May 2017

Academy of Criminal Justice Sciences, Correspondence and Executive Board Minutes. 1987

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MEMORANDUM

TO: ACJS Members
FROM: David L. Carter, Secretary Treasurer
RE: Minutes of the Executive Board

Attached please find the minutes of the ACJS Executive Board, as approved by the Board, from the mid-year meeting in Nashville.

If you have any questions about any item, please feel free to contact me at MSU, (517) 355-9308.

DLC/

Attachments:
- File

February 1988
The Board accepts the report of the treasury and places it on file subject to audit.

PASSED: Unanimous

4. Executive Secretary DeLancey reported:
   a. Membership is at a higher level than in the past (See attached report.)
   b. A membership drive is in progress (See attached.)
   c. The project of having ACJS authors submit an autographed copy of their books to the National Office is proceeding well with 44 books received thus far.
   d. There is currently about 350 institutional subscriptions to the Justice Quarterly (JQ) with a new advertising mailout being planned.
   e. The transition to the new National Office has been smooth with few problems and a cooperative spirit from all NKU personnel.

5. On the next agenda item President Barker addressed the issue of continuing paper sales at the Annual Meeting. (See attached report.) It was discussed that the net income was minimal and some of the membership had expressed dissatisfaction with the practice.

   MOTION: Menke, SECOND: Latessa
   The Board eliminates the practice of selling participants' papers at the Annual Meeting.
   PASSED: Unanimous

6. President Barker gave an overview of the proposals from both the Opryland and Stouffer Hotels in Nashville as an information item before the Board toured the properties and met with the sales representatives. It was also noted these were the only two hotels in Nashville with sufficient guest rooms and meeting space to accommodate the ACJS Annual Meeting.

7. President Barker submitted the report on behalf of the Justice Quarterly (JQ) Editor, Frank Cullen (See attached report.) Carter addressed the issue of Editor Cullen's concern about journal page length and cost of production noting that the Board should provide direction to address his concerns.

   Extensive discussion followed with respect to the journal budget, editor's independence and authority, and page length issues.

   MOTION: Helgemoe, SECOND: Regoli
   The JQ editor is advised by the Board to keep the length of each issue of the journal between 150-170 pages.
   FAILED: Unanimous

   MOTION: Menke, SECOND: Gaines
   The Board advises the JQ editor that in consideration of the page length of each issue, the editor may make page length decisions but must stay within the JQ budget during the fiscal year.
   FAILED: 6 For 7 Against

   MOTION: Helgemoe, SECOND: Gaines
   The Executive Board, via the President, advises the JQ editor to stay within the allocated fiscal year budget. If this does not appear feasible, the editor may submit a revised budget to the Board for its consideration.
   PASSED: 9 For 4 Against

On another matter it was reported that four members of the JQ Editorial Board were not current members of the Academy as per policy. Each of the four -- Paul Sutton (San Diego State University); Wesley Skogan (Northwestern University); James Lynch (The American University); and Maurice Punch (The Netherlands) -- were advised via letter on September 1, 1987 that they must join the Academy by October 15, 1987 or be removed from the JQ Editorial Board. Professor Lynch is the only one of the four to have joined as of this date.

   MOTION: Helgemoe, SECOND: Latessa
   The Board accepts the report of the JQ editor.
   PASSED: Unanimous

8. President Barker informed the Board that as per the Board's instructions of both March 15, 1986 (Orlando) and March 19, 1987 (St. Louis) he prepared a model policy for the JQ editor selection. Discussion followed concerning the role of this policy in past board actions.
President Barker relinquished the Chair to First Vice-President Gaines for discussing the policy proposal. Chairman Gaines recognized Barker for the discussion. Barker provided a history of board actions on the issue including conflicting and confusing policies.

The discussion found some logistical problems in the JO editor selection committee.

MOTION: Barker, SECOND: Sapp

The rules be suspended in order to work out the contents of the JO Editor Selection Policy.

PASSED: Unanimous

MOTION: Barker, SECOND: Latessa

The agenda item of the JO Editor Selection Policy be tabled until the problems could be worked out for Board re-consideration.

PASSED: Unanimous

Chairman Gaines relinquished the Chair to President Barker. Barker appointed Carter, Gaines, Latessa, and Helgemoe to work on the JO Editor Selection policy for re-submission to the Board at the meeting on Sunday morning, September 20.

MOTION: Bohm, SECOND: Vito

Reinstitute the rules.

PASSED: Unanimous

9. President Barker presented the report of the Nominations and Elections Committee. (See attached report.) The Committee submitted the following persons for nomination for Academy offices:

**SECOND VICE-PRESIDENT**

Larry Mays - New Mexico State University

Vince Webb - University of Nebraska at Omaha

**SECRETARY/TREASURER**

Zelma Henriques - John Jay College of Criminal Justice

Deborah Wilson - University of Louisville

10. President Barker briefly discussed the Issues In Crime and Justice series. (See attached Publications Committee report.) Discussion focused on getting the series back on schedule and in accordance to established policy of the Academy. Strong support was given to the spirit of the ideas of the Publications Committee and similar support was expressed for Committee Chair Belinda McCarthy. The recurrent concern of the Board was the policy related propriety to the Committee's recommendations.

MOTION: Menke, SECOND: Regoli

The Board accepts the recommendations of the publications committee.

FAILED: 4 For 5 Against 3 Abstain

General discussion followed on how to keep the Crime and Justice Series going and follow the spirit of the Publications Committee's recommendations while concomitantly following established policy.

President Barker appointed Larry Gaines (Chair), Pat Van Voorhis, and Alida Merlo to serve as Crime and Justice Series Editor Selection Committee and charged the committee to fulfill their assignment expeditiously.

11. President Barker presented contract options with the Criminal Justice Press for publication of the ACJS Crime and Justice Series. (See attached Barker memorandum concerning Criminal Justice Press contract.) Considerable discussion was given to the advantages and disadvantages of the Criminal Justice Press options as well as the possibility of...
contracting with other publishers. It was agreed that further exploration of a Criminal Justice Press contract option did not preclude discussions with other publishers.

MOTION: Menke, SECOND: Sapp
The Publications Committee is instructed to pursue a proposal from the Criminal Justice Press under modification one (of the attached Barker memorandum) and pursue contracts from other publishers.
PASSED: Unanimous

12. The next item discussed was an update on the planning and status of the 1988 Annual Meeting in San Francisco. (See attached report from Program Chair Deborah Wilson, President Barker’s Annual Meeting Budget, and letter from the Westin St. Francis Hotel.) President Barker, Program Chair Wilson, Local Arrangements Chair Anna Kuhl, and Executive Secretary DeLancey recently returned from a preconvention meeting at the Hilton in San Francisco. As a result of this trip and reports to the Board, the following issues were discussed:

a. Barker reported that the parking fee in the hotel’s leased lot was $14.00 per day. He was able to negotiate this down to a $7.00 per day fee despite the fact the provision was not in the Academy’s contract with the hotel.

b. No lower rates could be negotiated for student rooms because the room rates negotiated for the meeting were so low.

c. Overflow properties were investigated should they be needed in San Francisco. Only one hotel, the Westin St. Francis, was available as an overflow to the Hilton. Barker reported that the contract for the overflow and blocked rooms with reduced rates would not incur any costs for the Academy.

MOTION: Both, SECOND: Sapp
The Board accepts the Westin St. Francis Hotel proposal as an overflow hotel for the Annual Meeting in San Francisco as long as no costs to the Academy are involved in any contract with the St. Francis.
PASSED: Unanimous

d. It was noted by Barker that the meeting in San Francisco will be expensive simply due to the costs of hotel services in San Francisco. (One example, the least expensive banquet meal is $21 per person.) Several steps were outlined in both Debbie Wilson’s report and President Barker’s budget which have been taken to reduce meeting costs along with new expenditure controls introduced through Board action and action of the President.

In addition, First Vice-President Gaines and Program Chair Wilson readily agreed to give up the complimentary suites authorized to them by policy in exchange for regular rooms. This will provide four additional complimentary rooms needed for convention workers thus reducing costs.

e. It was noted that submissions of abstracts for paper presentations did not appear as extensive as anticipated by this time. Discussion focused on the need to extend the deadline for submissions particularly in light of the fact that the Annual Meeting is about two weeks later than usual.

MOTION: Helgemoe, SECOND: Menke
The Board allows the Program Chair the discretion to extend the deadline to receive abstracts for the Annual Meeting in concert with discussions with the National Office.
PASSED: 11 For 0 Against
1 Abstain -- Helgemoe for the record on the basis that no direction for the length of the extension was given.

f. President Barker presented his budget for the Annual Meeting (attached) noting that special activities were being planned in commemoration of the Academy’s Silver Anniversary. The special activities will be dependent on external contributions being solicited by Barker.

MOTION: Latessa, SECOND: Vogel
The Board accepts the President’s 1988 Annual Meeting budget.
PASSED: Unanimous

13. It was brought to the attention of President Barker by an exhibitor at the 1987 Annual Meeting in St. Louis that the ACJS exhibit fees were notably low in comparison to meetings of similar professional academic organizations. The current rate is $325 per booth exhibit and a variable rate in the joint exhibit with the highest amount being $35 per item.

President Barker, with concurrence of the Budget Committee (Carter, Latessa, Gaines) recommended that the booth exhibit rate be raised to $400 and the joint book exhibit rate be raised to a flat $50 per item.
The Board approves the recommended increase in Annual Meeting Exhibit rates.

PASSED: Unanimous

14. Based on 1988 meeting planning and the higher costs of holding the meeting in San Francisco (See item 12.d above), Executive Secretary DeLancey suggested in a report to the President that the registration fee for the San Francisco meeting be raised. Barker agreed and recommended the Board increase the fees.

Significant discussion followed on the matter with those favoring the increase citing the expense of the meeting, the fact that the registration expense pays for the meeting costs, that the ACJS meeting registration fee is significantly lower than other professional organizations (IACP and ACA were cited), and the increase suggested was minimal. Those speaking against the motion noted that one cannot compare ACJS with other professional organizations on this issue, that many members would not be reimbursed for the registration and the cost would be directly out of pocket, and some increased revenue would be experienced as a result of the increased exhibit fees.

After extended discussion it was recommended by a consensus of those supporting the increase that the registration fee for the 1988 meeting should be:

MEMBERS: $50 for Pre-registration received by 15 MAR 88
$60 for Late Registration
NON-MEMBERS: $60 for Pre-registration received by 15 MAR 88
$70 for Late Registration
SPOUSES: $25 paid with attendee registration
STUDENTS: $30 Regardless of registration time
SENIOR CITIZENS: $25 (defined as persons over 65)

MOTION: Henke, SECOND: Gaines

The Board approves the recommended registration fee increases for the 1988 Annual Meeting in San Francisco.

ON THE CALL FOR THE QUESTION, REGOLI REQUESTED A ROLL CALL VOTE.

FOR: Carter, Boha
Menke, Latesma
Gaines, Vogel
Kaci, Laurence
Helgemoe, Regoli
Sapp, Vito

PASSED: 7 For
5 Against
0 Abstain

NOTE: The Board proceeded with the Agenda during a working lunch.

15. At the request of the President, Gerald Rigby, Chair of the Constitution and By-Laws Committee, submitted a draft proposed amendment to the by-laws to formally establish a procedure for proxy votes. Discussion on the matter first focused on the feeling that the proposed amendment was too restrictive and perhaps not really workable. Discussion then focused on the contention that the matter of proxy votes on the Executive Board were a matter of Board policy, not a constitutional issue.

MOTION: Helgemoe, SECOND: Vito

The Board thanks Gerald Rigby for submitting a proxy vote proposal and rejects adoption of action on proxy votes.

FAILED: 2 For
9 Against
1 Abstain

It was noted by Board members that failure of this motion was focused on the latter portion of the motion in that the Board appreciates the efforts of Gerald Rigby responding to the President's request.
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September 18, 1987
Page 10

MOTION: Gaines, SECOND: Latessa

The Executive Board adopts as policy the acceptance of proxy votes in official votes of the Executive Board when (a) a voting member files written authorization for the proxy with the Secretary/Treasurer prior to or during the Executive Board meeting at which the proxy is to be voted; and (b) the proxy is limited to the question put to the Board as specified in the proxy authorization.

PASSED: 10 For
2 Against

16. In light of new policies and specified duties involved in the Academy's budgeting process and fiscal control, it was discussed that the Budget, Finance, and Audit Committee should be made a standing committee rather than an ad hoc committee. As such, the proposed committee needed to be formally recommended by the Board to the General Membership for constitutional ratification.

Based on the work of Gerald Rigby, Chair of the Constitution and By-Laws Committee and input from the Board, the proposed Amendment would read:

Article Eight
Committees

1. The Budget, Finance, and Audit Committee shall be composed of the Second Vice-President, who shall Chair the committee; the Secretary/Treasurer; one past Secretary/Treasurer; and one other member appointed by the President. On audit functions of the Committee, the current Secretary/Treasurer shall be ineligible to vote.

MOTION: Menke, SECOND: Gaines

The Executive Board approves the proposed amendment to create a standing Budget, Finance, and Audit Committee for vote by the membership for Constitutional ratification.

PASSED: 11 For
1 Against
MOTION: Menke, SECOND: Regoli

The Executive Board appropriates $2,000 in support of travel and expenses for the Academy's AAAS representatives.

ON THE CALL FOR THE QUESTION, REGOLI CALLED FOR A ROLL CALL VOTE

FOR       AGAINST    ABSTAIN

Regoli  Carter  Sapp
Bohm  Vito
Menke  Latessa
Kaci  Barker
Helgemoe  Vogel
Lawrence

FAILED: 1 For
12 Against
0 Abstain

FAILED: 2 For
10 Against
0 Abstain

It was the consensus of the Board that the representatives must be active in representing the Academy and that comprehensive reports on activities of AAAS relative to the Academy's interests must be reported to the Board.

19. As a result of there being no designated reprint policy for articles from ACJS Today, Barker proposed the policy attached to the minutes.

MOTION: Menke, SECOND: Latessa

The Board adopts the proposed ACJS Today reprint policy.

PASSED: Unanimous

20. Carter stated that currently there was no reprint policy for the JQ. The custom was to refer requests to the Secretary/Treasurer. Carter's practice had generally been to grant permission if a written request was made; a complete bibliographic citation was provided in the reprint; and a credit line was given to ACJS. Carter further reported he had not charged any reprint fee because the Board had not authorized one. Furthermore, Carter argued that because the Journal was still relatively new, a copyright waiver without charge may encourage more reprints hence broadening the Journal's audience.

A broad discussion focused on the need and propriety for charging a copyright waiver fee for reprints.

[President Barker reinstituted the formal Robert's Rules]

MOTION: Latessa, SECOND: Vogel

The Academy shall charge a $25 processing fee for a copyright waiver for JQ article reprints except for reprint requests made by the author(s) of the article.

PASSED: 10 For
2 Against

Carter proposed the following JQ Article Copyright Waiver Policy

I. POLICY

Individual articles from the ACJS official journal, Justice Quarterly, may be reprinted in any book, monograph, periodical, government document, reading list, or other source after a copyright waiver and permission to reprint is issued as per the following procedures.

II. PROCEDURES

a. The ACJS Executive Secretary is authorized to grant the copyright waiver and permission to reprint articles from the Justice Quarterly.
1. The Executive Secretary may deny a request to reprint an article if, after consultation with the elected Secretary/Treasurer, it is deemed that the reprint would not be in the best interests of either the Academy or the Journal.

2. Denial of reprint requests may be made to persons or groups who support discrimination, racism, religious persecution, or activities inconsistent with the principles of the Academy.

b. Fees

1. Persons or organizations will be charged a $25 processing fee for each article or portion thereof for which a copyright waiver is requested.

2. No fee will be charged if the author(s) of the article request a copyright waiver for reprinting the article.

3. The $25 fee is applicable whether or not permission is granted.

4. The Executive Secretary shall consult the elected Secretary/Treasurer on matters where there is a question of whether or not the fee is applicable.

c. Persons or organizations seeking permission to reprint an article shall submit the request in writing to the Executive Secretary at the National Office.

1. The request must include the complete bibliographic citation of the article.

2. The request must specify the media in which the reprinted article will appear and/or the intended use of the article.

3. Each article reprint permission must be requested separately.

d. After timely review of the written request the Executive Secretary shall notify the requester in writing of the status of the request.

e. When a requester is notified that permission to reprint an article is granted, such permission is contingent on the following conditions:

1. Each article reprinted must contain the complete bibliographic citation of the article to include:

   Author(s) name(s): (Year). "Title of Article." Justice Quarterly, Volume (Issue):pages.

2. Each article must contain the following conspicuously placed credit line:

   "Reprinted with Permission of the Academy of Criminal Justice Sciences."

3. A copy of the final document containing the reprint shall be forwarded to the National Office. If one document, such as a book of readings, contains more than one reprint, only one copy of the document shall be required.

f. A summarized explanation of the JQ reprint policy shall be published at least once in each volume of the JQ.

g. The Executive Secretary shall maintain a file on all reprint requests and submit a summary report to the Executive Board at each mid-year meeting to inform the Board and facilitate review of this policy.

MOTION: Bohm, SECOND: Vito

The Board approves the proposed JQ Article Copyright Waiver Policy.

PASSED: Unanimous

21. President Barker submitted the Awards Committee report to the Board (copy attached).

MOTION: Sapp, SECOND: Heigemo

The Board accepts the Awards Committee Report.

PASSED: Unanimous

The Board expressed its desire to receive sufficient information from the Awards Committee concerning each nominee in order that Board members may make informed decisions during its vote for awards recipients.

22. President Barker reminded the Board that on Saturday, September 19 the itinerary, beginning at 9:00 included:

a. Inspection tour of downtown Nashville in consideration of the city as a meeting site;

b. A brief meeting with the Stouffer Nashville Hotel Sales representative

c. Tour of the Opryland Hotel and Convention Center
d. Meeting with the Opryland Sales Representative

Board members were also reminded to meet in subcommittees as needed to prepare for business in the Sunday morning Board Meeting.

23. Meeting adjourned at 5:15 PM.
Executive Board Minutes  
September 20, 1987  
Page 3

II. METHOD

A. Term of Office

The Editor of the Justice Quarterly's term of office shall be three volumes starting with the Number 1 (March) issue of the designated year of appointment and ending with the Number 4 (December) issue of the third volume he/she edits. No editor may serve two consecutive terms.

B. Editor Selection Committee

The Justice Quarterly Editor Selection Committee will be appointed by the Executive Board at the end of the Editor's first year. The Committee shall be composed of the Second Vice-President, who shall be chair; two trustees who have a minimum of eighteen months remaining in their term of office; and two members of the Academy not current Executive Board members. The current Justice Quarterly Editor will serve as a non-voting ex-officio member and resource person for the meeting.

C. Committee Length of Service

The committee will begin work at the end of the editor's first year and the selection process will be completed by the end of the second year of the editor's term.

Title: Justice Quarterly Editor Selection

Special instructions: Rescinds all previous related policies
To Be Reevaluated: September 1989

1. PURPOSE

To provide for a uniform and comprehensive policy for selecting the editor of Justice Quarterly.

2. BACKGROUND

Gaines reported that for the 1992 Annual Meeting primary sites under consideration are Pittsburgh, Philadelphia, and Cincinnati. He is in the process of soliciting proposals from the hotels in those cities which have sufficient meeting space and guest rooms to accommodate the Academy meeting.

Gaines further advised the Board that he adhered to the mandate to consider Mexico City for the 1992 meeting. It was his opinion there was insufficient information at this time and insufficient budget to gather information within the needed time frame to realistically consider Mexico City for the 1992 meeting.
Heiligenmoew requested the Board to consider Region 1 as a site for the 1992 meeting. Latessa pointed out that both Pittsburgh and Philadelphia are in Region 1. Gaines stated he would also solicit information from the Boston convention bureau for feasibility as a meeting site.

MOTION: Sapp, SECONa: Vogel

The Board accepts the report of the 1992 Annual Meeting Site Selection Committee.

PASSED: Unanimous

5. On the matters of International Meetings, Regoli asked the Board to comprehensively solicit input from the membership concerning meeting in Mexico City. Regoli further summarized the benefits of meeting in Mexico City and stated that insufficient efforts had been taken to pursue this matter.

MOTION: Menke, SECONa: Kaci

President Barker is to instruct Bob Regoli to solicit air and hotel proposals in Mexico City and the President will comprehensively survey members at the Annual Meeting concerning their attitudes and their ability and willingness to travel to Mexico City as an Annual Meeting site.

ON THE CALL FOR THE QUESTION REGOLI CALLED FOR A ROLL CALL VOTE

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PASSED: 8 For
3 Against
0 Abstain

6. The President advised the Board that as a matter of newly established policy, the Budget Committee must develop a budget proposal for the next fiscal year for Board approval at the San Francisco meeting.

7. Latessa addressed the problem of persons who continue to attend the meeting but do not pay the registration fee. It was generally agreed that this was a problem which had to be remedied.
NEW BUSINESS

10. Regoli discussed the possibility of restructuring the Academy’s dues structure to make the amount of the dues dependent on the member’s salary. He argues that the process is more equitable and was consistent with practices in some other professional societies. Discussion focused on the increased administrative workload surrounding such a dues scheme, issues of compliance/enforcement, questionable benefits, and impact on income. The consensus of the Board did not support the idea.

11. Helgemoe discussed the need for the Board meetings to be tape recorded. Discussion focused on the logistics, the utility, and the value of the process.

MOTION: Helgemoe, SECOND: Vogel

A tape recorder be purchased by the Executive Secretary for her use and for recording of the Board minutes by the Secretary/Treasurer if monies are available.

FAILED: 2 For
9 Against

12. Latessa brought up the issue that there is no established method, size, or accountability procedures associated with ad hoc committees. It was generally agreed that guidance on structure and processes for committees should be established.

MOTION: Latessa, SECOND: Lawrence

The President appoint a committee to review current policies on committees and to bring a proposed policy on committee development, structure, charge, and reporting at the next Board meeting.

PASSED: Unanimous

13. Latessa commented that the Board should focus on developing more services which could be provided to the membership and urged that Board members develop ideas to be considered.

14. Regional trustees were asked by DeLancey to send mailing labels of their membership for the membership drive.

15. President Barker announced he will attend any of the Regional Association meetings he is invited to schedule permitting.

16. Gaines informed the Board that there was interest in developing sections in the Academy. There was already significant support for a Section on Women and a Section on Police. The latter is also working on an affiliation with the American Journal of Police. Ideally, sections would be optional thus a member would only join that (or those) section(s) of interest. Latessa noted the issue had been brought up several times in the past and read portions of previous Board minutes.

MOTION: Menke, SECOND: Regoli

The President shall appoint an ad hoc committee to investigate the feasibility of establishing sections within the Academy and report to the Board at the next Board meeting.

PASSED: Unanimous

President Barker appointed Gaines (Chair), Gary Cordner, and three other persons to be named later.

17. Latessa discussed the need of investigating of whether an airline contract could be secured for Board travel. Barker reported that he and DeLancey had attempted to secure frequent flyer numbers for the Academy without success, thus a contract is an option which should be pursued.

18. RESOLUTION OF THE BOARD: The Board commends President Barker for his extraordinary work in preparation for the Board meeting, the quality of hotel proposals he negotiated, and the professional tone he has set for the conduct of Academy business.

19. The Board extended its appreciation to Patti DeLancey for her work in organizing and making arrangements for the meeting.

20. Meeting adjourned at 10:45 AM.
MEMO TO: ACJS Executive Board
FROM: Tom Barker
ACJS President
DATE: September 4, 1987
RE: Policy Format

Attached you will find the recommended policy formats to be used for ACJS policies.

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<td>Attachments</td>
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### ACADEMY OF CRIMINAL JUSTICE SCIENCES

**ACJS Secretariat**
Northern Kentucky University
402 Nunn Hall
Highland Heights, Kentucky 41076
(502) 572-1634

<table>
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<td>EXECUTIVE BOARD ISSUANCE OF POLICIES</td>
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#### I. Procedure

Policies are for the express purpose of providing members of the Academy with Executive Board interpretation of policy matters of a general nature and further to provide uniform procedures and rules and regulations for handling these matters in a more specific manner.

#### II. Issuing Authority

Policies will in all instances, be issued exclusively over the signature of the President following Executive Board approval.

#### III. Responsibility

The Secretary/Treasurer is responsible for putting all policies, procedures, rules and regulations in the proper format and securing the signature of the President. The Executive Secretary is responsible for issuing copies to all Board Members and up-dating the ACJS Policy Manual. Each Board Member will be issued a three-ring binder which he/she will maintain the aforementioned issuances.

#### IV. Distribution

Each issuance will indicate on its face its effective date, its number, the subject matter, special reference information, special instructions, its distribution schedule, its date of reevaluation and the number of pages.

Approved by Executive Board

ACJS President
ACJS POLICY

Effective Date | Number

| Subject | CODING OF POLICIES |
| Reference | | Special Instructions |
| Distribution | Reevaluation Date | No. Pages |

I. Purpose
To establish a uniform procedure in coding all ACJS policies.

II. Method
A. Identification
Each policy that is prepared shall be so labeled in the appropriate place on the cover sheet of the policy or procedure.

B. Effective Date
1. The issuing authority shall indicate, in the appropriate place, the effective starting date of the policy.
2. In no case shall a policy have a retroactive effective date.

C. Number
Each policy shall be issued a code that will designate its category, the year in which it is issued, and its number of issuance.

Example:
PO 88-001 indicates that this Policy was the first issued in calendar year 1988.

D. Subject
The space reserved for Subject will include a short description of the contents of the policy.

E. Reference
Refer, by number and by cross-referencing, to all related policies.

F. Special Instructions
This space would normally be reserved to indicate which previous issuances are rescinded with the current issuance.

G. Distribution
An indication of to whom the policy should be issued to. Example:

Primary Code
A - All ACJS Board Members
B - Staff Members
C - Committee Chairpersons
D - ACJS Members

H. Reevaluation
The planning function should include annual review of all policies, with recommendations to the Board that they be continued, discontinued, or modified. Thus, no issuance should be considered permanent, and none should be in official effect more than twelve (12) months.

Approved by Executive Board

ACJS President
MEMORANDUM

TO: ACJS Executive Board
FROM: David L. Carter, Secretary/Treasurer and Chair, Budget and Finance Committee
RE: Treasury and Budget Committee Reports

To facilitate my reports to the Board and to place all financial issues in a more cohesive picture, I am combining these two reports for your consideration.

The reports consist of the following elements:

1. A summary of all ACJS check expenditures during my tenure as Secretary/Treasurer from April 1, 1986 through September 14, 1987. (Copy Attached.)

2. Comments to the Budget and Finance Committee (Gaines, Latessa, and Kaci) dated July 27, 1987. (Copy Attached.)

3. Update Comments on the Budget dated September 14, 1987. (Copy Attached.)

4. Detailed discussion of the 1987 Annual Meeting Expenses. (Mailed to all Executive Board Members, June 24, 1987.)

5. Draft Line Item Budget Revenue and Expenditure Categories. (Copy Attached.)

Collectively, this information provides a detailed look at the Academy's financial picture. While there is still work to be done, the budget planning and control processes have come a long way in a short amount of time. By the 1988 Annual Meeting we should have our budget policies firmly in hand.

Attachments
* File
SUMMARY OF ACJS CHECK EXPENDITURES
APRIL 1, 1986 - SEPTEMBER 14, 1986

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<td>05/23/86</td>
<td>103</td>
<td>UNO</td>
<td>FEB 86 Billing</td>
<td>$12,679.13</td>
</tr>
<tr>
<td>06/10/86</td>
<td>104</td>
<td>UNO</td>
<td>MAR 86 Billing</td>
<td>$14,013.50</td>
</tr>
<tr>
<td>06/10/86</td>
<td>105</td>
<td>UNO</td>
<td>APR 86 Billing</td>
<td>$10,296.68</td>
</tr>
<tr>
<td>09/11/86</td>
<td>106</td>
<td>MAY 86 Billing</td>
<td>$11,082.85</td>
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</tr>
<tr>
<td>09/11/86</td>
<td>107</td>
<td>JUN 86 Billing</td>
<td>$6,510.23</td>
<td></td>
</tr>
<tr>
<td>10/25/86</td>
<td>108</td>
<td>JUL 86 Billing</td>
<td>$11,931.69</td>
<td></td>
</tr>
<tr>
<td>12/10/86</td>
<td>109</td>
<td>SEP 86 Billing</td>
<td>$9,915.74</td>
<td></td>
</tr>
<tr>
<td>12/10/86</td>
<td>110</td>
<td>OCT 86 Billing</td>
<td>$6,356.64</td>
<td></td>
</tr>
<tr>
<td>01/27/87</td>
<td>111</td>
<td>UNO</td>
<td>Nov/Dec 86 Bill</td>
<td>$8,909.25</td>
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<tr>
<td>02/13/87</td>
<td>112</td>
<td>UNO</td>
<td>JAN 87 Billing</td>
<td>$7,417.02</td>
</tr>
<tr>
<td>02/22/87</td>
<td>113</td>
<td>Budget Car Rental</td>
<td>Site Selection</td>
<td>$217.00</td>
</tr>
<tr>
<td>03/15/87</td>
<td>114</td>
<td>Clarion-St. Louis</td>
<td>Operating Cash</td>
<td>$200.00</td>
</tr>
<tr>
<td>04/07/87</td>
<td>115</td>
<td>UNO</td>
<td>FEB 87 Billing</td>
<td>$11,935.10</td>
</tr>
<tr>
<td>04/20/87</td>
<td>116</td>
<td>American Express</td>
<td>Corp. Card Fee</td>
<td>$90.00</td>
</tr>
<tr>
<td>05/02/87</td>
<td>117</td>
<td>UNO</td>
<td>MAR 87 Billing</td>
<td>$11,253.27</td>
</tr>
<tr>
<td>05/02/87</td>
<td>118</td>
<td>Howard Zinn</td>
<td>Reimbursement of Meeting Expense</td>
<td>$24.00</td>
</tr>
<tr>
<td>05/04/87</td>
<td>119</td>
<td>Robert Regoli</td>
<td></td>
<td>$1,125.14</td>
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<tr>
<td>05/14/87</td>
<td>120</td>
<td>American Express</td>
<td>Barker Airfare</td>
<td>$329.00</td>
</tr>
<tr>
<td>05/14/87</td>
<td>121</td>
<td>UNO</td>
<td>APR 87 Billing</td>
<td>$13,647.77</td>
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<tr>
<td>06/15/87</td>
<td>122</td>
<td>Ford Storage &amp; Moving</td>
<td>Nat'l Office Move</td>
<td>$1,804.00</td>
</tr>
<tr>
<td>06/15/87</td>
<td>123</td>
<td>American Express</td>
<td>Barker Travel</td>
<td>$582.06</td>
</tr>
<tr>
<td>06/22/87</td>
<td>124</td>
<td>North Ken Univ (NKU)</td>
<td>MAY 87 Billing</td>
<td>$2,653.98</td>
</tr>
<tr>
<td>07/07/87</td>
<td>125</td>
<td>UNO</td>
<td>MAY 87 Billing</td>
<td>$6,220.85</td>
</tr>
<tr>
<td>07/10/87</td>
<td>126</td>
<td>NKU</td>
<td>JUN 87 Billing</td>
<td>$4,097.01</td>
</tr>
<tr>
<td>07/27/87</td>
<td>127</td>
<td>Clarion-St. Louis</td>
<td>Meeting Expense</td>
<td>$16,087.91</td>
</tr>
<tr>
<td>07/27/87</td>
<td>128</td>
<td>American Express</td>
<td>Barker Parking</td>
<td>$16.50</td>
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<tr>
<td>09/11/87</td>
<td>129</td>
<td>American Express</td>
<td>Barker-San Fran</td>
<td>$230.72</td>
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<tr>
<td>09/14/87</td>
<td>130</td>
<td>UNO</td>
<td>June JQ Bill</td>
<td>$4,850.93</td>
</tr>
</tbody>
</table>

COMMENTS TO THE BUDGET AND FINANCE COMMITTEE
JULY 27, 1987

1. The attached memorandum, previously submitted to the Executive Board:
   a. Describes expenses associated with the 1987 Annual Meeting;
   b. Recent investment changes I made to increase our earned interest; and
   c. Changes made in the management of our Hutton accounts

I submit this memorandum as an attachment to our Committee Report because it provides important significant detail concerning expenses and changes in our treasury management.

2. The MFS Multimarket Trust will be liquidated in part to cover the expense of the Annual Meeting. The precise amount of liquidation will be determined by our next money transfer and billing from NKU. The check written to the Clarion reflects monies borrowed against our MFS Multimarket at 8% interest on the draft amount. Since we are earning 12% on the MFS Trust we are still earning a net interest of 4% on the amount borrowed against the Trust (about $14K) and 12% on the remaining plus minus $6K in the Trust Account.

3. Our partnership in the Capitol Source Trust does not go into effect for another 15 days or so (this depends on the time of the next Board of Directors meeting.) Until that time we are earning the same income on the account as we will with full membership. Our only limitations at this point are (a) we cannot vote in stockholders elections until accepted and (b) we cannot borrow money against the Capitol Source account until our purchase is accepted. Essentially, we are waiting on a formality.

4. Both the MFS and Capitol Source are Hutton managed trusts.

5. You will note in the check manifest that the UNO 86 UNO Billing is not paid. The amount of that billing is $18,620.45. When we received the bill Patti felt that the amount was too high and told UNO we wanted to review the printouts. A review of the printouts found that while there was some variance in all months with Patti's records, the 'bottom line' was that UNO was due the amount. This review process was not completed until shortly before the Annual Meeting. In light of our high expenses associated with National Office site selection, moving the office to NKU, and, particularly, the cost of the meeting (including the significantly lower revenue than usual from the meeting) we found ourselves financially tight. This is aggravated by the fact that the summer months are our
slowest income months. As a result, we are holding the AUG 86 UNO bill and will pay it in installments. Currently, UNO has about $5,000 in our revenues that I want to use against the AUG 86 debt. The remainder will be paid regularly as monies are available, notably in the fall.

6. To increase revenue Patti will be invoicing both the Justice Quarterly subscriptions and membership dues slightly earlier than usual.

7. Liquidating our utility trusts and consolidating them into the Capitol Source Trust has paid off. The utilities were paying only around 4 1/2% for the past several months while Capitol Source is paying 9%-10%.

8. Similarly, purchasing shares of the MFS Multimarket Trust earned us 12% while that money was making only 3%-5% sitting in the ARA account. In addition, we purchased the MFS while it was still new and did not have to pay any commission fee.

9. Currently our financial condition is "tight". It should, however, improve in the fall and particularly after the first of 1988. It is extremely important that:

a. We are prudent in our expenditures and do not let the trend of the past several years of increasing expenses continue. President Barker has already taken several important steps to remedy that problem.

b. Make every effort to increase the attendance at the 1988 meeting in St. Louis. The low St. Louis attendance significantly cut our revenues and was a very important factor in our current fiscal crunch. Another year like this could be devastating.

10. To enhance budget planning and control, the Budget and Finance Committee, along with President Barker and Executive Secretary DeLancey, created a line item budget. (See Barker letter to the Executive Board dated May 12, 1987.) This budgeting approach will provide us with a much more stable (and realistic) budgeting process than has been experienced by the Academy in the past.

UPDATE COMMENTS ON THE BUDGET
SEPTEMBER 14, 1987

1. As a result of the increase in the prime interest rate about 10 days ago, the earned interest rates on money market accounts has decreased. As a result I have liquidated the total amount in our MFS trust and placed that amount in our interest bearing ARA account. (We maintain the Capitol Source account because it contains the dues of our Life Members –- interest is deposited monthly in our ARA account from Capitol Source).

2. Our current cash (ARA-checking) balance is approximately $30,492.32. The actual balance is probably about $500 more than this based on earned interest that will not be reported until the September Hutton statement. We also have $5,000 in revenues at UNO (reported above) and $250 due from UNO based on our sale of the NBI wordprocessing station. In addition we have on-going income from dues, JG subscriptions, advertisements, mailing list sales, and royalties. Amounts we currently owe are:

a. UNO -- $18,620.45 (discussed above)

b. NKU -- $13,517.69 (payment pending resolution of question about indirect charges)

3. As recommended by the Audit and Finance Committee (Carter, Gaines, and Latessa) we have taken the following actions:

a. Transferred all accounts to the E.F. Hutton office closest to the ACJS National Office (Hutton of Cincinnati)

b. All accounts will stay with this office as long as the National Office is at NKU.

c. Changed the ARA checking account to require two signatures — typically that of the current Secretary/Treasurer and the Executive Secretary. In order to be prepared for any unanticipated problem I have established a third authorized signatory to be used if the Secretary/Treasurer or Executive Secretary are unavailable. Currently, the third signatory is First Vice-President Larry Gaines
EXPENDITURE LINE ITEM CATEGORIES

Annual Meeting
- rooms
- banquet
- executive secretary
- participants reception
- presidential reception
- program committee reception
- security
- shipping
- workers
- award recipients
- presidential per diem
- special guests
- local transportation
- audio-visual
- board meetings
- entertainment
- exhibit hall
- coffee
- photocopying
- miscellaneous

Secretariat
- personnel
  - executive secretary salary
  - fringe benefits
  - other labor
- postage
  - bulk mail
  - other (first class, airmail, express, courier, etc.)
- telephone
- consumable supplies
- overhead from NKU (10%)
- awards
- capital purchases
- audit
- bonding of president and secretary treasurer
- liability insurance
- promotions
- one-time non-recurring
- miscellaneous

Travel
- board
- presidential
- site selection
- journal editor
- executive secretary
- pre-conference planning
- award recipients
- dignitaries
- support staff for annual meeting
- administrative travel

ACJS Budget

Printing
- ACJS Today
  - program
  - directory
  - duplicating
  - photo copying
  - miscellaneous

Journal
- copyright
- promotion
- editorial office
- printing
- miscellaneous

REVENUE LINE ITEM BUDGET

Membership
- regular
- student
- lifetime (interest)
- institutional

Annual Meeting
- registration
- exhibits
- paper sales

Justice Quarterly
- advertisements
- subscriptions
- reprints

Advertisement
- newsletter
- directory
- program

Other
- mailing list
- royalties
- promotions
- interest
- grants
- gifts
- exchange loss
- miscellaneous

May 8, 1987

Thomas Barker, President
David Carter, Secretary/Treasurer
Pat DeLancey, Executive Secretary

Larry Gaines, First Vice President
Ed Latessa, Second Vice President
Michael Thomson, ACJS Today Editor
ACJS Member Report

Total Records in ACJS member file: 3364

Records in the 1986 and 1987 years: 1724

Breakdown of membership by Region, Member and Year

<table>
<thead>
<tr>
<th>Region</th>
<th>Member Type</th>
<th>1986</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Northeast</td>
<td>1 Regular</td>
<td>484</td>
<td>1357</td>
</tr>
<tr>
<td>2 South</td>
<td>2 Student</td>
<td>302</td>
<td>240</td>
</tr>
<tr>
<td>3 Midwest</td>
<td></td>
<td>470</td>
<td></td>
</tr>
<tr>
<td>4 Southwest</td>
<td></td>
<td>172</td>
<td></td>
</tr>
<tr>
<td>5 Pacific NW</td>
<td>6 Institute</td>
<td>194</td>
<td>127</td>
</tr>
<tr>
<td>6 Other</td>
<td></td>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

TOTALS: 1724 1724

MEMBERSHIP DRIVE:

NCPI (partially completed)
Anderson practitioner list (partially completed)
Nonmembers who have participated on program/attended meetings (partially done)

From UC: (completed)
  one day a month probation officers (OH)
  IACP
  ACA
  Police/sheriffs
  KY probation officers
  OH CJ Assn
  Police officers

TO BE COMPLETED:

NCPI
Anderson practitioner list
Nonmembers
SPI
APS
ASC
1980-1984 past members
NCJRS - sections on criminology/police/courts

1988 MEMBERSHIP RENEWALS TO BE MAILED IN OCTOBER 1987

ACADEMY OF CRIMINAL JUSTICE SCIENCES

Northern Kentucky University
402 Nunn Hall
Highland Heights, KY 41076
(606) 572-5634

TO: Tom Barker
FROM: Pat DeLancy
RE: Elimination of Paper Sales

Listed below are the estimated revenue figures for paper sales at ACJS annual meetings:

<table>
<thead>
<tr>
<th>Site</th>
<th>Estimated Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1983: San Antonio</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>1984: Chicago</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>1985: Las Vegas</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1986: Orlando</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>1987: St Louis</td>
<td>$916.00</td>
</tr>
</tbody>
</table>

However, there is also expense involved in setting up paper sales. Costs incurred at past meetings:

1983: papers were set up at the last minute in the hall, due to lack of space; cost involved was manpower
1984: expense involved was manpower
1985: cost was $315.00 plus manpower
1986: cost was $162.00 plus manpower
1987: cost was use of room from allotment of breakouts plus manpower

Justification for elimination of paper sales:

1. Space is not always available. It takes room in the exhibit hall or takes a room from allotment of breakouts.
2. Complaints from individuals about having to provide copies of papers for resale when they or their institution bear the cost of printing. Also, the number of authors submitting papers has dramatically declined.
3. Lack of student assistance to man the area for the duration of the entire meeting.
4. It takes about 4 hours to set up this area. Sorting envelopes, filing papers and marking boxes takes considerable time.
5. Many of the papers are thrown out at the end of the meeting. Some authors retrieve their copies but the majority just leave them. It's a waste of money.

What student assistance is available at the meeting can be better utilized. As you know, most of our meeting space at hotels has not been on the same level. Students can provide direction to meeting rooms/exhibit hall and can also monitor, to some extent, individuals who are not wearing nametags. Support can be provided in areas we do need assistance: registration and joint exhibit.

Selling papers has created ill will among many individuals. We have received a number of complaints from individuals who feel the Academy should not be selling the papers. Let authors bring copies of their papers to their panel sessions and distribute them to individuals who want copies.

We can list the addresses of participants in the back of the program book. Although it would add cost to the printing of the program, it would eliminate questions and complaints.

Since the Academy takes care of the room cost of the students who assist at the meetings, it would be more cost effective to utilize in more relevant areas than paper sales.

TO ACJS Executive Board
FROM Frank Cullen
Editor
DATE September 2, 1987

I am pleased to have this opportunity to report on the status of JQ following my first year as Editor. Though a few glitches have arisen from time to time, overall the Journal is in good order. Below I will comment on JQ's publication schedule, the budget, editorial decisions which have been reached, and upcoming research review articles.

Publication Schedule

During this past year, some delay has been experienced in JQ's publication. Much of this delay was inherent in the editorial transition. By the end of 1987, however, we should be completely on schedule. The March issue has been published, and the June issue is printed and should be distributed shortly. The September issue is in the page-proof stage. The December issue is at the copy editor's and should enter the page proofing process in October.

I anticipate that next year's publication schedule should proceed smoothly. A sufficient backlog of manuscripts exists to cover the first two issues of 1988. This will allow us to prepare in advance for the production of these issues.

I should caution that the production process is lengthy, taking about three months per issue. When the next editor is selected, I would advise having ACJS fund a visit by the Editor to Cincinnati. This visit would allow him or her to learn the editorial process and insure the Journal's smooth transition to a new location.

Budget

In reviewing JQ's budget, it appears that everything is in order. Pat DeMouwer and I will not have to meet to study the budget's details, but my review of figures failed to uncover any problems.
"Supplies" is the only expenditure that proved unexpectedly high. Most of the expense is due to the printing of stationery/envelopes/forms. I had intended to spread this printing cost over three years. The move from Omaha, however, meant that it would be less expensive to have a second batch of materials printed prior to the move than to start the printing process over at a new location. In any case, we are able to handle the added expense by carrying over the cost to the second year's budget.

The only other monetary concern involves the cost of printing JQ. Apparently, my issues are running a little longer in pages than before. After the September issue, and with Pat DeLancer's help, I will have a clearer idea of the extent to which the volume is high on pages. If a problem does in fact exist, I will take steps to reduce the size of JQ by approximately one article per issue. I make this suggestion reluctantly, because I do not want to compromise JQ's quality. I should also note that Criminology, which might be considered a major competitor, publishes a volume of over 800 pages--or 200 pages per issue. My issues have been running approximately 170 pages per issue; in contrast, issues under Professor Simon averaged about 150 pages per issue. In sum, I would prefer to have the option of publishing an issue of 170 pages, but I will try to conform--give or take a few pages here or there--to the 150 page limit, if the ACSB Board sees this as a more economically feasible figure. In any case, it would be helpful if the page limit is not set rigidly and that I retain some flexibility in determining the size of a volume.

Status of Manuscript Submissions

In my first year, there were 172 submissions to JQ. About 20 of these were carried over from Professor Simon's editorship, while the remainder represent new submissions.

<table>
<thead>
<tr>
<th>Editorial Decision</th>
<th>N</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td>33</td>
<td>19.2</td>
</tr>
<tr>
<td>Rejected</td>
<td>65</td>
<td>37.0</td>
</tr>
<tr>
<td>Not Reviewed</td>
<td>38</td>
<td>22.1</td>
</tr>
<tr>
<td>Revise and Resubmit</td>
<td>27</td>
<td>15.7</td>
</tr>
<tr>
<td>Currently Under Review</td>
<td>9</td>
<td>5.2</td>
</tr>
<tr>
<td><strong>N = 172</strong></td>
<td></td>
<td>100.0</td>
</tr>
</tbody>
</table>

Table 1 presents a profile of editorial decisions. About one in five manuscripts has been accepted for publication, all after revisions were undertaken. Nearly 38 percent were rejected after review, while over 20 percent were returned to authors after an internal editorial screening. Manuscripts are not reviewed if their form or content make them inappropriate for publication at JQ. The remainder of the manuscripts are still in the review process, either currently under review or as a "revise and resubmit."

I anticipate that we will continue to experience a healthy flow of submissions. I suggest that a certain number of authors "try out" a journal when a new editor is appointed. It may be, therefore, that next year's number of submissions will decline as authors who enjoyed less success in the review process pursue other publication forums. Regardless, I am confident that JQ is of sufficient status that it will remain as a first-choice publication outlet for many scholars in the field.

Overall, the review process is going well. The use of three referees has, I believe, enhanced the quality of the review process and mitigated the problems that occur when a referee fails to return a review (in those instances, I am able to make an editorial decision based on two reviews). I must admit that I have found it very difficult to speed up the review process, for delays are inherent in the process. Moreover, I write a decision letter to each author (not a form letter), and this involves a considerable amount of time. In any event, my best assessment is that the vast majority of manuscripts are reviewed within 12 weeks. When delays occur, we notify authors and telephone referees who fail to respond to a written reminder. We also attempt to return all inquiries that authors have about their works, and we apologize for any undue delays or mistakes on our part. My Managing Editor, Velmer Burton, has done excellent work in handling most of these tasks. Together, I believe we have made every effort to make certain that the review process is fair and as considerate as possible.

Finally, I feel obligated to add that Dr. Karen Feinberg, JQ's copy editor, has done outstanding work on the manuscripts. She is truly an exceptional copy editor, and does a fine job in insuring that each issue is edited by an agreed-upon date. Significantly, a number of authors have remarked positively about her efforts to improve the readability of their manuscripts.

Research Review Articles

I have received uniformly positive feedback on the invited research review articles that lead off each issue of JQ. For the 1997 volume, we started with a review article on correctional officers, and have continued with a series of articles, each of which assessed one of the major goals of the criminal sanction (in order, the articles have focused on deterrence, rehabilitation, and incapacitation). The first two issues of 1998 will include an article on the use of deadly force and an article on community crime prevention.

Beginning with the September 1988 issue, however, we will start another "theme" series, this one dealing with "perspectives on criminal
justice." I have had four scholars commit to writing review articles: Kathleen Daly will write on feminist theory and criminal justice; William Chambliss will write on radical theory and criminal justice; James Q. Wilson will write on the policy perspective and criminal justice; and Elliot Currie will write on the progressive perspective and criminal justice. I am hopeful that exigencies do not arise to cause any of the participants to withdraw from authoring an article; in any case, I am optimistic that the review articles will prove useful to JQ's readership and will serve as a mechanism for bringing added attention to JQ and ACJS.

Concluding Comments

In sum, I am pleased to report that JQ is in good shape. Minor problems, largely inherent in the review process, exist. Even so, I am confident that over the past year, JQ has sustained its quality and has continued to grow in its status as a preferred publication option. On a pragmatic level, the journal will be on its publication schedule by the year's end, is staying within its budget, and has a review process that is functioning well. I am optimistic, therefore, that JQ will continue to enjoy success in the time ahead.

Thank you for your support and encouragement.

Dr. Thomas Barker
Dean, College of Criminal Justice
Jacksonville State University
Jacksonville, Al. 32225

September 4, 1987

The Nominations and Elections Committee of the Academy of Criminal Justice Sciences unanimously submits the following persons for nomination for Academy offices:

Second Vice President
Larry Mays - New Mexico State University
Vincent Webb - University of Nebraska-Omaha

Secretary-Treasurer
Zelma Henriques - John Jay College
Deborah Wilson - University of Louisville

Trustee at Large
Donna Hale - University of Baltimore
George Wilson - North Carolina Central University

Region Four Trustee
Philip Rhoades - Corpus Christi State University
Charles Chastain - University of Arkansas-Little Rock

The Nominations and Elections Committee was composed of:
Richter H. Moore, Jr., Chair, Appalachian State University
George Felkenes, Claremont Graduate School
Larry Hoover, Sam Houston State University
Robert Lorinskas, Southern Illinois University
Barbara Price, John Jay College
Gene Stephens, University of South Carolina-Columbia

We unanimously recommend the Board approve our report and the nominees.

Respectfully Submitted,

RHM/kl

Richter H. Moore, Jr.

A member institution of the University of North Carolina
An equal opportunity employer
MEMO TO: ACJS Executive Board
FROM: Tom Barker
DATE: September 3, 1987
RE: Issues in Crime and Justice Series

The issues in Crime and Justice Series has been without a Series Editor for at least two years. The current ACJS Publications Committee has studied this issue and provided an interim and long term plan to resolve this problem. I recommend that the Board accept their recommendations.

Overview

There is general support for continuation of the series, and agreement that more and better planning is needed if the series is to be successful. There are various perspectives on how this could be accomplished, but it does seem that at a minimum, the topic should be identified well in advance of the annual meeting. Perhaps the best approach would be to solicit editors, topics and panel proposals, along with the names of at least some of the proposed participants/contributors, for competitive review. This solicitation could accompany the annual call for papers, with a deadline set in the Fall of the year before the conference. Decisions would be made based on the quality of the submissions with due consideration of the marketability of the proposal (requiring consultation with proposed publishers), with a final decision reported at the end of the year. The selected editor and contributors would then have several months to work on their contributions before the conference, and submit finished products to the publisher in the late Spring, following the conference.

In regard to publishers, there are at least two that are interested in working with us, Anderson and Criminal Justice Press. If we can put together a well-developed proposal, we should be able to interest others as well.

Regarding content of the series, there is unanimous agreement about the need to ensure that high quality manuscripts are selected and that the topics selected are “hot.” They should be manuscripts that could be published without the assistance of ACJS, but which ACJS has chosen to assist because of the impact such work is expected to have.

To ensure that the best work is selected, we may want to open the solicitation of manuscripts to non-anthologies. That is, when the call for papers goes out, it can be pointed out that proposed monographs will be reviewed for consideration as well.
Established ACJS procedures should be followed to select a series editor for a three year term, commencing in March 1988.

Very truly yours,

Belinda McCarthy
Chair, ACJS Publications Committee
School of Social and Behavioral Sciences
University of Alabama at Birmingham
Birmingham, Alabama 35294

cc: Publications Committee

Interim Plan

We propose that a solicitation for a volume editor/monograph for the 1988 meeting be conducted immediately, with a deadline for submissions set at about November 1. It is our understanding that no series editor has been appointed at this time. For this reason, the Chair of the Publications Committee would agree to serve as series editor, fulfilling all of the duties of that position as outlined in ACJS policy, for this volume. The series editor, in consultation with members of the Publications Committee and prospective publishers, would appoint a volume editor no later than December 31, 1987.

Long Term Plan

1. Modification of current contract to control costs

"The first option would be essentially a continuation of the previous contract with modifications to aid in controlling costs. One modification might be a "skewing" of the ACJS royalty, reducing or eliminating it until a certain break-even point is reached, and then perhaps increasing it above the present level. The second might be to require that manuscripts be submitted to us typed on diskettes, rather than paper copy, which would help reduce typesetting expenditures. As you've mentioned to me previously, this is becoming a fairly standard requirement. I hope that with these (and possibly other) fairly minor modifications we might be able to continue serving as your publisher (italics added).

2. Co-publishing or "turnkey" arrangement

The second option would be a less traditional co-publishing or "turnkey" arrangement in which we would edit and produce your books for a set fee, and then turn them over to ACJS for sales and distribution. Since you
have a headquarters office, I suspect that you could
distribute the books at lower cost than we can. That
is why it might make more sense for you to take over
the distribution and invoicing yourself. The advantage
to you would be higher revenues — instead of a royalty
you would be keeping all proceeds over and above our
fee — plus higher visibility for ACJS as a disseminator
of knowledge. If you needed our assistance with pro-
motion of the book(s), we could probably work out a
small per-copy charge for orders that we receive to
be forwarded to you for fulfillment.

I recommend that the Board choose between the two options and authorize
the chair of the Publications Committee, Dr. Belinda McCarthy, to solicit a "full-
scale" proposal from Criminal Justice Press to be presented to the Executive
Board.

TB/pm

Attachment
July 28, 1987

Prof. Belinda McCarthy
Office of the Dean of Social Sciences
University of Alabama at Birmingham
University Station
Birmingham, AL 35294

Dear Belinda:

This is the letter you requested recently concerning continuation of our contract to publish the Academy of Criminal Justice Science's "Issues in Crime and Justice" series.

First, I'd like to reiterate how pleased we are with the first two books in the series. I think we have accomplished the goal initially set in my discussions with Dorothy Bracey: to produce quality books that make a substantive contribution and reflect credit on both ACJS and my company.

Our difficulty with simply extending the old contract is purely financial. The cost of publishing the books has exceeded the price we are charging for the vast majority of the books which are sold for classroom use @$15 (the standard 40% discount). Since it would be inadvisable to increase the price for a book used as a supplementary text, we must cut production and distribution costs to continue with the series. In most respects we are a low cost publisher, but there are certain costs associated with quality control (such as editing time, which is much higher in anthologies than in single-author works) that we will not reduce. That leaves other costs -- particularly in the distribution area -- that must be pared before we can continue publishing the ACJS series.

Thus, we intend to offer ACJS a choice among two options. The first option would be essentially a continuation of the previous contract with modifications to aid in controlling costs. One modification might be a "skewing" of the ACJS royalty, reducing or eliminating it until a certain "break-even" point is reached, and then perhaps increasing it above the present level. The second might be to require that manuscripts be submitted to us typed on diskettes, rather than paper copy, which would help reduce typesetting expenditures. As you've mentioned to me previously, this is becoming a fairly standard requirement. I hope that with these (and possibly other) fairly minor modifications we might be able to continue serving as your publisher.

The second option would be a less traditional co-publishing or "turnkey" arrangement in which we would edit and produce your book for a set fee, and then turn them over to ACJS for sales and distribution. Since you have a headquarters office, I suspect that you could distribute the books at lower cost than we can. That is why it might make more sense for you to take over the distribution and invoicing yourself. The advantage to you would be higher revenues -- instead of a royalty you would be keeping all proceeds over and above our fee -- plus higher visibility for ACJS as a disseminator of knowledge. If you needed our assistance with promotion of the book(s), we could probably work out a small per-copy charge for orders that we receive to be forwarded to you for fulfillment.

Please view this letter, then, as a preliminary statement of intent on our part to bid for the contract to produce the ACJS series in 1988. Our full-scale proposal(s) would be submitted upon your request toward the end of 1987. If I can supply any further assistance please contact me.

Sincerely,

Richard Allinson
Editor

RA/st
September 15, 1987

MEMORANDUM TO: Tom Barker
FROM: Deborah G. Wilson
SUBJECT: ACJS Mugs

I will not be able to attend the Executive Board Meeting. Please distribute this memo to the Board Members for me.

1. I would suggest that we eliminate the paper sales in San Francisco. Patti has prepared a memo with our justifications for this recommendation.

2. I realize that this meeting will be expensive because of its site and an awareness of the financial status of the organization. We have attempted to minimize costs without compromising quality. We have taken the following steps:
   - a "lite lunch" rather than a luncheon
   - the "banquet" late in the week
   - a combined President and Program Committee Reception
   - informal participants reception
   - if the hotel will permit (they may not) the women's reception will be sponsored by a local winery.

3. I have contacted my committee members. The abstracts are coming in at a good rate, the last minute rush should hit us soon. The submissions are increasing. Committee Members have actively solicited papers and the response has been good. I surveyed a few members. Most had 15 to 20 papers, others 25 to 30. They also reported that they had received calls about papers that would be coming in soon. I have also forwarded 10-20 papers to coordinators in the last week or so.

DGW: cj

attachment
Dear Dr. Barker:

It was a pleasure speaking with you again regarding a block of rooms we are holding for the Academy of Criminal Justice Sciences over the dates of April 3-10, 1988. I would like to confirm the rooms we are now holding on a tentative basis:

- April 3, 1988: 25 rooms
- April 4, 1988: 75 rooms
- April 5, 1988: 100 rooms, 5 suites
- April 6, 1988: 100 rooms, 5 suites
- April 7, 1988: 100 rooms, 5 suites
- April 8, 1988: 100 rooms, 5 suites
- April 9, 1988: 75 rooms

We are pleased to confirm the rates of $95 single and $115 double for rooms in our Main Building, as well as a 20% discount off our one-bedroom suites, which range from $250 to $400.

I hope this information will help the board make a decision in favor of The Westin St. Francis. Should you need any further information prior to my follow-up later this month, please do not hesitate to call me at 415/774-0314.

Cordially,

Ann D. Bosque
Sales Manager
1988 ACJS ANNUAL CONVENTION BUDGET

(21,000 budgeted)

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<thead>
<tr>
<th>Subject</th>
<th>1988</th>
<th>1987</th>
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<tr>
<td>Airfare Award Recipients</td>
<td>900 - 1,000</td>
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<td>Security</td>
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Special

- 25th Anniversary Emblem Pins (1000) 1799.00
- Portfolios (1000) 940.00
- Match Books (1000) 109.00
- Presidential Name Tags (25) 135.00
- $23612.00

The figures for 1988 in these categories are estimates.

The 1987 categories are true figures but do not represent all the line item expenditures for the 1987 annual meeting.

Costs will be reduced through solicited contributions.

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ACJS POLICY

**Subject:** ACJS TODAY REPRINTS

**Effective Date:** September __, 1987

**Reference:** All Policies

**Special Instructions:** Rescinds all others

**Distribution:** A, B, C, D

**Reevaluation Date:** September, 1988

**No. Pages:** 1

1. **Purpose**

To provide for a uniform policy concerning ACJS Today reprints.

2. **Costs**

Articles in ACJS Today may be reprinted free of charge as long as appropriate credit is given.

3. **Permission**

Permission to reprint from ACJS Today may be given by the Executive Secretary and the Editor of ACJS Today.
TO:  Tom Barker, President  
FROM: Larry Travis, Chair  
ACJS Awards Committee  
DATE:  September 16, 1987  
RE: Committee Report

To date the committee has received nominations for all awards except the student paper award. There has only been one nominee for the Founder's award to date. All other awards have at least two nominees.

The committee plans to begin reviewing materials immediately after the deadline (October 31, 1987) and present its recommendations to the board in January 1988.

LFT: vh
co: Board Members  
ACJS Awards Committee