meeting; (4) demonstrated exemplary service in a significant way that has advanced the goals of the Association; and, (5) attended and actively participated in five or more annual meetings.
- **Procedures for Selection:** The awards originate with active members, who are eligible to nominate candidates. The following are procedures for nomination and selection:
  - 1) A candidate can only be nominated by a letter of recommendation from an active member of the Association. The nominator should ask at least one other Association member to provide a supporting letter of recommendation to the Outstanding Service Award Committee.
  - 2) A unanimous vote by the committee is required for approval of the award. The Executive Board President may sit in an ad hoc capacity on the committee.

- 3) The occasion and manner for recognition of the Outstanding Service Award recipient are determined by the Outstanding Service Award Committee, but generally the award will be given at the annual meeting.
- 4) The criteria and procedures for selecting the Outstanding Service Award recipient will be distributed annually through the newsletter and/or the Membership Directory.

### **External Relations**

#### Relationship with American Educational Research Association (AERA)

- SACCR maintains membership in the State and Regional Educational Research Association (SRERA), a Special Interest Group of the American Educational Research Association.
- Benefits of membership include an opportunity to (1) Present Outstanding Paper at the Distinguished Paper Session at the annual meeting of AERA; (2) exhibit membership material at the SIG booth at the AERA meeting, and (3) participate in the SRERA business meeting and attend the social.
- Membership dues to the Association should be paid by the Treasurer upon receipt of the dues notice.
- The President-Elect will be responsible for maintaining contact with SRERA and for filing reports by the appropriate deadlines.
- The President of the Association will be responsible for working with the President-Elect to maintain continuity for contact with the Association.
- Dues and requests for time on the AERA Distinguished Paper session must be submitted by August 15.

#### Relationship with Association for Institutional Research (AIR)

- SACCR is an affiliated group of the Association. SACCR is eligible to apply for special funds from AIR for special projects.
- A member of SACCR (usually the President) serves as the contact person for the Association.
- Benefits of affiliation include an opportunity to present an Outstanding Paper at the Distinguished Paper Session at the annual AIR Forum.

#### Relationship with the Southern Association of Institutional Research (SAIR)

- Benefits of affiliation include an opportunity to present an Outstanding Paper at the Distinguished Paper Session at the annual SAIR Conference.

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