

SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
Standard Operating Procedures

**Procedure:**                               **Chairperson-Constitution and Bylaws Committee**

**Number:**                                 SOP-C2

**Authority:**                             SCCA Constitution & By-laws - Article V

**Effective Date:**                     February 28, 2003

**Revises Previous Date:**         November 7, 2001

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.

Specific Duties:

1. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.)
2. The Committee should periodically review the Constitution and Bylaws to determine if they are sufficient, relevant and necessary, in light of the status of the Association's operations at that time. Changes in the organizational structure of the Association, its mission/objectives, or other factors may necessitate changes to the Constitution and/or Bylaws.
3. The Committee should also be receptive to suggestions for changes to the Constitution or Bylaws, by other Board members or Association members. Each such request should be evaluated carefully by the Committee, and if the Committee determines that the request has validity, it should be taken to the next step. Regardless of the disposition, all requests should be documented, along with the disposition of each.
4. Any potential changes that the Committee deems to have merit should be presented at the next Board meeting and discussed by the Board. If the Board decides to support the proposed change, it should be included on a formal ballot and voted on by the Association membership at the annual business meeting. If the Board does not agree to propose the change, this should be documented and no further action taken.

5. The Constitution and Bylaws Committee is responsible for all arrangements for printing and distribution of revised Constitution and Bylaws to the Association membership.
6. The Committee is also responsible for the maintenance of Standard Operating Procedures (SOP's) for all officer and committee chair positions. The Committee will maintain a current electronic copy of each of the SOP's and will make revisions as requested by the individual officers/committee chairs. All changes to SOP's must be approved by the Board. The actual wording of the SOP's is the responsibility of the officers and committee chairs.
7. Once each year, the Committee should send a letter to each officer and committee chair requesting that they review their SOP and notify the Committee of any necessary revisions. A copy of the current SOP should be attached to the letter.
8. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.