

CONSTITUTION & BYLAWS

SOUTH CAROLINA ASSOCIATION OF EXTENSION ADMINISTRATIVE PROFESSIONALS (SCAEAP)

PREAMBLE

We, the members of the South Carolina Association of Extension Administrative Professionals (SCAEAP), to promote professional excellence, collaboration, and leadership among administrative professionals serving Clemson University Cooperative Extension Service and SC State 1890 Research & Extension, do hereby adopt the following Constitution and Bylaws.

ARTICLE I – NAME

The name of this organization shall be the **South Carolina Association of Extension Administrative Professionals (SCAEAP)**.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 2.1 – Purpose

The purpose of this Association is to promote professional development, communication, recognition, and statewide collaboration among all administrative professionals working with and supporting:

- Clemson University Cooperative Extension Service
- SC State 1890 Research & Extension

Section 2.2 – Objectives

The Association shall:

1. Support excellence and professionalism in administrative roles.
2. Encourage effective communication among Extension personnel statewide.
3. Provide opportunities for training, leadership development, and networking.
4. Strengthen relationships among administrative professionals and Extension leadership.
5. Promote the value and contributions of Extension administrative professionals across South Carolina.

ARTICLE III – BOARD OF DIRECTORS

Section 3.1 – Composition

The governing body of the Association shall be the Board of Directors, consisting of five (5) elected officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian

The Immediate Past President shall serve as an advisor without vote for one year.

Section 3.2 – Duties of Officers

3.2.1 President

The President shall:

- a. Preside over all meetings of the Association and Board of Directors.
- b. Call meetings as necessary.
- c. Represent the Association in official matters.
- d. Serve as ex-officio member of all committees except the Membership & Nominations Committee during nomination deliberations.
- e. Recommend appointments to fill vacancies (except President), subject to Board approval.
- f. Oversee planning of the Annual Meeting.
- g. Seek administrative approvals as required.
- h. Appoint two association members in addition to outgoing and incoming Treasurer to audit at end of Treasurer's term.

3.2.2 Vice President

The Vice President shall:

- a. Assist the President.
- b. Preside in the President's absence.
- c. Coordinate committee activity as directed.
- d. Chair the Professional Development Committee.
- e. Assume the Presidency upon vacancy.

3.2.3 Secretary

The Secretary shall:

- a. Maintain accurate minutes of all meetings.
- b. Maintain official Association records.
- c. Distribute meeting minutes in a timely manner.
- d. Conduct official correspondence as directed.
- e. Chair the Social Media/Communications Committee

3.2.4 Treasurer

The Treasurer shall:

- a. Receive and disburse Association funds.
- b. Maintain accurate financial records.
- c. Chair the Fundraising Committee and Awards/Scholarship Committee.
- d. Collect annual dues.
- e. File IRS Form 990 annually.
- f. Participate in the Reconciliation Committee.
- g. Ensure audit completion at end of term. *See Section 4.2*
- h. Serve a two-year term.

3.2.5 Parliamentarian

The Parliamentarian shall:

- a. Ensure adherence to *Robert's Rules of Order, Newly Revised*.
- b. Rule on procedural matters.
- c. Chair the Rules & Bylaws Committee and the Membership & Nomination Committee.
- d. Oversee election integrity.

Section 3.3 – Authority of the Board

The Board shall:

- a. Establish policy.
- b. Approve the annual budget.
- c. Fill vacancies except the Presidency.
- d. Conduct business in person or electronically.

Section 3.4 – Quorum of the Board

A majority of Board members shall constitute a quorum.

Section 3.5 – Removal of Officers

An officer may be removed by a two-thirds vote of the Board for failure to perform assigned duties.

ARTICLE IV – COMMITTEES

Section 4.1 – Standing Committees

The Association shall maintain the following committees:

1. Fundraising Committee (Treasurer, Chair)
2. Membership & Nominations Committee (Parliamentarian, Chair)
3. Social Media & Communications Committee (Secretary, Chair)
4. Professional Development Committee (Vice President, Chair)
5. Rules & Bylaws Committee (Parliamentarian, Chair)
6. Scholarship & Awards Committee (Treasurer, Chair)

The Board may establish additional committees as needed. Chair assignments may be changed as needed by Board vote.

Section 4.2 – Audit Committee

In addition to outgoing and incoming Treasurer, Two association members shall be appointed by the President to conduct an audit at the conclusion of the Treasurer's term. See Section 3.2.1

Section 4.3 – Committee Quorum

A majority of committee members shall constitute a quorum.

ARTICLE V – MEMBERSHIP

Section 5.1 – Eligibility

Active membership is open to all administrative professionals employed within Clemson University or SC State University with administrative job duties working with and supporting:

- Clemson University Cooperative Extension Service
- SC State 1890 Research & Extension

Section 5.2 – Privileges

Active members may vote, hold office, and participate fully in Association activities.

Section 5.3 – Retirement Recognition

Members with two consecutive years of paid membership prior to retirement shall receive the Jefferson Cup.

ARTICLE VI – DUES

Section 6.1 – Dues

Annual dues for Active Members shall be \$60.

Section 6.2 – Membership Year

July 1 through June 30.

Section 6.3 – Payment

Dues are payable by July 31. Nonpayment results in lapse of membership.

ARTICLE VII – ELECTIONS

1. Nominations shall open at least thirty (30) days prior to elections.
2. The ballot shall be provided at least two (2) weeks prior to voting.
3. Voting may be written or electronic.
4. Each member shall have one vote per board position.
5. A simple majority shall elect; ties require runoff.
6. Officers serve one-year terms except Treasurer (two-year term).

ARTICLE VIII – MEMBER MEETINGS

1. An Annual Meeting shall be held each spring.
2. Special meetings may be called by the President or Board.
3. Two (2) weeks' notice shall be provided.

ARTICLE IX – QUORUM

Members present at a duly called meeting shall constitute a quorum.
For ballot votes, quorum shall consist of ballots returned.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern proceedings not inconsistent with these Bylaws.

ARTICLE XI – AMENDMENTS

Amendments may be adopted by:

1. Two-thirds vote of members present (with two weeks' notice), or
2. Two-thirds vote of written or electronic ballots returned.
3. Amendments must include attached documentation of changes and voting results.

ARTICLE XII – ILLNESS & DEATH POLICY

1. Cards shall be sent for illness of a member.
2. Cards and a \$25 memorial shall be provided upon death of a member. Treasurer responsibility.
3. Cards shall be sent for deaths of immediate family members.

ADOPTION

These Bylaws were adopted by vote of the membership of the South Carolina Association of Extension Administrative Professionals on this ____ day of _____, **20**____, and shall become effective immediately upon adoption unless otherwise specified.

Certification

President *Geri P. Jenkins*

Secretary *Misty Galloway*

Date: 04/06/26

Amended Bylaws-Approved 033126

Final Audit Report

2026-04-06

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