

CONSTITUTION & BYLAWS OF SOUTH CAROLINA ASSOCIATION OF EXTENSION ADMINISTRATIVE PROFESSIONALS

ARTICLE I - NAME

Section 1: This Association shall be known as the South Carolina Association of Extension Administrative Professionals.

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1: The primary purpose of this Association is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the Clemson University Cooperative Extension Service.

Section 2: The objectives of this Association shall be as follows:

First, and most important, we shall strive to always perform our duties with conscientious dignity to help make Clemson University Cooperative Extension Service the best in the nation.

To be recognized in our profession as professionals.

To request State Administration to provide opportunities for professional improvement.

To improve working relationships and communications between Extension Administration, Faculty, Specialists, Agents, Administrative Assistants, Administrative Specialists, and Program Assistants in regard to planning time and work for offices and staff.

ARTICLE III - ORGANIZATIONAL STRUCTURE

Section 1: This Association shall be organized into one State Association within Clemson University Cooperative Extension Service.

ARTICLE IV - MEMBERSHIP

Section 1: Membership in this Association shall be of three classifications: Active, Associate, and Honorary.

- Section 2: Active members shall be anyone with administrative responsibilities currently employed in the Division of Public Service and Agriculture working with the Clemson University Cooperative Extension Service in any way who have paid annual dues into the STATE ASSOCIATION. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.
- Section 3: Associate members shall be retirees who have paid annual dues into the Association. Associate members shall have all privileges of active members. This includes voting privileges.
- Section 4: Honorary membership may be bestowed upon an active member in recognition of outstanding service to the Association. The Board of Directors, after two-thirds vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor.
- Section 5: According to Clemson University, five (5) days per calendar year are allowed for members of the South Carolina Association of Extension Administrative Professionals to attend meetings related to the Association.
- Section 6: Any SCAEAP member who has been a paid member for two consecutive years immediately prior to employee's retirement will be presented the Jefferson Cup at the SCAEAP Annual Meeting following their retirement.

ARTICLE V - OFFICERS AND THEIR DUTIES

- Section 1: The elected officers of the SCAEAP as outlined in Article III shall be President, Vice President, Secretary-Scholarship, Treasurer-Fundraising, Parliamentarian-Historian, Membership-Nominating and Past President-Retiree Representative (Note: Parliamentarian is chairman of Rules & By Laws; Treasurer is chairman of Finance & Fund Raising - see Article XV.) These changes are effective April 2013. Nominations for officers shall be made through a Nominating Committee.
- Section 2: The President shall (1) preside at all meetings of the Association and Board of Directors; (2) call special meetings of the Board of Directors at the President's discretion or upon the request of a majority of the Directors; (3) serve as a official representative of the Association at meetings of groups working for the advancement of Extension and this Association; (4) be a member ex-officio of all committees except the Nominating Committee, and (5) shall recommend to the Board of Directors, for their appointment, persons to fill vacancies occurring on the Board of Directors between elections except that of President; and (7) request approval from Administration for regional meetings.
- Section 3: The Vice President shall perform the duties assigned by the President with the approval of the Board of Directors and preside in the absence of the President. In the event of a vacancy in the office of the President, the Vice President may become President and assume the duties of the office for the unexpired term.
- Section 4: The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors and maintain the SCAEAP website. In addition to these minutes, the Secretary shall file in the Official Notebook: (1) a copy of all amendments to the Constitution & Bylaws; (2) all resolutions which are adopted by the Association; and (3) a list of honorary and retired members. The Secretary shall search the records for information requested by

officers or members. The Secretary shall mail copies of the minutes of all meetings to the Board of Directors within six (6) weeks after the conclusion of the meeting. The Secretary shall conduct the correspondence of the Association as directed by the President and/or Board of Directors.

- Section 5: The Treasurer shall be responsible for receipt and disbursement of Association funds upon written order properly drawn and signed by the President and Treasurer. The Treasurer will serve as Chairman of the Finance and Fund-Raising Committee. The Treasurer will receive all membership dues. The accounts of the Treasurer will have a complete reconciliation after each year's annual meeting by May 30th of each fiscal year. The reconciliation committee will consist of the Treasurer, President, and the incoming President. The accounts of the Treasurer will be completely audited at the end of the Treasurer's term by a Committee on Audit, such committee to be appointed by the President. Treasurer will serve a 2-year term.
- Section 6: The Parliamentarian shall be up to date on all rules of parliamentary procedure contained in Robert's Rules of Order, Revised. The Parliamentarian shall rule on procedural matters of the Association's business as conducted in such a manner as to be consistent with these rules. The Parliamentarian will serve as chairman of the Rules and Bylaws Committee.
- Section 7: The Historian shall maintain a complete file of SCAEAP activities. This file will include list of charter officers and charter members, copies of programs, minutes, Constitution and Bylaws, photographs, and narratives of SCAEAP projects and/or activities. The Historian will compile a scrapbook of the current year's activities to be displayed at the annual State meeting.
- Section 8: Any officer who does not fulfill the duties as set forth in the Constitution and Bylaws can be removed from office by a two-thirds vote of the Board of Directors.

ARTICLE VI - ELECTIONS

- Section 1: Officers shall serve a term of one year or until their successors are installed. Their term shall begin at the close of the Annual State Meeting at which they are installed. The elected officers may serve only one consecutive term in any one office with the exception of Treasurer, who shall serve a two-year term.
- Section 2: The Vice President may succeed to the Presidency upon recommendation of the Nominating Committee
- Section 3: The State Officers shall be elected by the active members of the Association at the regular annual State Meeting from the slate of officers presented by the Nominating Committee or from additional nominations made from the floor.
- Section 4: All candidates for office must give consent to serve, if elected, before being nominated. If nominations are made from the floor, the candidate's qualifications and consent to serve must be presented to the committee by the persons making the nominations, prior to the voting session.
- Section 5: No officers may hold two positions concurrently in SCAEAP.
- Section 6: Nominations for officers shall be made through a Nominating Committee.
- Section 7: At least one officer or director shall be secured from each of the four designated

regions.

ARTICLE VII - BOARD OF DIRECTORS

- Section 1: The Board of Directors shall consist of: Vice President, Secretary-Scholarship, Treasurer-Fundraising, Parliamentarian-Historian, Membership-Nominating, and immediate past President. These changes are effective April 26, 2013.
- Section 2: The Chairman of the Board of Directors shall be the State President.
- Section 3: The Board of Directors shall: (1) direct the program and formulate policies concerning the Association and the general nature and scope of its activities; (2) approve the proposed budget; (3) fill by appointment all vacancies occurring on the Board of Directors between elections, except the office of president; (4) meet prior to, during and following the annual State Meeting; (5) be empowered to conduct business by any documented avenues available when necessary; (6) meet at the call of the President or upon written request of a majority of the Board; and (7) schedule and conduct fall regional meetings.
- Section 4: All vacancies will be filled by appointment of the President with the approval of the Board of Directors for the unexpired term.
- Section 5: A majority of the Board members must be present to vote at the Board meetings.
- Section 6: The outgoing President shall serve as Advisor to the Board of Directors without vote for the succeeding year.

ARTICLE VIII - MEETINGS

- Section 1: The Association shall hold an Annual State Meeting in the Spring of each year at a time and place determined by incoming board.
- Section 2: The Association may hold special meetings as such time and place as may be determined by the Board of Directors.

SCAEAP STATE REGIONS



Section 3: Members should be notified in writing at least two weeks prior to the date of each meeting.

ARTICLE IX - DUES

Section 1: The Annual Association dues shall be \$40.00 per member. Retirees' dues shall be \$20.00 per year of membership. Lifetime memberships paid before April 30, 2017, will be grandfathered in.

Section 2: The membership year shall run from July 1 to June 30. Dues payment shall be submitted to the state treasurer on or before July 31 of each fiscal year. Those who dues are not received by this date shall automatically be dropped from membership. Membership shall be reinstated after payment of dues.

Section 3: Membership shall be available for those whose effective employment occurs after July 1, upon payment of dues.

ARTICLE X - COMMITTEES

Section 1: The Standing Committees of this Association shall be (1) Nominating, (2) Rules and By-Laws, (3) Membership, (4) Scholarship and Awards, (5) Professional Improvement and (6) Finance.

Section 2: An Auditing Committee, consisting of two members to be appointed by the State President, shall audit the accounts of the Association. A copy of which will be included in the Annual Report to the Association.

Section 3: The Chairman of each committee shall present a report to the Board of Directors and also present a written report at the Annual State Meeting.

Section 4: Any committee shall have the privilege of functioning by any documented avenue.

Section 5: A majority of the members of any committee shall constitute a quorum.

ARTICLE XI - QUORUM

Section 1: Members present at the Annual State Meeting shall constitute a quorum for the

transaction of business. A majority of the members of the Board of Directors, or any appointed committee, shall constitute a quorum for the transaction of business.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1: The rules in Robert's Rules of Order, Revised shall govern the Association in all instances in which they are not inconsistent with this Constitution.

ARTICLE XIII - AMENDMENTS

Section 1: Amendments to these Bylaws may be made at any meeting of the general membership by a two-thirds majority vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place; or, if the emergency of the measure so dictates, by a two-thirds vote of written or electronic ballot returned. Must maintain a record of the final vote.

ARTICLE XIV - ILLNESS AND DEATH POLICY

Section 1: Each member should notify the President:

- (1) Illness or death of an active or associate member of SCAEAP.
- (2) The death of an active or associate member's immediate family (spouse, mother, father, child, brother, or sister and includes stepmother, father, brother, sister, or child.)

STATE PRESIDENT'S DUTIES ARE:

Illness: Card sent to active or associate member.

Death:

(1) Death of an active or associate member: A card should be sent to the family and a \$25.00 memorial be made as designated by the member's family. Card to be signed "South Carolina Association of Extension Administrative Professionals."

(2) The death of an active or associate member's immediate family (spouse, mother, father, child, brother, or sister, and includes stepmother, father,

brother, sister, or child.) Card to be signed “South Carolina Association of Extension Administrative Professionals.”

These remembrances should be paid by State Treasurer.

ARTICLE XV - SCAEAP STANDING COMMITTEES

FINANCE AND FUND RAISING:

The committee will consist of four members and will be chaired by the State Treasurer. This committee will coordinate fund raising efforts to meet expenses.

MEMBERSHIP:

This committee shall consist of four members. This committee is responsible for contacting non-members or former members, encouraging them to join (or rejoin) the Association. Committee members are responsible for extending an invitation to each prospective new member and a welcome to each new member.

NOMINATING:

This committee shall consist of four members. Efforts should be made to ensure that all sections of the state are represented. The function of this committee is to receive nominations for all State Offices and select annually Chairmen for each of the Standing Committees and special committees except Finance & Fund Raising and Rules & Bylaws. The general nominations come to this committee which reviews the nominations and draws up a slate of officers. Members are notified prior to the Annual State Meeting of the slate of officers that will be presented for vote at that time.

PROFESSIONAL IMPROVEMENT:

This committee shall consist of four members. This committee is responsible for seeking and keeping Association members advised of opportunities for professional improvement such as courses offered at various colleges (community, technical, universities) through Extension Service, workshops, etc. This committee shall make recommendations and secure instructors for professional improvement workshops and banquet speakers/entertainment at the annual state meetings.

This committee shall also serve as Hospitality Committee for Annual State Meeting: including name tags for members, an information table to direct members to meeting rooms, securing table favors and/or door prizes. (Note: Committee can call on general membership to carry out functions at their discretion.)

RULES AND BYLAWS:

This committee shall consist of four members. Parliamentarian to chair committee. This committee is responsible for receiving proposed changes from members and drawing these proposed changes up in the form of a letter to general membership. This information will be sent to general membership at least two (2) weeks prior to the annual State Meeting. If the proposed change is accepted by a two-thirds majority vote, the committee shall type and distribute copies of said change (s) to the general membership.

SCHOLARSHIP: This committee shall consist of four members. This committee shall actively seek scholarship applicants from throughout the state. These applications shall be reviewed by the committee with two being chosen (one as recipient and one as alternate). The winner will be approved by the Board of Directors, announced and recognized at Annual State Meeting.

(Revised by vote of members present @ Annual State Meeting/April 2017) **10-25-2017**