

# **CONSTITUTION AND BYLAWS**



## ***The South Carolina Correctional Association***

A State Chapter of the  
**American Correctional Association**

Revised October 2001

# THE SOUTH CAROLINA CORRECTIONAL ASSOCIATION

## CONSTITUTION

### ARTICLE I

#### NAME

The name of this Association shall be The South Carolina Correction Association, a State Chapter of the American Correctional Association.

### ARTICLE II

#### PURPOSE

1. To provide a focal point for the identification of interests and concerns of Corrections in South Carolina.
2. To provide an opportunity for active participation in professional development for those employed or interested in Corrections in South Carolina.
3. To provide a forum for the South Carolina correctional community to have a voice in policy issues at the national level.
4. To provide a means for collectively addressing correctional problems as a whole; and draw upon common resources to implement the solutions to these problems for the good of all.
5. To provide a mechanism to actively participate in upgrading and improving the correctional system in South Carolina for both those within the system and the public at large.

### ARTICLE III

#### MEMBERSHIP

Membership shall be open to all persons who are interested in and supportive of the Association, who subscribe to the Association's Constitution and Bylaws, and who pay annual dues.

## BYLAWS

### ARTICLE I

#### MEMBERSHIP

##### Section 1. Types of Membership

- A. *Professional Membership:* Professional Members shall be those persons, including clerical and support staff, who are currently employed in or retired from the criminal justice field on a federal, state, or local level. Professional members shall also include those educators and students or state and local officials who are actively interested in criminal justice and the correctional system in South Carolina. Said members shall have the right to vote on all matters arising before the Association and to hold office in the Association.

- B. *Associate Membership:* Associate Members are those persons who are interested in and supportive of the objectives of the Association; however, such members shall not have the right to vote or hold office.
  - C. *Supporting Membership:* Supporting members shall consist of four categories: Corporate Patron, Corporate Sustaining, Vendor and Supporting. These categories shall include any business, partnership or corporate entity interested in supporting the objectives of our Association. Said members shall not have voting privileges nor be entitled to hold office.
  - D. *Affiliate Membership:* Affiliate members shall include any other criminal justice agency not specifically mentioned in the Bylaws of SCCA. Affiliate members shall appoint a representative who shall have the power of one vote. The representative will have the privilege of holding office in the Association should said representative be elected in accordance with Article III of the SCCA Bylaws.
- Section 2. *Application for Membership:* The Board of Directors shall have the power and responsibility to terminate the membership of any Association member for non-payment of dues or for behavior that conflicts with Association's Constitution and/or Bylaws, or for conduct that is in violation of the ACA Code of Ethics.
- Section 3. The Board of Directors of the South Carolina Correctional Association shall have the power to establish local chapters within the Association provided all chapter members are in compliance with Article I, Section I, Paragraph A and B of the Bylaws. Members wishing to establish local chapters shall provide the Board of Directors with a copy of their proposed Constitution and Bylaws no less than thirty (30) days prior to the Board's considering a request for local chapter status.

## ARTICLE II

### GOVERNMENT

#### Section 1. Governing Body

The Association shall be governed by the membership of the Association, the Officers, and the Board of Directors.

#### Section 2. Officers

- A. The Officers of the Association shall be a President, President-Elect, Vice President, Secretary, Treasurer and Past President.
- B. Only persons who are Professional Members or the appointed affiliate member representative in current good standing shall be eligible for office.
- C. The Officers shall be elected by plurality vote of the Association as prescribed in Article III of these Bylaws.
- D. The term of office of each elected Officer shall be limited to two years following installation (or until the end of the respective term of the predecessor if the person shall not have completed such term) and until the election of a successor.
- E. In the event of death, incapacity, or resignation, these offices shall be filled by the Board of Directors for the balance of the terms. A vacancy filled in shall not constitute serving a two-year term.

#### Section 3. Duties of Officers

- A. The duties of the Officers shall be such as are implied by their respective titles and such as are specified in these Bylaws. Each Officer shall keep accurate records of his/her work and turn them over to his/her successor.

- B. *President:* The President shall preside at the Annual Conference of the Association and at all meetings of the Board of Directors; shall appoint the Chairperson of each Standing Committee and have final approval of all committee members; shall be an ex-officio member of committees except the Nominating Committee; shall serve as the Chairperson of the Board of Directors; shall represent the Board of Directors between its meetings; and shall report to the Board of Directors all important interim actions.
- C. *President-Elect:* The President-Elect shall have such general administrative and other duties that may be assigned to him/her from time-to-time by the Board of Directors or President. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office for the unexpired portion of that term.
- D. *Vice President:* The Vice President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her from time-to-time by the Board of Directors. The Vice President shall also be the Chairperson of the Program Committee, coordinate the state-wide Annual Conference, and be available to consult with and be of assistance to other committee Chairpersons.
- E. *Secretary:* The Secretary shall keep an accurate and permanent written proceeding of the meetings of the Association, its officers, and of the Board of Directors, shall be responsible for answering all correspondence as directed by the President and Board of Directors, shall maintain a current mailing list of all Board of Directors members and Standing Committee members, and shall preserve in a permanent file all records and letters of value to the Association and its officers.
- F. *Treasurer:* The Treasurer shall be the Financial Officer of the Association; shall be responsible for the custody and the disbursement of Association funds and other assets; shall be custodian of the financial records of the Association; and shall have charge of the investment of the Association's funds subject to approval of the Board of Directors. The Treasurer shall give such bond for the faithful discharge of his/her duties as the Board of Directors may require, at the expense of the Association, and shall perform such duties as may from time-to-time be assigned to him/her by the Board of Directors. Also, he/she shall keep an itemized record, in a permanent file, of all receipts and expenditures, prepare and present a financial report quarterly to the Board of Directors, and shall turn over to his/her successor within thirty days of vacating office all books, records, and papers.
- G. The Officers shall conduct meetings (separate from the Board of Directors meetings), at least once each quarter. The Officers are authorized to make decisions on behalf of the Association at these meetings, provided that a quorum of Officers is present. Minutes shall be taken of all such meetings, and copies distributed to all Board of Directors members prior to the next Board meeting.

### ARTICLE III

#### ELECTION AND INSTALLATION

##### Section 1. Representation from Various Disciplines

All Officers of the Association shall be elected for a term of two (2) years from among the following major disciplines of the criminal justice field:

- A. PREVENTION AND COMMUNITY BASED SERVICES
- B. LOCAL DETENTION-ADULT/JUVENILE
- C. JUVENILE PROBATION AND AFTERCARE
- D. ADULT PROBATION AND PAROLE
- E. JUVENILE INSTITUTIONS

- F. ADULT INSTITUTIONS
- G. ADMINISTRATIVE AND SUPPORT
- H. EDUCATION (Including Educators and Students)

The desire to have a balanced representation from the various fields, although not controlling, should be considered in the nominating process.

Section 2. Mail Balloting

Election of all Officers shall be by ballot mailed to each member eligible to vote. Such ballot shall contain a slate of at least two candidates for each Office drawn up by the Nominating Committee and shall contain a provision for write-in votes. Election of all officers shall be by a plurality of those voting. Procedures for counting the mail ballots will be established by the Board of Directors in accordance with the procedure for a mailed secret ballot outlined in the parliamentary authority of the Association “Robert’s Rules of Order Newly Revised.” Ballots will be mailed to voting members at least 45 days prior to the Annual Conference. The marked ballot shall be returned to a place designated by the Board of Directors no later than two (2) weeks prior to the Annual Conference. There will be no voting by proxy. Elections to positions not heretofore provided for by this Constitution or Bylaws shall be held at the Annual Conference meeting.

Installation

The Officers and members of the Board of Directors shall be installed at the Annual Conference and shall assume their respective duties prior to the adjournment of the Annual Conference.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of elected Officers of the Association, the immediate Past President, all Standing Committee Chairs, and one representative of each of the following disciplines: Adult Corrections, Juvenile Corrections, Adult Parole, Education, Jails and/or Detention Centers, Law Enforcement, Community-Based Programs, and Local Chapter Affiliate.

Section 2. Term of Office

- A. The term of office for the members of the Board of Directors will be two (2) years, or as otherwise specified in these Bylaws.
- B. The election of the Board of Directors shall be as outlined in Article III of these Bylaws.

Section 3. Vacancies

In the event of death, disability, incapacity, or resignation, the vacated seat on the Board of Directors shall be filled in accordance with Article II, Section 2 of these Bylaws.

Section 4. Powers and Duties of the Board of Directors

- A. *Powers* – The Board of Directors shall exercise all powers of the Association as specified in these Bylaws.

- B. *Duties* – The Board of Directors shall:
1. Supervise the affairs of the Association and shall transact any business of the Association in the interim between Annual Conferences.
  2. Make recommendations to the Association regarding proposed amendments to the Bylaws.
  3. Consider all recommendations proposed by committee Chairpersons, or by the Association, before such recommendations are presented at the Annual Conference.
  4. Establish and/or dissolve committees and task forces based on the program and administrative needs of the Association.
  5. Have responsibility for the financial policy of the Association, adopt the budget, and prepare an annual financial report to be sent to all Association members.
  6. Supervise and support programs for the recruitment of new members.
  7. Be responsible for all other business of the Association that fulfills Association purposes.

All Officers and Standing Committee/Task Force Chairs shall maintain current and comprehensive written Standard Operating Procedures for their office or position. The Procedures should be reviewed at least annually and revised as needed.

Section 5. Meetings of the Board of Directors

1. The Board of Directors shall hold quarterly meetings, one of which shall be at the Annual Conference.
2. Special meetings shall be held at the call of the President or by petition of the majority of the Board.
3. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of all business.
4. The meetings conducted by the Board of Directors shall be governed by “Robert’s Rules of Order Newly Revised.”

ARTICLE V

COMMITTEES AND TASK FORCES

Section 1. Formulation of Standing Committees

The President of the Association shall appoint the Chairperson of each Standing Committee and shall have final approval of all committee members. In making appointments to the Standing Committees the President shall give consideration to:

- a) Representation of a variety of criminal justice work.
- b) Geographic distribution.
- c) Special competence.
- d) A member in good standing.

Section 2. Other Committees and Task Forces

The President shall appoint, from time-to-time, such other committees or task forces as may be desirable in forwarding the purpose of the Association. Such committees or task forces shall exercise such powers and perform such duties as may be prescribed by the President. Members of such committees or task forces need not be members of the Board of Directors, but shall be members of the South Carolina Correctional Association. The Board of Directors shall review annually the composition and duties of such committees or task forces.

Section 3. Term of Office

The term of office for each Standing Committee or Task Force member (including Committee Chairs) shall be two years. The terms of the Standing Committee members and Task Force members shall coincide with that of the President.

Section 4. Committee Reports

All committees and task forces shall file written reports to the Board of Directors at least annually and shall present oral reports when requested or needed.

Section 5. Duties of Standing Committees

- A. *Publication/Public Relations Committee:* It shall be the duty of the Publication Committee to develop and publish an Association newsletter for the membership; to develop and publish public educational materials for the members to use in speaking engagements; to gather and maintain criminal justice information on exemplary programs in and outside of South Carolina; and to disseminate such information upon request.
- B. *Program Committee:* It shall be the duty of the Program Committee to plan a well-coordinated Associational program in harmony with the objectives of the Association and to accept bids from any interested city in choosing the site for the Association's Annual Conference. The Vice-President shall be Chairperson of this Committee. There shall be at least three (3) planning meetings a year to prepare for the Annual Conference.
- C. *Nominating Committee:* It shall be the duty of the Nominating Committee to coordinate the screening, selection and election of nominees for all elected offices. There shall be a minimum of two nominees for each office. The immediate Past President shall be the Chairperson of this Committee.
- D. *Membership Committee:* It shall be the duty of the Membership Committee to promote participation in the Association.
- E. *Constitution and Bylaws Committee:* It shall be the duty of the Constitution and Bylaws Committee to study the Association's Constitution and Bylaws and to propose whatever revisions appear necessary. The Committee shall be responsible for the maintenance of the master copies of the Standard Operating Procedures for all Officers and Standing Committee/Task Force Chairs.
- F. *Committee on Inquiry:* It shall be the duty of the Committee on Inquiry to examine the books of the Treasurer and to submit a written report to the President and the Board of Directors at the Annual Conference Session.
- G. *Awards Committee:* It shall be the duty of the Awards Committee to solicit nominations from the membership for specific awards, screen the nominations, select the winners, and present the awards at the Association's annual meeting.
- H. *Exhibits Committee:* It shall be the duty of the Exhibits Committee to solicit vendors, vendor co-sponsors and door prizes for the Association's Annual Conference.
- I. *Women's Task Force:* It shall be the duty of the Women's Task Force to promote and encourage the acceptance, credibility, and opportunities for women employed in criminal justice.

- J. *Line Officers' Appreciation Luncheon Committee*: It shall be the duty of the Line Officers' Appreciation Luncheon Committee to plan, coordinate and conduct the annual Line Officers' Appreciation Luncheon.
- K. *Host Committee*: It shall be the duty of the Host Committee to propose to the Board of Directors a site and time for the Annual South Carolina Correctional Association Conference, to secure the contract for the facilities, and to serve as the Association's contact/liaison with the contracted facility.
- L. *Chapter Development Committee*: It shall be the duty of the Chapter Development Committee to assist with the development of South Carolina Correctional Association local chapters across the state through information, guidance, and leadership.
- M. *Scholarship Committee*: It shall be the duty of the Scholarship Committee to solicit nominations for South Carolina Correctional Association Scholarships, to screen the applications, and select the recipient(s) who will receive a scholarship award.
- N. *Crime Prevention Committee*: It shall be the duty of the Crime Prevention to heighten community awareness about crime and its impact on the community through crime prevention initiatives, and to promote safer communities through community partnerships.

## ARTICLE VI

### LOCAL OR SPECIAL INTEREST CHAPTERS

#### Section 1. Purpose

1. To provide a mechanism to reach out to all individuals with a special interest or in a specific geographical area of the state who are concerned with adult and juvenile offenders to include all personnel working in federal, state, or local correctional services, and related public or private organizations, as well as citizens committed to improvement of correctional services.
2. To enable the local group to identify issues, exchange ideas, and share information which will improve correctional services and enhance professionalism of its members.
3. To encourage and enable SCCA members to network among themselves and with others working in a specific geographic area.
4. To further two-way communication between the state organization and its members.
5. To provide training and professional growth for members at the local level including opportunities for Association leadership development.
6. To enhance education of the public at the local level relative to correctional issues.

#### Section 2. Definitions

1. *Local Chapter*. A geographic unit of the state organization established by it to further the goals of the state organization. A local chapter may consist of adult/juvenile institutions, probation/parole field offices, local detention facilities/jails, etc., which may conduct specialized training and other activities in line with the goals and objectives of the state association.
2. *Special Interest Chapter*. A group with at least one characteristic shared by all members, (i.e., adult/juvenile, retirees) established to further the goals of the state organization.

3. *Organizational Affiliate.* Non-geographic affiliates are separate, independent organizations with statewide membership which subscribe to similar goals as the SCCA and wish to join with the SCCA to enhance and strengthen the working relationship of both organizations.

Section 3. Guidelines

1. Each chapter shall have a Chair and Vice Chair elected every two (2) years by the membership in that chapter. They shall be active members of SCCA.
2. The Chair and Vice Chair of each chapter shall be elected by majority vote of members of that chapter at a regularly scheduled membership meeting. They shall be elected to two (2) year terms and may succeed themselves.
3. Duties of the Chair shall be to: a) Preside at the respective chapter meetings. b) Serve on the SCCA Board of Directors. c) Coordinate workshops and seminars. d) Fulfill all other duties and responsibilities specified in these Bylaws and as assigned by the Board of Directors and/or President. e) Be responsible for developing and submitting for approval an annual program plan and proposed budget to the Board of Directors at the December meeting. Any modifications to the annual plan must be approved by the Board of Directors.
4. Duties of the Vice Chair shall be to: a) assist the Chair in performance of his or her duties; b) serve on the Board of Directors in the absence of the Chair; c) fulfill all other duties and responsibilities specified in these Bylaws and as assigned by the Board of Directors and/or President.
5. Other offices may be filled in accordance with the state organization's structure.

Section 4. Other Responsibilities

1. Each chapter shall ensure that an audit of all chapter financial records is conducted whenever financial responsibility changes from one person to another, either permanently or temporarily. The chapter shall forward a copy of the audit findings to the Board of Directors within 30 days of the change.
2. Each chapter shall provide to the Board of Directors notification of any changes in the chapter's officers within 30 days of taking office. This information should also be forwarded by the chapter to the Publications and Public Relations Committee.
3. Each chapter shall monitor its financial records and shall provide an annual report to the Board of Directors at least 30 days prior to the Annual Conference on the financial records and chapter activities.
4. The President must sign the chapter Affiliate Contract within 30 days of the organization of a new chapter.

## ARTICLE VII

### MEETINGS

- Section 1. There shall be an Annual Conference each calendar year at a site approved by the Board of Directors. The details of such conference shall be prepared and approved by the Board of Directors and disseminated to the membership at least six (6) months in advance by the Vice President.

Section 2. *Delegates to the Annual Congress of Corrections.* The State Association shall send its President as delegate to the Annual Congress of Corrections of the American Correctional Association each year. The President's expenses shall be defrayed by the Association if funds are available. Said expenses shall not exceed the allowable travel reimbursement as specified by the South Carolina Budget and Control Board.

#### ARTICLE VIII

##### DUES

Section 1. *Membership:* The Board of Directors shall approve all categories of membership and establish annual fees for each.

Section 2. A member is in good standing when dues are paid and all other conditions met as stated in these Bylaws.

#### ARTICLE IX

##### INCORPORATION

This Association shall be incorporated as a non-profit organization under the laws of South Carolina.

#### ARTICLE X

##### AMENDMENTS

Section 1. These Bylaws may be amended by action of the general membership.

Section 2. Amendments shall be recommended by the Board of Directors.

Section 3. Proposed amendments shall be presented to the general membership by mail ballot and upon a majority of those voting, the amendment shall be approved. The effective date of the amendment shall be contained within the amendment. Ballots shall be mailed to voting members at least forty-five (45) days prior to the Annual Conference. All other procedures for mail balloting shall be in accordance with Article III-Election and Installation, Section 2.

#### ARTICLE XI

##### MISCELLANEOUS

Section 1. No association member shall speak on behalf of the Association without the written approval of the Board of Directors.

Section 2. The Fiscal Year of the Association shall be January 1 through December 31.