

SOUTH CAROLINA CORRECTIONAL ASSOCIATION

CHAPTER AGREEMENT

Agreement made and entered into this ____ day of _____, _____, by and between the South Carolina Correctional Association (SCCA) and _____.

Responsibilities of the South Carolina Correctional Association:

The minimum responsibilities of the state organization are as follows:

1. SCCA will provide continuous consultation and guidance for each of the chapters for the purpose of helping them maintain high standards of activity planning and performance.
2. SCCA will provide a start-up fee in an amount not to exceed \$300.00 upon the approval of the formation of a chapter.
3. SCCA will provide time, facility, program coordination, publicity and other supportive services at the annual conference for each chapter to conduct meetings and programs.
4. SCCA will afford each chapter the opportunity to sponsor workshops/exhibits at the annual conference upon request.
5. Upon request, SCCA will support within reason meetings and/or conferences of the chapters. This support will include but is not limited to:
 - a. identifying and providing lists of key speakers;
 - b. assisting with program content; and
 - c. assisting with logistical problems.
6. SCCA will provide:
 - a. membership rosters;
 - b. rebate monies in the amount of \$3.00 per member issued annually; and
 - c. labels for mailings.

Responsibilities of Chapters:

1. The Constitution and Bylaws of each chapter shall be in conformity with the principles of the American Correctional Association and the South Carolina Correctional Association. A copy should accompany this agreement. Proposed amendments shall be submitted to SCCA at least 60 days prior to being voted upon by chapter members. Once adopted, amendments must be submitted to SCCA.
2. Each chapter shall conduct a minimum of one (1) workshop or community related service project per year.
3. Each chapter shall ensure that an audit of all chapter financial records is conducted whenever financial responsibilities change from one person to another, either permanently or temporarily. The chapter shall forward a copy of the audit findings to the Board within 30 days of the change.

SOUTH CAROLINA CORRECTIONAL ASSOCIATION

CHAPTER AGREEMENT

4. Each chapter shall:
 - a. provide copies of newsletters, announcements, etc., that are sent out to members to the Publications/Public Relations Committee;
 - b. agree not to schedule meetings/workshops/activities which may conflict with other SCCA or chapter activities, unless it is in conjunction with these meetings.
 - c. provide an annual report of the chapter activities and financial statement for past year of its operation. This report should be submitted to the Executive Committee at least 30 days prior to the annual conference.
 - d. provide notification of change in officers to the Executive Committee within 30 days of taking office.
 - e. apply in writing annually by January 31st to SCCA for Chapter rebate monies. These monies will be calculated using Chapter membership as of December 31st for the previous year.

5. Each chapter president will serve as a member of the Board of Directors.

Disaffiliation:

Failure of any chapter to conform to any of the aforementioned provisions may be grounds for suspension, disaffiliation, or other appropriate action. In the event of disaffiliation, the chapter will reimburse SCCA the start-up fee in the amount initially provided and/or the balance of the chapter funds.

(Chapter President)

(SCCA President)

(Date)

(Date)