

POLICIES AND PROCEDURES MANUAL

UPDATED 10/19/2008

SOUTH CAROLINA COLLEGE PERSONNEL ASSOCIATION
POLICIES & PROCEDURES MANUAL
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MEMBERSHIP

Dues

- **Amount**
Annual dues for regular members are \$25.
Dues for graduate students are \$15 for two years.
Annual dues for undergraduate student members and administrative professionals are \$10.
Honorary members do not pay dues.
- **Membership Cycle**
The membership cycle will run for one year from the month of someone's acceptance into SCCPA. Acceptance is when the Treasurer receives the dues and forwards the application to the Membership Chair.

Renewal System

Reminders to renew will be sent via email each month to those whose membership is expiring during the month following (ex. Membership expires in May, renewal notification will be sent in April).

Membership Types

- **Regular Membership**
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.
- **Student Membership**
Any student who is enrolled in a graduate preparation program or undergraduate student interested in students 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.
- **Honorary Membership**
Persons may be nominated for honorary membership 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.

Membership Survey

A membership survey is conducted by the Director of Member Services during the fall of each odd year.

EXECUTIVE BOARD

Officers

The Executive Board consists of the 10 elected officers of the Association. Elected officers include the president, past-president, president-elect, secretary, treasurer, director of member services, director of external relations, director of scholarship, a graduate student representative selected by Clemson SPA, and a graduate student representative selected by USC SPA. All other officers of the Association are appropriately appointed by the president or president-elect with Board approval.

Qualifications

Each elected officer must be a current member in good standing of SCCPA in order to run for office. The president, president-elect, past-president, secretary, treasurer, director of member services, director of external relations, and director of scholarship must also be members in good standing with the College Student Educators International (ACPA). 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.

Term of Office

The term of office of elected and appointed officers shall begin on May 1. A transitional board meeting scheduled by the president must be held prior to July 30.

The terms of each elected office shall be two years with the exception of the President, President-Elect, and Past President. The term for these offices shall be one year. 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.

The term of each appointed office is one year with the exception of the technology and membership chair. The term of the technology and membership chair is two years.

ELECTIONS

Nominations and Elections Committee

The SCCPA Nominations and Elections process is the responsibility of the Past President and the Nominations and Elections Committee. The Nominations and Election committee is composed of the Director of Member Services, an SCCPA member who does not serve on the Executive Board (to be appointed by the President), and the Past President. The Past President serves as chair of this committee.

Goals of the Nominations and Election Committee

1. Comprise a slate of officers with at least two (2) nominees per office
2. Comprise a slate of officers that is representative of the diversity of our membership
3. Make verbal or email contact with all nominees to ascertain their interest for being on ballot; inform all nominees of their status prior to the spring conference

Nominations and Elections Process

Elections are conducted in the spring of the year using the following timeline.

| | |
|----------------------|--|
| Late November | President appoints committee officially |
| Early December | Put in the newsletter a call for nominations |
| Early January | Order two sets of identical copies of mailing labels for the SCCPA Membership |
| Late January | Conduct a mailing to SCCPA members using one set of the mailing labels soliciting nominations for the ballot; e- mail all SCCPA members via Listserv and Board mailing |
| End of February | Deadline for nominations to be returned |
| First Week of March | Committee contacts all nominees to assemble appropriate slate of nominees; solicits biography on each nominee |
| Early March | If a newsletter is forthcoming, place article encouraging SCCPA members to vote |
| Second Week of March | Ballots sent out by e-mail via surveymoney.com |
| Last Week of March | Deadline for ballots to be returned |
| Before Conference | Notify those on the ballot of their status-this should be done prior to the spring conference so that the President-Elect may appoint additional members to the Board. Consideration should be given to those that lost elections. |

The following procedures should also be used for nominations and elections:

- All election mailings to membership should be mailed first class and allow sufficient time (approximately three weeks) for ballots to be returned.
- Eligible votes for the election process will be those SCCPA members listed on the membership role on January 1 of the year in which the election is held.

- 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.
- In the event that an individual is nominated for more than one office, the individual shall decide the office for which he or she will be listed. After the initial list of candidates for each office is compiled, members of the Nominations and Elections Committee may contact nominees to suggest they run for other offices to better balance the number of candidates for each office. The nominee will make the final decision regarding which office the nominee shall seek.

Vacancies

If the position of President becomes 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 serve the remainder of the President's term. 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.

If other vacancies occur among the elected officers, the President, with the approval of the Executive Board, shall fill such positions by appointment for the remainder of the terms affected.

EXECUTIVE BOARD MEMBER REMOVAL PROCEDURES

An Executive Board member whose dereliction of duty adversely affects the operation of the organization is subject to removal from office.

Grounds for Removal

Grounds for removal of an officer include:

- violation of the Association policy,
- failure to perform the duties of the office as set forth in by-laws of the organization, and
- failure to uphold the provision of these bylaws.

Removal Process

The following process is used to remove an officer:

- An attempt should be made by the president (or president-elect in such case that the officer in question is the president) to amicably resolve concerns with any officer in question before formal procedures are taken.
- A petition to remove the officer in question must be submitted to the president (or president-elect in such case that the officer in question is the president). Such petition must contain the signatures of 10% of the voting members of the Board. When such a petition is received, the president/president-elect shall call a meeting of the Board to decide upon removal.
- The grounds for removal and defense are to be presented by the officer in charge at a regular or special meeting of the Board. The officer in question shall be provided an opportunity to present a defense either in person or in writing.
- A simple majority vote of the members present shall decide upon removal, with voting not to occur sooner than thirty minutes after presentation of the grounds for removal and defense has been made. There must be a quorum of executive officers for the vote of removal.

VOTING

The Executive Board must have a quorum present consisting of a simple majority of the elected members of the Executive Board as defined by the SCCPA Constitution. All Board members present, except for the presiding officer, receive one vote. In the event of a tie, the presiding officer should cast the deciding vote.

ELECTED POSITION DESCRIPTIONS

President Position Description

The president:

1. Serves as the chief executive officer of the Association and chair of the SCCPA board.
 - a. Presides at all meetings of the Board and SCCPA business meetings or appoints the president-elect to preside, and prepares and distributes an agenda for all such meetings prior to the meeting.
 - b. Serves as official representative of the Association or appoints a representative to act in his/her part.
 - c. Maintains fiscal accountability for the current operating budget in conjunction with the treasurer.
 - d. Maintains communication with officers of ACPA and the SCCPA Board during the year.
 - e. Keeps members informed of association activities via the president's report and the newsletter.
 - f. Insures that the directives/responsibilities of the Board are carried out.
2. Fills regular appointed positions, and other appointed positions such as standing committees, task force, and ad hoc committee chairs in conjunction with the Board as deemed necessary to carry out the purpose of the by- laws and strengthen the Association.
3. Recognizes appropriate SCCPA members for their contributions in conjunction with the Awards Committee.
4. Gives a presidential address or commentary at the Fall Conference and the Spring Conference.
5. Conducts business meeting at the annual Fall Conference and Spring Conference.
6. Serves a coordinating function between elected officers and various committees, task forces, and other groups within SCCPA and between SCCPA and other professional associations when appropriate.
7. Actively pursues the development of SCCPA.
8. Coordinates the development of a set of goals of the SCCPA Board members. Facilitates the development of goals for each Board member's area of responsibility and coordinate development of organizational or group goals.
9. Coordinates the development of a written evaluation of the year's activities of the Board at the first meeting after assuming office.
10. Submits an annual report to ACPA as required and ensures that applications for all ACPA State Division awards are submitted by the deadlines.
11. Submits the immediate past year's records to the incoming president and all past years' records to the historian by the summer meeting.
12. Represents SCCPA at the State Division Presidents meetings at both the ACPA Convention and Summer Leadership Meetings or appoints a representative.
13. Assists in updating and monitoring the annual Affirmative Action Plan.
14. Assists in updating and monitoring the Strategic Plan.

President Calendar

March

- Appoint members to Board.
- Send notification to members re: date of new Board training and general Board retreat.
- Call and or meet with each Board member (appointed and elected) to get their ideas and to discuss expectations and responsibilities.
- Send out dates of board meetings to all members.
- Ask for end of year report of current board, compile and distribute at the spring meeting.
- Attend ACPA Convention State Division Meetings.
- Distribute information regarding annual reports to current Board members.

April (Spring Conference)

- Newly elected presidents generally prepare some words for the passing of the gavel and thanks to the outgoing president.
- Set and distribute agenda for June transition meeting.
- Submit annual report to the membership.

May - *Summer meeting:*

- Set dates, fall conference, spring conference; determine theme, speakers, etc.
- Review strategic plan.
- Review Affirmative action plan.
- Determine professional development calendar and other activities.
- Develop challenges or suggested goals for each area of responsibility.

June

- Follow- up to transition meeting and prepare for August Board meeting.

July

- On-going activities.

August

- Board meeting.
- Submit goals and objectives for the year.

September

- On-Going Activities.

October

- Board meeting and Fall Conference.

November

- On-going activities.

December

- Submit awards nominations to ACPA.

January

- Board meeting.
- On-going activities.

February

- Complete and submit ACPA Annual State Division Survey.
- Make arrangements for SCCPA Table at ACPA Convention Showcase.
- Board meeting.

Monthly

- Follow up with Board re: deadlines, ACPA.
- Follow up with Board re: their goals, responsibilities.
- Send information to Director of SI for ACPA.
- Check website for updates – directory, newsletter, professional development opportunities, etc.

Board meetings

- Frequency will depend on Board needs.
- Rotate meetings around the state.
- Definite needs are summer, fall, spring and one between fall and spring conference.
- Standing agenda items include: Affirmative Actions plan review, strategic plan review, budget update, membership update.

President-Elect Position Description

The president-elect acts 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 attends ACPA national leadership meetings and annual conference when appropriate. Assumes some additional responsibilities to assist the secretary and president such as coordinating SCCPA activities with other state Student Affairs organizations. S/he serves the current president's term if s/he is unable to do so and carries out other duties and assignments deemed appropriate by the president.

President-Elect Calendar

August

- Submit goals and objectives for year.
- Appoint Fall Conference chair for following year.

September

- Finalize plans for Fall Drive-In Conference.

October

- Fall Drive-In Conference.

February

- Appoint Spring Conference Chair for following year.
- Finalize plans for Spring Conference.

March

- Prepare for passing of the gavel and opening remarks.
- Complete Executive Board position assignments.
- Establish and distribute SCCPA meeting dates for the year.

April

- Submit annual report.
- Set and distribute agenda for first meeting.

Past-President Position Description

The past-president chairs the Nominations and Elections Committee. The Past-President shall chair the Past President's Council. The past-president works with the Long Range Planning Committee chair to coordinate the long-range planning process and works closely with the President and President-elect. The past-president provides a historical perspective of issues, trends, and concerns affecting SCCPA and provides continuity of leadership.

Past-President Calendar

June

- Submit annual report for previous year.

July

- Meet with the President and President-Elect to plan for the year.

August

- Submit goals and objectives for year.

Late November

- President appoints members Nominations and Elections Committee officially.
- Work with the Awards Chair to outline awards timeline.

Early December

- Put in the newsletter a call for nominations.
- Work with the Awards Chair to solicit award nominations.

Early January

- Order two sets of identical copies of mailing labels for the SCCPA membership chair.
- Work with the Awards Chair to identify recipients of awards.

Late January

- Conduct a mailing to SCCPA members using one set of the mailing labels soliciting nominations for the ballot.
- Work with the Historian to update the SCCPA history.

End of February

- Deadline for nominations to be returned.
- Work with Long Range Planning Chair to review and update the Strategic Plan for SCCPA.

First Week of March

- Committee contacts all nominees to assemble appropriate slate of nominees; solicits biography on each nominee.

- Send out ballots via e-mail through surveymonkey.com.

Early March

- If a newsletter is forthcoming, place article encouraging SCCPA members to vote.

Late March

- Deadline for ballots to be returned.
- Notify those of the ballot of their status-this should be done prior to the spring conference.
- Submit annual report.

Secretary Position Description

The secretary keeps records of the current activities of SCCPA and its Executive Board. The secretary informs the Executive Board of each meeting at least five (5) working days prior to the meeting and forwards minutes to the Executive Board and insures that minutes are posted on the web within ten (10) working days of the conclusion of meeting. The secretary is also responsible for coordinating logistics for Executive Board meetings, ordering stationery, keeping and distributing to relevant parties an updated roster of Executive Board members, and updating the *Policies and Procedures Manual* as needed.

Secretary Calendar

August

- Submit goals and objectives for year.

April

- Submit annual report.

Before Each Board Meeting

- Contact president one month ahead to ask if anything is needed.
- Establish a host school contact who will arrange a room and other logistics.
- Order food if deemed appropriate.
- Approximately two to three weeks before the meeting send a reminder to the Board asking for RSVP's. Include directions to the meeting site and the agenda from the president if it is available.
- Send another reminder a few days before the meeting.

During/After Each Board Meeting

- Take accurate minutes.
- Send minutes to the president for approval.
- Once approval is received from the president, send the minutes to the entire Executive Board, asking for corrections.
- Give minutes to technology chair for the web site.

As Needed

- Update *Policies & Procedures Manual*. Make sure most up-to-date version is on the web.
- Update Executive Board roster. Make sure most up-to-date version is on the web.
- Serve as resource for liaison positions. Receive reports from these positions and give to board as needed.
- Periodically check web site to make sure it does not need updates.
- Check stationery supply at beginning of year and order as needed.
 - Assist president with other projects as needed.

Treasurer Position Description

The treasurer collects and disburses funds of SCCPA, subject to the approval of the president and/or the Executive Board. The treasurer submits an annual operating budget for approval by the Executive Board. The treasurer makes 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 includes recommendations for future financial planning. The treasurer maintains or creates the necessary documentation for the disbursement of Association funds. The treasurer is responsible for continuous auditing of the financial state of the Association.

The treasurer for SCCPA maintains all financial records and communications for the organization including monthly budget reports, annual reports, investment records, and annual budget requests and allocation logs.

The treasurer serves as the initial contact person for new members by collecting membership forms and fees and then transferring membership forms to the membership chair.

Treasurer Calendar

Monthly

- Make deposits and keep accurate records as funds are received.
- Update budget reports to be given to the Board at each meeting.

April

- Set budget based on requests from Board members.
- Submit goals and objectives for year.
- Submit annual report.

**Director of Member Services
Position Description**

The Director of Member Services shall work with appointed board members to coordinate and promote current and future services for the membership. These include, but are not limited to, the Newsletter, the Awards process, Technology (including Membership Database), and the Human Diversity committee.

**Director of Member Services
Calendar**

August

September

October

November/December

January

February/March

April

May-July

Ongoing activities*

**Director of External Relations
Position Description**

The Director of External Relations shall work with appointed board members to coordinate and promote current and future activities and services to external constituencies. These include, but are not limited to, Membership Recruitment, Marketing, Development, and Advocacy.

**Director of External Relations
Calendar**

August

September

October

November/December

January

February/March

April

May-July

On-going Duties

**Director of Scholarship
Position Description**

The Director of Scholarship shall work with appointed board members to coordinate and promote current and future activities related to the development of scholarship. These include, but are not limited to, SCCPA Grant Process, Graduate Preparation Program representation, and *The Palmetto Practitioner*.

**Director of Scholarship
Calendar**

August

September

October

November/December

January

February/March

April

May-July

Graduate Student Representatives Position Description

There is one voting graduate student representative each from the University of South Carolina and Clemson University elected by each Student Personnel Association (SPA). The graduate student representatives 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 work with the SCCPA Executive Board and request funding for appropriate SPA activities. The graduate student representatives make recommendations for graduate student involvement, programs, and activities at SCCPA Conferences.

The main goals for this position are:

- To increase graduate student participation in on the state-wide level within SCCPA.
- To provide graduate student chapters with financial and human support for their activities.

The main duties of the Graduate Student Representative are:

- To attend the SCCPA Board meetings.
- To encourage the graduate students to participate in SCCPA. Some suggested methods of involvement are:
 - Submissions to the *Palmetto Practitioner*.
 - Submissions to the SCCPA newsletter.
 - Working with Careers in Student Affairs Week.
 - Involvement on a committee for the Spring Conference.
- To help organize Graduate Student participation in SCCPA Conferences.
 - Encourage participation within the committees for the conferences.
 - To encourage graduate students to attend the conferences offered by SCCPA.
- To serve as a liaison between the university and SCCPA.
 - Request funding from SCCPA.
 - Inform SCCPA of activities the university is doing and see if SCCPA members are interested in participating in the university's events.
 - To encourage SCCPA members to work with graduate students for professional development opportunities.

Graduate Student Representative Calendar

April

- SPA Elections.
- Attend SCCPA Board Meeting at Spring Conference.
- Familiarize yourself with the position and responsibilities for the position.

Summer

- Attend Board meetings and write an update of Clemson's SPA and USC's SPA for the newsletter.

August/September

- Attend Board meetings.
- Encourage participation in Clemson's SPA chapter or USC's SPA chapter and SCCPA.
- Plan for Careers in Student Affairs Week.
- Encourage attendance in SCCPA Fall Conference.
- Submit goals and objectives for year.

January

- Attend Board meeting.

February/March

- Attend local colleges and universities and promote Careers in Student Affairs.
- Help plan the Clemson/USC debate at the Spring SCCPA Conference.

April

- Serve on a Conference Committee.
- Solicit participation and involvement from Clemson students and USC students for the Spring Conference.
- Submit annual report.

APPOINTED OFFICER POSITION DESCRIPTIONS

Technology & Membership Position Description

The technology and membership chair shall update and publish yearly Student Affairs Directory for the state of South Carolina, accept and record all membership forms, maintain membership data base, publish membership reports as requested, provide membership and directory labels as requested, be responsible for publication of membership brochures, submit membership articles for each newsletter, study membership reports and develop recommendations for recruitment and retention, and complete other duties as assigned by the SCCPA Board. The chair is also responsible for maintaining and updating the website for SCCPA. This site includes current events, an archive of meeting minutes and newsletters, member directory, online publications, and other informative links beneficial to the membership and operation of the association. The chair is also responsible for maintaining the SCCPA listserv.

Technology & Membership Calendar

August

- Submit goals and objectives for year.

September

- Mail an SCCPA informational brochure with an application for membership to each professional staff member in South Carolina.

April

- Submit annual report.

Summer

- Train the next membership chair.

Ongoing

- Applications/checks are mailed directly to the treasurer, who forwards applications to the membership chair on a regular basis. Once the membership chair receives an application, the following process will be followed:
 - Check the application for completion. If no application is enclosed, contact the appropriate committee member to assist with gathering the necessary information.
 - Enter the information into the database.
 - Send a welcome letter or e-mail and include the names of all executive board members.
 - Send the appropriate committee liaison information monthly about new members so that welcome letters can be sent out.
 - Distribute a copy of the application to the Committee chair(s) in which the member indicated an interest. Committee chairs will contact new members to serve on their committee as necessary.

- File application by name for reference.
- Generate mailing labels and e-mails upon request for conference registration, newsletters, awards, elections, etc.
- Maintain an on-line directory of all Student Affairs professionals in South Carolina.
- Provide membership updates to the Board.
- Update web page as requested by members of the Board.
- Attend scheduled Board meetings.

Conference Committee Chair(s) Position Description

The Conference Committee chair(s) are appointed by and under the direction of the President-Elect to coordinate and supervise plans for the Fall and Spring Conferences. Conference plans include pertinent keynote speakers, professional development sessions, and method of evaluation. The Conference chair(s) work closely with the Treasurer to coordinate funding for the conferences and shall apply for appropriate ACPA grants. The Conference chair(s) attend board meetings and report on conference planning and prepare a formal report on each conference.

Spring Conference Committee Chair(s) Calendar

July

- Brainstorm location and theme for conference.
- Have first meeting with President-Elect – begin conference discussion.

August

- Secure location for conference (hotel, resort, etc.) (Take into consideration meeting room space, room rates, social opportunities).
- Find out deadlines for conference participants to make room reservations.
- Plan marketing strategies.
- Submit goals and objectives for the year.

September – January

- Form planning committees.
- Set up account for expenses.
- Decide on keynote speakers and invite.
- Begin making plans for Friday (or Thursday) night's Social.
- Decide on plan for Career Networking Event, Mentor Resource Guide, or similar event.
- Determine the need and select moderators to introduce speakers and collect/distribute conference and session evaluations.
- Prepare directions to the conference site.
- Be in contact with Development Chair to begin fundraising.
- Set budget.
- Begin preparing a "Save the Date" type postcard.
- Begin preparing registration materials, including the program proposals (make decision web vs. printed materials).
- Contact members interested in conference committee.

January

- Mail postcard to non-member schools and contacts.
- E-mail members.
- Complete registration information.

- Write article for the newsletter.

February

- Begin collecting door prizes.
- Begin planning for swap shop.
- Determine registration process and who will work.
- Mail registration packets or finalize on-line packets.

March

- Finalize food with hotel and meeting room set-up.
- Order supplies and name tags.
- Contact Awards chair to coordinate awards presentations.
- Select programs (Deadline to submit program proposals should be in March).
- Determine schedule of programs.
- Send e- mail to membership about registration deadlines.

Early April (Before conference)

- Assemble on-site registration packet.
- Make nametags.
- Gather supplies.
- Generate receipts for registration – make envelopes for each participant.
- Confirm and finalize all details with hotel.

Late April (After conference)

- Write article for Spring Newsletter.
- Have conference follow-up meeting.
- Write up results from conference evaluations.
- Write recommendations for next year's conference.
- Write check to SCCPA..
- Submit annual report.

Fall Conference Committee Chair(s) Calendar

January

- Brainstorm location and theme for conference.
- Have first meeting with President Elect – begin conference discussion.

February

- Secure location for conference (hotel, resort, etc.) (Take into consideration meeting room space, room rates, social opportunities).
- Find out deadlines for conference participants to make room reservations.
- Plan marketing strategies.
- Submit goals and objectives for the year.

March – July

- Form planning committees.
- Decide on keynote speakers and invite.
- Begin making plans for Friday (or Thursday) night's Social.
- Decide on plan for Career Networking Event, Mentor Resource Guide, or similar event.
- Determine the need and select moderators to introduce speakers and collect/distribute conference and session evaluations.
- Start collecting door prizes.
- Prepare directions to the conference site.
- Be in contact with Development Chair to begin fundraising.
- Set budget.
- Begin preparing a "Save the Date" type postcard.
- Begin preparing registration materials, including the program proposals.
- Contact members interested in conference committee.

July

- Mail postcard.
- Finish registration packets.
- Write article for the newsletter.

August

- Submit goals and objectives for year.
- Begin collecting door prizes.
- Begin planning for swap shop.
- Determine registration process and who will work.
- Mail registration packets.

September

- Finalize food with hotel and meeting room set-up.
- Contact Awards chair to coordinate awards presentations.
- Select programs (Deadline to submit program proposals should be in September).
- Determine schedule of programs.
- Send e-mail to membership about registration deadlines.

Early October (Before conference)

- Assemble on-site registration packets.
- Make nametags.
- Gather supplies.
- Generate receipts for registration – make envelopes for each participant.
- Confirm and finalize all details with hotel.

Late October (After conference)

- Write article for Fall Newsletter.
- Have conference follow-up meeting.

- Write up results from conference evaluations.
- Write recommendations for next year's conference.
- Submit annual report.

Publications Chair Position Description

The Publications chair(s) is responsible for the production and distribution of cost efficient and informative publications that highlight goals, programs, services, upcoming events, and current news of SCCPA and its members. Publications may also feature relevant trends and issues as related to student affairs in the state of South Carolina as well as the nation.

The chair(s) will gather articles, set deadlines, and distribute all publications. In addition, the chair(s) will submit relevant SCCPA information to the ACPA newsletter. The Publications chair(s) will also assist with other publications as requested and will make recommendations about existing and new publications.

The SCCPA Electronic Newsletter is *The Source*. *The Source* will be distributed to all association members once each month via e-mail.

Publications Chair Calendar

August

- Publications goals and objectives are submitted for the year.

September

- *The Source* is sent via e-mail to all student affairs professionals in the state.
 - Focus is back-to-school and upcoming events.

October

- *The Source* is sent to all SCCPA members.

November

- *The Source* is sent to all SCCPA members.

December/January

- *The Source* is sent to all SCCPA members.
 - Focus is upcoming spring conference.

February

- *The Source* is sent to all SCCPA members.

March

- *The Source* is sent to all SCCPA members.

April

- *The Source* is sent to all SCCPA members.
- Publications chair(s) submits annual report to SCCPA Board.

May

- *The Source* is sent to all SCCPA members.
 - Focus is end-of-the-year summary and announcement of the new executive board.

Awards Committee Chair Position Description

The Awards Chair is responsible for the awards at the Fall Drive In Conference, the Support Staff Award at the Administrative Professionals Conference, and the annual awards at the Spring Conference. The Fall Drive In Awards shall be determined the day of the Conference, including the “Best Program” award. The Support Staff Award shall be determined by the awards chair and committee prior to the Administrative Professionals Conference. The awards chair and committee shall determine the recipients of the annual awards prior to the Spring Conference. The award recipients shall be appropriately recognized at the annual Spring Conference and in the SCCPA Newsletter. The awards chair shall inform each recipient’s institution and immediate supervisor through a formal letter of recognition for all awards given throughout the year.

Awards Committee Chair Calendar

August

- Submit goals and objectives for year
- Prepare blank certificates for Fall Drive In Conference.

September

- Send email to membership about upcoming awards nominations.
- Send letter to Chief Student Affairs Officers about upcoming awards nominations.
- Select nominations review committee members.

October

- Present awards at Fall Drive In Conference.
- Send recognition letter to “Best Program” award recipient’s institution and immediate supervisor; invite to present at Spring Conference.
- Mail/email awards nominations letters to membership (mid-to-late Oct.).

November

- Deadline for awards nominations (before Thanksgiving).

December

- Nominations review committee reviews nominations and selects winners.

January

- Submit award winners to ACPA.

March

- Design certificates and order plaques for nominees and winners.
- Mail/email letters to nominees, winners and their supervisors encouraging attendance at the Administrative Professionals and/or Spring Conferences.
- Present Support Staff Award at Administrative Professionals Conference.

- Send recognition letter to Support Staff award recipient's institution and immediate supervisor.
- Coordinate with Spring Conference co-chairs details on the Awards Presentation.

April

- Present Awards at Spring Conference.
- Send recognition letter to award recipients' institutions and immediate supervisors.

May

Human Diversity Committee Chair Position Description

The human diversity chair and committee plan, implement and develop activities that ultimately enable the SCCPA membership to celebrate human differences. The human diversity chair works closely with the president in developing an annual Affirmative Action Plan for SCCPA, which is also to be submitted to ACPA. The Human Diversity Committee may sponsor a workshop(s) at annual conferences and work with SCCPA committee chairs to ensure diverse representation among committee members. The Human Diversity Committee keeps up-to-date information about other state CPA's efforts to promote diversity. The human diversity chair generates ideas for activities for the following year and provides continuity of ideas and leadership. The Human Diversity Committee is comprised of the president, president-elect and two reps from membership.

Human Diversity Committee Chair Calendar

August

- Submit committee goals.
- Submit introductory message from Human Diversity Committee to *The Source*.
- Begin networking/cultivating relationships with corporate or new non-member prospects.

September

- Identify and confirm Human Diversity presenter for breakout session for Fall Conference.

October

- Submit article to The Source.
- Facilitate Human Diversity Workshop at Fall Conference.
- Meet with Administrative Professionals Conference Committee.
- Attend Fall Conference.

November

- Compile evaluation results from Fall Conference.
- Report evaluation results to SCCPA Board.

January

- Send out Administrative Professionals Conference information/materials and follow up with contacts.

February

- Identify and confirm Spring Conference Human Diversity presenter.
- Meet with Administrative Professionals Conference Committee.

March

- Summarize committee highlights.

April

- Submit committee highlights to publish in The Source.
- Attend Administrative Professionals Conference.
- Attend Spring Conference.
- Submit committee information for Annual Report.

Long-Range Planning Committee Chair Position Description

The long-range planning chair and the committee evaluate SCCPA's past and present in planning for challenges and opportunities for the future. The LRPC shall provide a yearly report to the Executive Board membership. The committee is comprised of voluntary members from the Executive Board and the membership at large. The Past President also serves as a member of the committee.

Long-Range Planning Committee Chair Calendar

August

- Submit goals and objectives for year.

December

- Complete review of the existing strategic plan.

March

- Submit to the President any recommendations for changes in the existing strategic plan.

April

- Submit annual report.

Historian Position Description

The historian maintains all historical data of the State Association and organizes all archived materials. The historian seeks missing files to include in archives. The Historian maintains a list of all Board officers, past presidents and other chairs for historical reference. The historian serves as photographer for the association and maintains a photo history. The Historian, in conjunction with the Technology & Membership Chair, posts appropriate material to the SCCPA website.

Historian Calendar

August

- Submit goals and objectives for year.

Ongoing

- Attend all functions of SCCPA and gather memorabilia for the archives. When unable to attend, ask someone else to do this.
- Give history highlights at each Board meeting, as requested by the president.

April

- Submit annual report.

Development Committee Chair Position Description

The development chair and committee are responsible for the planning and implementation of the overall fundraising efforts of the Association. Specifically the chair and committee work to identify and solicit funding to support the annual conference.

Development Committee Chair Calendar

August-September

- Identify funding sources for the annual conference.
- Solicit contributions from these sources for the conference.
- Submit goals and objectives for year.

October-January

- Receive funds and send them to treasurer.

February

- Communicate to conference program chair the names of contributors in order for them to be recognized.

February-March

- Receive any items from the various contributors which they would like distributed at the conference.

April

- Make these items available either through inclusion of conference packets or through give-aways on tables.
- Send letters of appreciation to all contributors.
- Submit annual report.

On-going

- Maintain yearly records of contributors, including mailing addresses and contact persons.
- Provide regularly reports to board.

Historically Black Colleges and Universities Representative Position Description

The HBCU representative provides a perspective of issues, activities and concerns of HBCUs as they pertain to SCCPA. The HBCU representative shall work to enhance membership from HBCUs throughout the state. The HBCU representative shall represent the interests of HBCUs on educational issues, conference themes and program agendas during SCCPA's Executive Board Meetings. The HBCU representative shall be responsible for other duties as assigned by the president or Executive Board.

Historically Black Colleges and Universities Representative Calendar

August

- Submit goals and objectives for year.

April

- Submit annual report.

Advocacy Committee Chair Position Description

The advocacy chair serves as a spokesperson for member concerns and keeps the membership aware of relevant issues with respect to higher education and the state of South Carolina.

Advocacy Committee Chair Calendar

Fall

- Participate in Drive-In Conference.
- Attend Executive Board Meeting.
- Submit goals and objectives for year.
- Send letters to those indicating an interest in the Advocacy Committee.
- Prepare form letters to distribute to the membership for relevant letter-writing campaigns.
- Distribute a list of relevant advocacy sites to the membership.
- Contribute to newsletters.

Spring

- Participate in Conference.
- Attend Executive Board Meeting.
- Send letters to those indicating an interest in the Advocacy Committee.
- Prepare form letters to distribute to the membership for relevant letter-writing campaigns.
- Distribute a list of relevant advocacy sites to the membership.
- Contribute to newsletters.
- Prepare position binder.
- Submit annual report.

Palmetto Practitioner Editor Position Description

The Palmetto Practitioner Editor and reviewers coordinates the *Palmetto Practitioner*, SCCPA's on-line journal.

Palmetto Practitioner Editor Calendar

August

- Submit goals and objectives for year.

April

- Submit annual report.

Ongoing

- Develop publication plan for the Palmetto Practitioner.
- Develop themes for upcoming editions of the journal.
- Solicit specific types of pieces from appropriate sources (i.e. book reviews from practitioners, trends papers from graduate students, etc).

Marketing Committee Chair Position Description

The marketing chair is responsible for promoting SCCPA to higher education institutions and student affairs employees in the state of South Carolina as well as to potential student affairs professionals; coordinating marketing efforts for the organization and its sponsored events; and creating and designing any marketing materials for the organization.

Marketing Committee Chair Calendar

August

- Submit goals and objectives for year.

April

- Submit annual report.

Ongoing

-

USC & Clemson Faculty Liaisons Position Description

The faculty liaisons at both the University of South Carolina and Clemson University are responsible for facilitating the exchange of information regarding the respective academic programs with the SCCPA Board. The faculty liaisons represent the interests of the graduate preparation faculty to the Board and serve as advocates for graduate students in the USC and Clemson student affairs programs.

USC & Clemson Faculty Liaisons Calendar

August

- Submit goals and objectives for year.

April

- Submit annual report.

Administrative Professional Representative & Conference Chair Position Description

The Administrative Professional representative and conference chair is appointed by the President to provide a perspective of issues, activities, and concerns of administrative professionals as they pertain to SCCPA. The Administrative Professional representative represents the interests of administrative professionals on educational issues, conferences themes, and program agenda during SCCPA Executive Board meetings and other duties as assigned by the President or Executive Board. The Administrative Professional representative works to enhance membership from other administrative professionals throughout the state.

The Administrative Professional representative also serves as chair for the Administrative Professionals conference. Conference plans include pertinent keynote speakers, professional development sessions, and method of evaluation. The Conference chair works closely with the Treasurer to coordinate funding for the conference. The Conference chair attends board meetings and reports on conference planning and prepares a formal report after the conference.

Administrative Professional Representative & Conference Chair Calendar

July

- Brainstorm location and theme for conference.

August

- Secure location for conference (campus, hotel, etc.) (Take into consideration meeting room space, room rates, social opportunities).
- Determine deadlines for conference participants.
- Plan marketing strategies.
- Submit goals and objectives for the year.
- Prepare an article for *The Source* to be submitted in September issue.

September – December

- Form planning committees.
- Decide on keynote speakers and invite.
- Prepare directions to the conference site.
- Set budget.
- Plan conference call with committee.
- Send a “Save the Date” email.
- Begin preparing registration materials, including the program proposals.
- Plan a visit to the conference site with available committee members.
- Work with Technology & Membership chair to have conference information, registration, and program proposal information available on the website.

January - February

- Coordinate registration packets.

- Send conference reminders regarding registration and programs.
- Begin collecting door prizes.
- Determine registration process and solicit volunteers
- Finalize food plans and meeting room set-up.
- Select programs and determine schedule of programs (Deadline to submit program proposals should be in early January).
- Make nametags.
- Gather supplies.
- Generate and email receipts for registration.
- Confirm and finalize all details with Board.

March - April

- Write article for Spring Newsletter.
- Have conference follow-up meeting.
- Write up results from conference evaluations.
- Write recommendations for next year's conference.
- Submit annual report.

Chief Student Affairs Liaison Position Description

The Chief Student Affairs Liaison is appointed by the President to provide a perspective of issues, activities, and concerns of chief student affairs officers as they pertain to SCCPA. The Chief Student Affairs Liaison represents the interests of chief student affairs officers on educational issues, conferences themes, and program agenda during SCCPA Board meetings and other duties as assigned by the President or Executive Board. The Chief Student Affairs Liaison works to enhance membership from other chief student affairs officers throughout the state.

Chief Student Affairs Liaison Calendar

July

- Update the roster of chief student affairs officers at private, public and two-year institutions in South Carolina.

August

- Contact chief student affairs officers to make the liaison position known.
- Submit goals and objectives for the year.

September – March

- Assist Director of Member Services with membership recruitment by connecting with chief student affairs officers.
- Submit articles for the monthly newsletter, The Source.
- Recruit chief student affairs officers to submit articles for the Palmetto Practitioner.
- Encourage chief students affairs officers to nominate their staff members for awards (typically in November).

April

- Attend Spring Conference.
- Submit budget request for following year.
- Submit annual report.

OFFICER LIAISON STRUCTURE

The liaison structure exists to insure proper communication with all board members. Underlined positions below are elected members of the Executive Board and are liaisons for the appointed members listed underneath their position. They are required to attend all Executive Board meetings, keep in touch with the appointed members listed underneath their position, and give reports for those appointed members at meetings as necessary. Positions that are not underlined are appointed members of the Executive Board. They are required to attend the annual Board Retreat. They may but are not required to attend Executive Board meetings but must keep in touch with the liaison listed above their position. If unable to attend an Executive Board meeting, the appointed member should send a report with the position's liaison.

President

Chief Student Affairs Liaison
HBCU Representative

President-Elect

Fall Drive-In Conference Chair
Spring Conference Co-Chairs
Administrative Professionals Representative & Conference Chair

Past-President

Historian
Long-Range Planning Committee Chair

Secretary

Treasurer

Director of Member Services

Technology & Membership Chair
Publications Chair
Human Diversity Chair
Awards Committee Chair

Director of External Relations

Advocacy Committee Chair
Development Committee Chair
Marketing Chair

Director of Scholarship

Palmetto Practitioner Co-Editors
Clemson University Faculty Representative
University of South Carolina Faculty Representative

Clemson SPA Representative

USC SPA Representative

FINANCES

Banking Account

SCCPA keeps a checking account at Wachovia. The Federal Tax ID Number is 209240193.

Setting the Annual Budget

Each year the treasurer submits a budget to the Executive Board for approval. The budget is set based on budget requests from each officer and previous years' allocations and expenditures and anticipated income generated from donations and conferences.

It is expected that the fall and spring conferences will generate income for the Association. An income goal should be set at the beginning of each year.

Investment Guidelines

The Executive Board will make decisions about wise investment of its resources as the need arises. The Association currently has a CD(s), and Board must vote on its renewal each time it matures.

It is suggested that the Association keep a minimum of \$5500 (or one year's operating expenses excluding conference costs) in liquid assets to insure all regular and unusual expenses can be covered before considering additional investment.

ADMINISTRATIVE POLICIES

ACPA Affiliation

The SCCPA is a state association affiliated with the College Student Educators International (ACPA). SCCPA reserves the right to develop working relationships with other professional organizations, which also promote the mission of this Association.

ACPA Memberships for Board Members

SCCPA elected Executive Board members are required to be members of ACPA. In the event that an elected Board member's institution is unable to pay for membership in ACPA, SCCPA will cover the membership fee. This policy does not apply to appointed members.

Relationship with NASPA

The NASPA State organization has appointed a liaison with the SCCPA Board and works closely with SCCPA to promote development opportunities to professionals within the state.

SCCPA Stationery Use Policy

SCCPA stationery is only to be used for official business. The secretary is in charge of ordering stationery, and Board members may request stationery from him/her.

SCCPA Logo Use Policy

The SCCPA logo is only to be used for official business, as approved by the Executive Board.

Board Compensation Policy

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.

Board Reimbursement Policy

Elected and appointed officers may be reimbursed for Board-approved SCCPA related expenditures, including but not limited to supplies and travel expenses. Officers must submit a reimbursement form with receipts for all expenditures to be reimbursed.

Mileage Reimbursement Policy

Elected and appointed officers are encouraged to seek mileage reimbursement from their respective institutions. Officers requesting reimbursement for mileage must submit a reimbursement form to the Treasurer. Officers are reimbursed at \$.30 per mile. In lieu of mileage

reimbursement, an officer may elect to submit a gas receipt for reimbursement. Conference chairs and other designated officers requesting reimbursement for mileage for keynote speakers must submit a reimbursement form to the Treasurer. Keynotes are reimbursed at a rate of \$.32 per mile.

Member Contact Information/Mailing Label Policy

Requests for individual member contact information (including name, institution, mailing address, telephone number, and e-mail) must be made to the technology & membership chair. Requests for use of contact information by Board members for official SCCPA members will be honored. Requests from other entities will be considered on a case-by-case basis. The technology & membership chair, in consultation with the president, may refuse contact information requests if it is deemed labels are being requested for inappropriate use. Individuals may request on the application for membership that their contact information (all or in part) not be provided to outside vendors.

Unless otherwise requested by members, mailing addresses are provided to vendors sponsoring SCCPA conferences. E- mail addresses and telephone numbers are not distributed to vendors. There is no charge to outside agencies for mailing labels if they can be accepted via e-mail attachment.

On-line Directory

The on-line directory is a service to the state of South Carolina and is the responsibility of the technology & membership chair. The directory is updated on an annual basis by contacting CSAO's across the state with the help of the SCCPA Board, the president and Director of Member Services in particular. This process begins in early summer. The directory includes names, titles, and addresses of all student affairs professionals in the state of South Carolina. If requested, a hard copy can be made available. If a professional wishes not to have his/her name in the Directory, he/she may submit in writing to the membership chair a request to have their information omitted.

Listserv

If a board member needs to communicate to members of SCCPA, the message should be sent through the Technology & Membership Chair.

Fundraising Policy

The development chair chooses vendors for fundraising based on the relevance and interest of their product to the general membership. Vendors have the opportunity to display and give out promotional materials at conferences, be listed in the conference materials, have their web site linked to the SCCPA web site, receive mailing contact information for SCCPA members and/or conference participants, and host specific events at conferences.

Grant/Program Sponsorship Policy

The SCCPA budget will allow for a \$500 line item yearly for each SPA for program requests. Actual grants may be greater than this amount depending on the request and current fiscal status of the Association. No money will be given to any organization without specific request and documentation for its purpose.

USC and Clemson SPA may request SCCPA's monetary sponsorship of programs that are in line with SCCPA's mission, including but not limited to professional development opportunities, hosting conferences, conference attendance, presentations, and travel. Such requests will be considered at regular Board meetings and must be received in writing in enough time that the treasurer is able to provide to the Board the impact such a grant would have on the financial status of the Association. An application form is available on the SCCPA web site and should be submitted to the treasurer and president before the Board meeting at which a vote will be taken.

When sponsorship is awarded, sufficient documentation (i.e. flyers, letters, conference programs, etc) and an evaluation summary must be submitted to the president within 30 days after the event has taken place. Failure to submit follow-up information may result in refusal of further requests for sponsorship from that group to the Board.

Other outside groups may also request SCCPA's monetary sponsorship of programs that are of interest to the general membership and in line with SCCPA's mission. Outside groups will follow the same procedure as USC and Clemson SPA and will be considered based on their merit and the current financial status of the Association. Because of their importance to the vitality of the Association, USC and Clemson SPA requests will take precedence over other organizations.

Scholarships

Scholarships for membership and conferences may be awarded based on SCCPA finances during a given year. In general these scholarships will be awarded to populations under-represented within the organization. The Board must vote on the number and amount of scholarships.

Archive Policy

The historian is responsible for maintaining accurate historical records and materials of the Association. Board members should save relevant materials to be given to the historian for archival. Materials that are archived include:

- Membership lists for Executive Board
- Budgets
- Meeting agendas and minutes
- Membership Directories
- Conference programs, promotions, and evaluations
- Newsletters
- Bylaws
- Policies and procedures
- Position statements
- Donor information

- Memorabilia such as photographs, mugs, pins, folders, and other items which may be of historical value or interest

Currently, archived materials are kept at the institution of the current historian. Plans are to find a permanent home for the SCCPA archives.

AWARDS

SCCPA offers fifteen awards in three categories: Service, Programming and Written. Request for submission are sent to the membership in October along with nomination request. Submissions are due in late November/Early December to be announced at the annual ACPA Convention and later conferred at the annual Spring Conference.

Service Awards

Eight Awards encompass the Service Awards. In order to nominate someone or yourself, submit contact information for the nominee, nominator, and supervisor, institution, name of award and evidence of support. Evidence of support should focus on contributions made over the current calendar year.

All awards in the Service category are designed to recognize service to the field of student affairs, particularly in the state of South Carolina. These awards may include Service to particular areas within student affairs, potential of service based on scholarship or consistency of performance over a period of time or service to SCCPA.

Joseph O. Nixon Award for Chief Student Affairs Officer

- Purpose:** To recognize chief student affairs professionals in the state of South Carolina who have made outstanding contributions to their campus and the field of student affairs.
- Criteria:** The nominees must have been employed as a chief student affairs professional at their institution for at least 5 years. Nominees should demonstrate an effort to recruit professionals to the profession of student affairs, show a commitment to students and demonstrate leadership for student affairs professionals in the state of South Carolina. Membership in SCCPA is not required.

Clarice W. Johnson Outstanding Professional Award

- Purpose:** To recognize and encourage outstanding contributions to the field of student affairs by a “seasoned” professional.
- Criteria:** Nominees must have been employed as a student affairs professional for more than three years. Nominees must have provided outstanding contributions to the field of student affairs, preferably in South Carolina. Membership in SCCPA is required.

Walter T. Cox New Professional Award

- Purpose:** To recognize and encourage outstanding contributions and/or potential in the field of student affairs by a new professional.

Criteria: Nominees must have shown outstanding contributions or potential in the field of student affairs. Nominees must have been employed as a student affairs professional for less than three years. Membership in SCCPA is required.

Carol Edens-Epps Outstanding Graduate Student Award

Purpose: To recognize outstanding contributions and/or potential in the field of student affairs by a graduate student.

Criteria: Nominees must have shown scholarship and potential in the field of student affairs. Nominees must be an enrolled graduate student (masters, PhD or specialist) in a student personnel administration, counseling or higher education program. Nominees must also have completed at least one semester in their program. Membership in SCCPA is not required.

Joseph E. Heyward Humanitarian Award

Purpose: To recognize contributions on the part of a student affairs professional to promote understanding and awareness among various and diverse people.

Criteria: Nominees must have demonstrated a commitment to promote understanding and awareness among various and diverse people through research, programming or activities. Membership in SCCPA is required.

Paul P. Fidler Bridge Builder Award

Purpose: To recognize contributions on the part of a student affairs professional and/or faculty member to build a stronger alliance between student and academic affairs.

Criteria: Nominees must have shown active interest in and made contributions toward building relationships among student and academic affairs. Membership in SCCPA is required.

Charles Witten Service Award

Purpose: Recognize one member of SCCPA who has served SCCPA within the past year in an outstanding capacity.

Criteria: Nominees must be a current member of SCCPA and have made significant contributions to the organization within the past year. Nominees may not be nominated for work they have completed as an elected officer. Contributions made as an appointed officer, committee chair, or as a general member during the calendar year are eligible for consideration.

SCCPA Support Staff Award

- Purpose: Recognize outstanding contributions to the field of student affairs by an administrative staff member.
- Criteria: Nominees must have been employed in a department under the student affairs auspice at their respected institution for at least one year and demonstrated a commitment to the ideals of student affairs during their tenure at the institution. Membership in SCCPA is not required.

Programming Awards

Four Awards compose the Programming Category. Nominated programs are divided based into four categories based on institutional Full Time Equivalency (FTE) and type, which are further described in this document. Anyone wishing to nominate a program should submit the program title, program coordinator(s) and their contact information, institution, and evidence of support including goals and outcomes of the activity.

- Purpose: The Programming Awards are designed to recognize outstanding programming and program development that directly benefit the area of student affairs at institutions in South Carolina.
- Criteria: The nominated programs must have taken place during the calendar year. Programs that began prior to the calendar year may be considered, as long as it is stated when the program began and how changes or adjustments to the program over the past year have strengthened the program's effectiveness (evidence or research on how these changes were determined would be beneficial, as well). At least one of the program coordinators must be a current member of SCCPA.

The five categories for Programming Awards are defined as:

Award for Programming at a Public Institution with 7500 or More Students

Programs from institutions who are publicly supported and have 7500 or more FTEs.

Award for Programming at a Public Institution with Less Than 7500 Students

Programs from institutions who are publicly supported and have less than 7500 FTEs.

Harry B. Shucker Private Institution Award

Programs from institutions who are privately funded. Spartanburg Methodist has requested that they be considered in this category (via conversation with Art Hartzog, Dean of Students at 2003 Summer Transition Meeting).

Art Hartzog Award for Programming at a Two-Year Institution or Technical College

Programs from institutions who are considered two year institutions or technical colleges.

Questions or concerns about where a program or institution falls within these categories should be addressed to the Awards Chair. In consultation with the Executive Board, the Awards Chair will determine the best category based on a variety of issues which may include institutional funding, FTE and/or scope of program.

Written Awards

Three Awards comprise the Written Submission category. Anyone wishing to submit a written paper may do so by forwarding to the awards chair their name and contact information, institution and name of award along with their paper.

The Written Awards are designed to recognize outstanding contributions made by SCCPA members in the realm of professional writing. Both recently published and new writing are eligible based on the categories explained below.

All submissions for the Writing Awards will be considered for publication in SCCPA's On-Line Journal, *The Palmetto Practitioner*. The winners will be guaranteed submission following review by the Editors. Additionally, the Award winners will receive a \$50.00 prize.

Hilda F. Owens Contribution to Knowledge in the Field

Purpose: To recognize a member of SCCPA who has made an outstanding contribution to the student affairs profession through writing and/or research.

Criteria: Writing cited for nomination must have been completed within the last three years and shall have practical significance to the profession. Submissions should be previously published (cite source and date of publication) and submitted in typed, double-spaced format and in appropriate APA style. MS Word or Reticulated Text File (.rtf document) is highly encouraged. A writer must be a current member of SCCPA or for multiple authors, at least one writer must be a current member of SCCPA.

Writing Awards

The topic for Writing Awards will be determined by the Awards Chair in consultation with the Executive Board and made public with the request for award submissions. The topic will be determined by based on current issues in literature, news or issues facing student affairs in the state of South Carolina. All submissions should be new writing and not previously published. Papers should be no longer than five pages in length, double-spaced and use appropriate APA style. Submissions in MS Word or Reticulated Text Format (.rtf document) are highly encouraged.

Outstanding Professional Paper

Recognizes a professional or support staff member of SCCPA who has written an outstanding paper related to the topic set by the Awards Chair.

Outstanding Graduate Student Paper

Recognizes a graduate student member of SCCPA who has written an outstanding paper related to topic set by the Awards Committee. The writer must be a graduate member of SCCPA (as defined by the membership guidelines for the Association).

PALMETTO PRACTITIONER

Editorial Board

The Editorial Board consists of the editor(s) and assistant editor (optional) – all members of the SCCPA Executive Board and a panel of reviewers (the editorial board). The editorial board is comprised of Faculty of South Carolina Preparatory programs, Senior Student Affairs Scholars, as well as representatives from a wide array of schools in the state.

Focus

The Palmetto Practitioner is interested in manuscripts concerning student development, professional development, and how student affairs practitioners can better serve students. The focus of this journal is broad and all submissions that are deemed to have importance to any facet of Student Affairs will be considered for publication. Manuscripts may focus on original research, reviews of research/publications, essays on theoretical, organizational, and professional issues, in addition to more creative expressions of ideas and perspectives related to the field of Student Affairs.

The audience for this journal includes a wide variety of student affairs practitioners. Therefore, articles on specialized topics, such as residence hall programming, should be written to provide the generalist with an understanding of the importance of the program to student affairs.

Articles

Works published under this heading will represent what one typically considers a "refereed journal article." Articles pertaining to primary research, new and innovative programs, technology issues, etc. will be included in this section. Article submissions should generally not exceed 4,000 words in length.

Reviews

This section will contain informative reviews of books, software, Internet resources, etc. If you know of a resource you would like to see reviewed, please contact the editors of the Palmetto Practitioner. If you would like to write a review article, contact the editors about having a topic assigned to you (unsolicited reviews will be accepted for consideration, but impartiality will be carefully scrutinized). Reviews should not exceed 1,000 words in length.

Perspectives

This section allows for student affairs professionals to express ideas and perspectives that are not easily conveyed by the more formal article format. Short fiction, non-fiction, biography and poetry are examples for inclusion in this section. "Perspectives" submissions should generally not exceed 1000 words in length.

Research in Brief:

This section will include short articles reviewing research on a particular topic. Article submissions should not generally exceed 1000 words in length.

Style

- Submissions should be clear, concise and proofread. Those containing grammatical errors, spelling errors and typographical errors may be returned to the author for revision. The information and data presented in the submission should be accurate and correct.
- Manuscripts should be submitted as Windows MS Word files. Submissions will be sent to the *Palmetto Practitioner* as an email attachment. Place each table and figure in a separate file and refer to them in the body of the text in such a way that a hypertext link to the figure can be created. Use tables sparingly. Please include only essential data and combine tables when possible.
- Use the APA reference style (5th Ed.), listing only references cited in the text. Lengthy quotations (a total of 300 or more words from one source) require written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires such approval. It is the author's responsibility to secure such permission, and a copy of the publisher's written permission must be provided to the editor upon acceptance of the article for publication.
- Manuscripts are processed through a blind review system, therefore, they should contain no clues to the author's identify or institutional affiliation. When appropriate, institutional identification will be inserted after acceptance of the manuscript. Place author's name, position, title, place of employment, and mailing address on the cover page only so manuscripts can be reviewed anonymously.
- Do not submit manuscripts under consideration by another publication. If your submission has been previously published in part or in whole, you must disclose that upon submission

Submitting a Manuscript

Manuscripts can be sent electronically as an attachment. The format should be a MS Word document file or a .rtf (rich text format) file to Pamela Havice (havice@clemsun.edu) or Suzanne Price (mjprice@clemsun.edu).

South Carolina College Personnel Association
Reimbursement Form

Requests will not be processed unless form is filled out completely and the request is for a Board approved expense.

Person making request: _____ Date: _____

Institution: _____

Reason for request: _____

Itemization of amount requested: _____

Name check to be made to: _____

Address: _____

Person responsible for getting receipts to treasurer: _____

Approved by: _____ Amount: _____

Receipt received: Yes No Date: _____

Check Number: _____ Date sent: _____

Date canceled check received: _____

South Carolina College Personnel Association
New Money Allocation Request

Person Making Request: _____

Date: _____

Institution: _____

Amount Requested: _____

Purpose of Request (provide as many details as possible):

Please fill out this form and return to the SCCPA Treasurer.

Once the SCCPA Board votes on this new money request, the requestor will be notified. If approved, the requestor will be responsible for communicating with the Treasurer in order to spend the funds in the appropriate manner.

History of SCCPA Presidents

| | |
|-----------|----------------------|
| 1970-71 | Clarice Johnson |
| 1971-72 | Charles H. Witten |
| 1972-73 | Susan Delony |
| 1973-74 | Rufus Hackney |
| 1974-75 | Paul Fidler |
| 1975-76 | Claire Wilson |
| 1976-77 | Nick Lomax |
| 1977-78 | William Brinkley Jr. |
| 1978-79 | Tom Davidson |
| 1979-80 | Randy Bouknight |
| 1980-81 | James Kaufman |
| 1981-82 | vacant |
| 1982-83 | Hilda Owens |
| 1983-84 | James Mallory |
| 1984-85 | John E. Patterson |
| 1985-86 | Richard Franklin |
| 1986-87 | Art Hartzog |
| 1987-88 | Tom Davis |
| 1988-89 | Paul Fidler |
| 1989-90 | Carol Edens-Epps |
| 1990-91 | Mark Shanley |
| 1991-92 | Joe Nixon |
| 1992-93 | Bruce Harshbarger |
| 1993-94 | Resa Walsh |
| 1994-95 | Jim Doran |
| 1995-96 | Jeanine Ward-Roof |
| 1996-97 | Tony Cawthon |
| 1997-98 | Carol Obermeyer |
| 1998-99 | Bill Purkerson |
| 1999-2000 | Donna Hight |
| 2000 | Amy Wyatt |
| 2000-02 | Haven Hart |
| 2002-04 | Boyd Yarbrough |
| 2004- 05 | Jason Cassidy |
| 2005-2006 | Bob Hanley |
| 2006-2007 | Beau Seagraves |
| 2007-2008 | Jeffrey Brown |
| 2008-2009 | Roberta Bigger |
| 2009-2010 | Rhonda Mingo |

2004 -2005 Affirmative Action Plan South Carolina College Personnel Association (SCCPA)

The South Carolina College Personnel Association is dedicated to addressing emerging issues within the Student Affairs profession while meeting the needs and concerns of our colleagues who serve in those roles on our campus. In an effort to promote and maintain inclusiveness within the organization, the President-Elect will be responsible for overseeing the organization's Affirmation Action efforts.

GOAL 1: INCREASE THE ORGANIZATION'S OVERALL COMMITMENT TO AFFIRMATIVE ACTION PHILOSOPHY AND PRACTICES

Objective: Create an ad hoc committee responsible for the annual review of the Affirmative Action Plan. This committee would also be responsible for recommending changes to the Executive Board for the following year.

Committee Composition: President, President-Elect, the Human Diversity Committee and at least two representatives from the general membership.

Description: Appointed members will review the document on an annual basis and offer recommendations for any changes.

Impact of Activity: The Affirmative Action Plan will be reviewed by a representative group of SCCPA members. Short and Long range goals will be established.

When the Activity will Occur: The committee will be in place prior to the beginning of the Fall semester. They will be expected to make an annual report at the June Board meeting during the following year.

Groups Served: All

GOAL 2: INCREASE MEMBERSHIP IN THE ORGANIZATION OF UNDER-REPRESENTED GROUPS.

Objective: To increase the numbers of under-represented groups among board members, committees, and general membership.

Description: A target audience will be identified to promote the association and recruit new or retain current members.

Impact of Activity: Increase the number of members, exposure and access to under-represented individuals.

When the Activity will Occur: The committee will be in place prior to the beginning of the Fall semester. This will be an on-going activity.

Groups Served: All

GOAL 3: TO INCREASE THE PARTICIPATION OF UNDER-REPRESENTED GROUPS IN ORGANIZATION SPONSORED EVENTS.

Objective: Increase participation of under-represented groups in SCCPA calendar events.

Description: Will work with HBCU representative to help encourage participation of diverse populations.

Impact of Activity: Will build relationships with individual schools and representatives.

When the Activity will Occur: On-going

Groups Served: All

GOAL 4: TO CREATE AWARENESS AND AN ATMOSPHERE THAT IS INCLUSIVE OF AND FOSTERS DIVERSE POPULATIONS.

Objective: To develop and define SCCPA liaison roles with all committees.

Description: Will develop a campus liaison network among area colleges and universities with outreach to specific groups.

Impact of Activity: Increase awareness and visibility of SCCPA activities.

When the Activity will Occur: On-going

Groups Served: All

GOAL 5: ALL COMMITTEES WILL PROVIDE AN ANNUAL REPORT DESCRIBING CONTRIBUTIONS TO THE ORGANIZATION'S AFFIRMATIVE ACTION PLAN.

Objective: Committees will be responsible for showing support for at least one aspect of this Affirmative Action plan. (Examples of this support would be attending a session where issues of one of the under-represented groups is being discussed, presenting a program identifying critical issues, etc.)

Description: Committees will report contributions supporting the organization's Affirmative Action plan.

Impact of Activity: The Executive Board members will role model this Affirmative Action plan. The Board will convey to the general membership the serious commitment the organization intends to keep in regards to inclusiveness.

When the Activity will Occur: On-going throughout the year.

Groups Served: All