

South Carolina College Personnel Association By-Laws

Amended October 30, 2000

Article I NAME

Section 1. Name

The name of this organization shall be the South Carolina College Personnel Association, hereinafter referred to as SCCPA or the Association.

Section 2. Usage

The name of this Association shall be employed only in connection with the official business and activities of the Association. Individuals, businesses, organizations, or agencies shall not use the name of the Association without the approval of the Executive Board.

Article II AFFILIATION

The South Carolina College Personnel Association is a state Association affiliated with the American College Personnel Association, hereinafter referred to as ACPA. SCCPA reserves the right to develop working relationships with other professional organizations, which also promote the mission of this Association.

Article III MISSION

The mission of the South Carolina College Personnel Association is to support its members and other professionals who serve students in South Carolina higher education institutions. SCCPA supports its members and professionals in the field of student affairs/student personnel services through activities and events that foster:

- Professional Development - promoting the continued learning of members and other professionals through meetings, workshops, newsletters, research papers, special interest groups, etc., and encouraging collaboration with other professional Associations to provide such opportunities.
- Collegiality - promoting the active involvement of, and fostering of professional networks among, a diverse population of student affairs professionals, including historically under-represented groups and senior student affairs officials, in SCCPA and ACPA.
- Professional Identity - promoting the field of student affairs/student personnel services and the understanding and use of professional standards.

- Advocacy - promoting the welfare of members and other professionals who serve students in South Carolina colleges and universities; as well as issues of concern related to the education of students in out-of-class settings.

Article IV MEMBERSHIP

Section 1. Membership

Membership in SCCPA shall be open to all persons regardless of race, ethnicity, national origin, gender, age, sexual orientation, religion, or disability, and is covered at all times by the non-discrimination policy delineated in the ACPA Affirmative Action Statement. There shall be three types of membership: regular, student and honorary. SCCPA actively seeks members from groups defined in Sections 2-4. SCCPA strives to educate members about the needs of diverse populations and to increase participation of these groups in Association activities and leadership roles.

Section 2. Regular Members

Any person who has an interest in student affairs/student personnel services in higher education shall become a regular member of this Association upon payment of dues. Each regular member in good standing shall be entitled to vote in Association-wide elections and referendums and shall be eligible to hold office and serve on committees of SCCPA, unless otherwise prohibited, see Article V.

Section 3. Student Members

Any student who is enrolled in a graduate preparation program or undergraduate student interested in student affairs/student personnel services work may become a student member upon payment of dues to SCCPA at the student rate. Student members have the same rights and privileges as all other members. Where the term regular member is used in these By-Laws, it shall be understood to include student members.

Section 4. Honorary Members

Persons may be nominated for honorary membership, as detailed in the policies and procedures manual, by action of the Executive Board for exemplary service to the profession or SCCPA. Honorary membership is for life and honorary member(s) are exempt from payment of dues. Honorary members shall not be eligible to hold office or vote (unless they also meet the conditions of regular membership) but shall receive all other benefits accorded to regular members.

Section 5 Dues

The dues and membership due date(s) shall be determined by the Executive Board after appropriate consultation with membership representatives.

Section 6 Non-payment of dues

Any member shall become inactive for non-payment of dues sixty days (60) after the established due date(s) for dues and may be dropped from membership for non-payment of dues after renotification period(s) end.

Article V ELECTED OFFICERS

Section 1. Elected Officers

The elected officers of the South Carolina College Personnel Association shall be the President, President-Elect, Secretary, Past-President (having been previously elected), Treasurer, Member-at-Large, Private Institution Representative, Public Institution Representative, Two Year Institution Representative, and two (2) Graduate Student Representatives. All other officers of the Association shall be appropriately appointed by the President or President Elect with Board approval.

Section 2. Qualifications

Each elected officer shall be a current member in good standing of SCCPA in order to run for office. The President, President-Elect, Secretary, Treasurer, Member-at-Large, Private Institution Representative, Public Institution Representative, and Two Year Institution Representatives must also be members in good standing with the American College Personnel Association. Persons nominated for President-Elect preferably will have held an elected or appointed position on the SCCPA Executive Board within one year of being nominated.

Section 3. Term of office

The term of office of elected officers shall begin May 1. A transitional board meeting shall be held prior to July 30. The terms of each elected office shall be one year with the exception of the Treasurer. The term of the Treasurer shall be two years. The President or President Elect may not be a candidate to succeed him/herself in that office. All other elected officers may be candidates to succeed themselves for one additional term only.

Section 4. Nominations and Elections Committee

The Nominations and Elections Committee shall be composed of the Two Year Institution Representative, the Public Institution Representative, an SCCPA member who does not serve on the Executive Board (to be appointed by the President), and the Past-President. The Past-President shall serve as chair of the committee.

Section 5. Nominations and Elections Procedures

Elections shall be conducted annually in the spring of the year. The Nominations and Elections chair shall announce the results of the elections to those on the ballot and the Executive Board prior to the spring conference. The membership will be informed of election results at the annual spring conference and through the SCCPA newsletter and web site.

Section 6. Vacancies

- a. If the position of President shall become vacant, the President-Elect shall assume the Presidency. If the President-Elect cannot assume the Presidency, then the Past President- will be asked to assume the Presidency and shall serve the remainder of the President's term.
- b. If neither the Past-President nor the President-Elect is able to assume office, the Executive Board shall appoint a President to serve the remainder of term.
- c. If other vacancies occur among the elected officers, vacancies shall be filled by appointment of the Executive Board. The person(s) so appointed shall only complete the scheduled term of the office and must be elected to continue in the position after the initial term.

Section 7. Duties

- a. President--The President shall be the chief executive officer of the Association and Chair of its Executive Board. The President shall serve as the official SCCPA representative. The President shall appoint chairpersons of all committees and other appointed positions as deemed appropriate unless otherwise specifically provided for in these By-Laws. The President shall hold ex-officio membership on all Association committees. The President shall represent, or delegate another Executive Board member to represent SCCPA at other professional Association meetings. The President will serve as a liaison between SCCPA and ACPA and shall oversee the filing of required reports with ACPA. The President will work closely with the Past-President and President-Elect to insure transitional leadership and to address on-going issues or concerns. The President, President Elect, or a designee shall attend ACPA summer leadership meetings and the annual convention, when and where appropriate.
- b. President-Elect--The President-Elect shall act as President at all Association or Executive Board meetings in the absence of the President. The President-Elect shall appoint Chairs of the Conference Committees to organize and implement a Fall and Spring conference and other meetings sponsored by SCCPA. The President-Elect shall attend ACPA national leadership meeting and annual convention, when appropriate. The President-Elect shall serve as a liaison to special interest groups in SCCPA and work closely with the President and Past-President.
- c. Past-President--The Past-President shall chair the Nominations and Elections Committee as outlined in Article V, Section 4. The Past-President shall coordinate the long-range planning process and work closely with the President and President-Elect. The Past-President shall provide a historical perspective of

- issues, trends, and concerns affecting SCCPA and provide continuity of leadership.
- d. Secretary --The Secretary shall keep records of the current activities of SCCPA and its Executive Board. The Secretary shall inform the Executive Board of each meeting at least five (5) working days prior to the meeting and forward minutes to the Executive Board within ten (10) working days of the conclusion of meeting.
 - e. Treasurer--The Treasurer shall collect and disburse funds of SCCPA, subject to the approval of the President and/or the Executive Board. The Treasurer shall submit an annual operating budget for approval by the Executive Board. The Treasurer shall make regular financial reports at all Executive Board meetings and a full-year financial report at the annual business meeting. The Treasurer's annual financial report shall include recommendations for future financial planning. The Treasurer shall maintain or create the necessary documentation for the disbursement of Association funds. The Treasurer's committee shall consist of the Membership and Conference Chairs. The Treasurer is responsible for continuous auditing of the financial state of the Association.
 - f. Public Institution Representative--The Public Institution Representative shall provide a perspective of issues, activities, and concerns of public institutions as they pertain to SCCPA. The Public Institution Representative shall work to enhance membership from public institutions throughout the state. The Public Institution Representative shall represent the interests of public institutions on educational issues, conference themes, and program agendas during the SCCPA Executive Board meetings and assume other duties as assigned by the President or the Executive Board.
 - g. Private Institution Representative--The Private Institution Representative shall provide a perspective of the issues, activities, and concerns of private institutions as they pertain to SCCPA. The Private Institution Representative shall work to enhance membership from private institutions throughout the state. The Private Institution Representative will represent the interests of private higher education on educational issues, conference themes, and program agendas during the SCCPA Executive Board meetings and assume other duties as assigned by the President or the Executive Board.
 - h. Two Year Institution Representative--The Two Year Institution Representative shall provide a perspective of issues, activities, and concerns of two year institutions and community/technical colleges as they pertain to SCCPA. The Two Year Institution Representative will represent the interests of two year institutions on educational issues, conference themes, and program agendas during SCCPA Executive Board meetings and other duties as assigned by the President or the Executive Board. The Two Year Institution Representative shall work to enhance membership from two year institutions throughout the state.
 - i. Member-at-Large--The Member-at-Large shall represent the membership at large on educational issues, conference themes, program agendas, etc. The Member-at-Large shall chair or coordinate project groups as appointed by the President or Executive Board. The Member-at-Large shall serve as a spokesperson for member concerns.

- j. Graduate Student Representative-There shall be one voting Graduate Student Representative each from USC and Clemson elected by each Student Personnel Association (SPA). The Graduate Student Representatives shall serve as full voting members of the SCCPA Executive Board and serve as a liaison between SCCPA and each institution's graduate student membership in SCCPA, promoting the involvement of graduate students. The Graduate Student Representatives shall work with SCCPA Executive Board and request funding for appropriate SPA activities. The Graduate Student Representatives shall make recommendations for graduate student involvement, programs, and activities at SCCPA Conferences.

Section 8. Compensation of Officers

None of the elected officers of the Association shall receive any compensation for their services to the Association. Some necessary expenses, such as travel to meetings, of the elected officers of the Association shall be paid from funds of the Association under the policies established by the Executive Board.

Article VI EXECUTIVE BOARD

Section 1. Board Membership

The Executive Board shall consist of the 11 elected executive officers of the Association, including the immediate Past-President; one elected representative each from two year institutions, public institutions, and private institutions; one at-large representative elected by the membership, and two graduate student representatives elected by Clemson and USC SPA's. The elected and appointed positions shall constitute the Executive Board.

Section 2. Board Responsibilities

The Executive Board of SCCPA shall be responsible for the formulation of SCCPA policies and shall carry on such business for SCCPA as specifically delegated by the By-Laws and the Association. The Executive Board will decide questions of interpretation of these By-Laws. All elected Board members shall be expected to attend all Board meetings. Board members shall inform the President of an absence prior to the Board meetings. After two absences, the Executive Board may choose to replace the Board member, following stated procedures for board member removal.

Section 3. Board Quorum

The Executive Board must have a quorum present consisting of a simple majority of the elected members of the Executive Board.

Section 4. Board Member Removal

An Executive Board member whose dereliction of duty adversely affects the operation of the organization shall be subject to removal from office. Removal procedures are outlined in the SCCPA Policies and Procedures Manual.

Article VII RESPONSIBILITIES TO ACPA

Section 1. ACPA Reports

South Carolina College Personnel Association is responsible for working in conjunction with and submitting reports to ACPA.

Section 2. Transmittal of Election Results and by-law Amendments

SCCPA shall transmit to the ACPA Director for State and International Divisions the names of its officers upon their election or appointment. Amendments to SCCPA By-Laws shall be reported to the Director for State and International Divisions within 30 days after the effective dates of their adoption.

Article VIII COMMITTEES

Section 1. Standing Committees

The committees of this Association shall consist of standing and special committees. Chairs of standing committees shall serve during the normal one-year term of office and may be reappointed as Chair for one additional one-year term of office, when their initial term expires.

Section 2. Special Committees

Special committees may be determined and appointed by the President, with the approval of the Executive Board. A special committee shall serve until, in the opinion of the President and the Executive Board, the purpose of the committee has been accomplished.

Section 3. Committee Chairs

All Committee Chairs shall attend scheduled Executive Board meetings as they are able and must provide committee reports for every meeting during which they have business to report. All Committee Chairs shall submit budget requests and a list of committee members to the Executive Board. When choosing committee members, the Committee Chairs shall consider members' preference of committees as indicated on the membership form. Committee Chairs shall work to construct a diverse and representative committee.

Article IX DUES

Section 1. Dues

The voting members of the Executive Board shall determine the annual dues of SCCPA. Dues changes shall be announced to the membership at SCCPA conferences and in writing through the SCCPA newsletter and web site. Dues shall be made payable directly to SCCPA and mailed to the Treasurer of the Association.

Article X FISCAL AND TERM OF OFFICE YEAR

The fiscal and term of office year of this Association shall be from May 1 to April 30.

Article XI STATE AND NATIONAL REPRESENTATION

Section 1 ACPA Meeting Attendance

The President and the President-Elect of the Association may be delegates to the summer leadership meeting and the national ACPA Convention, when appropriate. SCCPA will provide financial assistance to the President and President-Elect to attend these meetings, if budget allows. If neither person can attend, the President may appoint someone else to attend to represent SCCPA.

Section 2 Meeting Attendance at Other Associations

The Executive Board of SCCPA shall provide for representation to other state or national Associations if such representation is appropriate.

Article XII AMENDMENTS

Section 1 Initiation of Amendments

Amendments to the By-Laws may be adopted as deemed necessary for management of this Association. Proposed amendments shall be initiated by the Executive Board and presented to the membership for approval. Amendments may also be initiated by petition to the Executive Board if signed by 10 members of the regular and student membership. The policies and procedures manual may be amended by majority vote of the Executive Board.

Section 2 Voting

Proposed amendments shall be submitted to the general membership and voted on by ballot, which may be an electronic ballot. A minimum of one month and a maximum of two months shall be allowed for return of the ballots. A simple majority (50% plus 1) of all regular and student members who return their ballots within the time limit specified is required to enact the proposed amendments. The results of the balloting shall be announced by mail or email to the membership, at the annual meeting, and/or through the newsletter and web site.

Section 3 Passage

The amendment(s) and or revisions, if passed by a simple majority of all regular members voting, shall be added to the By-Laws and go into effect immediately unless otherwise specified in the amendment.

Article XIII PARLIAMENTARY AUTHORITY

The business of SCCPA shall be guided by Robert's Rules of Order, The Modern Edition, 1993, as from time to time amended, except where otherwise specified in these By-Laws, and at the discretion of the President.

Article XIV DISSOLUTION OF SOUTH CAROLINA COLLEGE PERSONNEL ASSOCIATION (SCCPA)

In the event of the dissolution of the Association, no officer or member of the Association shall receive any assets of the Association. The assets remaining after payment of, or provision for payment of, outstanding debts, shall be dispersed by the current Executive Board of SCCPA, to be utilized in accordance with these By-Laws. The American College Personnel Association (ACPA), the USC and Clemson Student Personnel Associations (SPAs), and other worthy higher education endeavors would be the likely beneficiaries of any remaining assets.

Amended 10/17/2000