

## **Bylaws of the South Carolina Association for Career and Technical Education South Carolina Health Science Educators Division**

### Mission Statement:

The Mission of the Health Science Educators (HSE) Division of the South Carolina Association for Career and Technical Education (SCACTE) is to provide health science educators with a common ground on which to assess, develop, and implement the tools to assist future healthcare leaders into the 21<sup>st</sup> century.

### **SCACTE-HSE Standing Committees**

1. Awards/Credentials/Nominations
2. Constitution/Bylaws
3. Finance
4. Legislative
5. Membership
6. Program
7. Public Relations

**Bylaws of the South Carolina Association for Career and Technical Education  
Health Science Educators Division**

**ARTICLE I: NAME**

The name of this division shall be the Health Science Educators Division of the South Carolina Association for Career and Technical Education (SCACTE-HSE).

**ARTICLE II: PURPOSES**

The purposes of this division shall be:

- SEC A To establish and maintain active leadership in initiating, extending, improving, and promoting health science education;
- SEC B To serve as a unifying agency for all personnel involved in health science education;
- SEC C To advance the ideals and standards of health science education;
- SEC D To act as a central agency to help keep the educators of health science of the state clearly informed of the purposes, needs, and accomplishments of health science education in the state;
- SEC E To provide a forum for discussion of all questions relevant to health science education;
- SEC F To be a vital and integral part of the South Carolina Association for Career and Technical Education and assist and support its plan for the state of South Carolina

**ARTICLE III: POWERS**

- SEC A To suspend or expel members;
- SEC B To enforce the collection of dues and charges under such penalties as may be provided in the bylaws;
- SEC C To make bylaws consistent with any existing law for the regulation of its affairs.

## **ARTICLE IV: MEMBERSHIP**

SEC A Any individual interested in health science education shall be eligible for membership.

SEC B Membership shall be available in the following classifications:

1. Affiliated Membership-for individuals actively engaged in health science education and whose annual dues are paid as a part of the "package" of HSE/SCACTE/ACTE
2. Life Membership-for individuals who qualify as affiliated members and who invest in a lifetime membership.
3. Associate Membership-for individuals who are not engaged in health science education.
4. Student Membership-for individuals who are enrolled as full-time students preparing to become health science educators and who are not employed full-time in the education system as teachers, counselors, or administrators.
5. State Membership-for individuals who are actively engaged in health science education and who pay annual dues to HSE/SCACTE.
6. Business/Industry Membership-for corporations, companies, etc., who actively support or participate in health science education.

SEC C Only state, affiliated, and life members shall be eligible for voting and serving as officers or committee members.

SEC D Classification of memberships shall be reclassified only by members in convention, and dues rates for said members shall be recommended by the Executive Committee of HSE and subject to approval by the membership.

SEC E Membership shall begin with the receipt of dues by the division. The membership year shall extend from receipt of dues for one calendar year.

## **ARTICLE V: DIVISION**

SEC A The Health Science Educators Division shall be composed of at least 40 affiliated, life, and state members representing professional interest in health science education in South Carolina. The division shall maintain a list on file of its current officers and a copy of its current constitution, bylaws, and operating procedures, which shall be compatible with those of SCACTE and ACTE.

## **ARTICLE VI: OFFICERS**

- SEC A           The elected officers of the Division shall be:  
President, President-Elect, Past President, Secretary, and Treasurer
- SEC B           Appointed positions shall be:  
Constitution/Bylaws Representative, Legislative Representative, and  
Reporter
- SEC C           Eligibility:
1. President  
The President shall be employed full-time in health science education and be a member in good standing of HSE/SCACTE as certified by the credentials committee.
  2. President-Elect  
The President-Elect shall be employed full-time in health science education and be a member in good standing of HSE/SCACTE for a minimum of three years as certified by the credentials committee. A candidate for this office shall submit in writing a letter from his/her employer stating she/he understands the commitment in time and gives support.
  3. Past- President  
The Past-President shall be employed full-time in health science education and be a member in good standing of HSE/SCACTE as certified by the credentials committee, having served as President-Elect and President.
  4. Secretary  
The Secretary shall be employed full-time in health science education and be a member in good standing of HSE/SCACTE as certified by the credentials committee.
  5. Treasurer  
The Treasurer shall be employed full-time in health science education and be a member in good standing of HSE/SCACTE as certified by the credentials committee.
- SEC D           Process of Nominations
1. President, President-Elect, Secretary, and Treasurer  
The members at large shall present two or more nominations for each office to the credentials committee. A ballot of candidates will be published for review two weeks prior to voting.
- SEC E           Method of Electing

1. A plurality vote of all affiliated, life, and state members present and voting at the annual HSE professional development conference shall elect all officers.

## SEC F

### Term of Office

1. President-Elect shall take office on the division day at the annual career and technology education (CTE) conference in the summer of the year. The following year at annual conference shall assume the office of President, and the following year at summer conference shall become Past President of the division.
2. Secretary and Treasurer  
The Secretary and Treasurer shall be elected on alternate years at the annual HSE professional development conference and shall assume duties of a one-year term at annual CTE conference of the same year.

## SEC G

### Duties of Officers

1. President-the President shall preside at all meetings of the division and shall serve as a representative for the Health Science Educators Division on the SCACTE Board of Directors.
2. President-Elect  
The President-Elect shall preside in the absence of the President, shall assist the President as requested, and shall serve as Program Chairman for the annual conference(s) for the HSE Division and the SCACTE for the year is President-Elect.
3. Past President  
The Past President shall chair the awards/credentials committee and serve on the Awards/Credentials Committee of the SCACTE. Should this position become vacant, the President shall delegate this responsibility to another individual.
4. Secretary  
The Secretary shall keep and promptly distribute to members of the division a full and accurate record of proceedings of the general meetings of the HSE. The Secretary shall conduct such correspondence and fulfill such other duties as the President shall assign. The Secretary shall keep accurate membership records and assist in promoting activities of the Division. The secretary shall serve on the Membership Committee of the SCACTE as a representative of HST. The Secretary, upon completion of the term of office, shall file with the President a complete record of the Secretary's office.
5. Treasurer  
The Treasurer shall be responsible for monitoring, supervising, and reporting the financial affairs of the division to include collection of registration fees for conferences and payment of any bills. The Treasurer shall represent the division by serving on the Finance Committee of the SCACTE.

## 6. Appointed Positions

These shall serve as representatives of HSE:

- A. The Constitution and Bylaws Representative shall serve on the Constitution/Bylaws Committee of SCACTE.
- B. The Legislative Representative shall serve on the Legislative Committee of SCACTE.
- C. The Reporter shall serve on the Public Relations Committee of SCACTE.

## SEC H

### Unfulfilled Term of Office

1. In the event an elected officer is unable to fulfill a term of office, the HSE officers will appoint a person to complete the term of office.
  - A. The recommendation shall be submitted within 10 working days of the date the vacancy occurs. The HSE officers shall fill the vacancy within 30 days of the date the vacancy occurs.
  - B. If no recommendations are submitted, the HSE officers shall act according to Article VI Sec A.1.b.

## **ARTICLE VII: GOVERNING BODIES**

## SEC A

### Executive Committee

1. The HSE Executive Committee shall:
  - A. Consist of the President, President-Elect, Past President, Secretary, Treasurer, and Reporter.
  - B. Conduct all Division business excepted as otherwise stated in the bylaws.
  - C. Provide for the safekeeping of all funds of the division.
  - D. Appoint the Reporter who shall edit the HSE/SCACTE Newsletter who shall be responsible for the publicity of the newsletter on a biannual or greater basis.
  - E. A quorum of the Executive Committee shall exist when three (3) or more members are present.
  - F. The Executive Committee shall meet at least twice a year at such a time and place as the President may direct. Meetings shall be held at the call of the President, or upon a petition of a majority of the officers. All officers shall be notified in writing, at least one week in advance of the time, place, and date of meetings.

## **ARTICLE VIII: COMMITTEES**

### **SEC A**

#### **Standing Committees**

1. The Past President will seek qualified persons from the membership body to serve as members on each of the following committees.

- A. Constitution
- B. Legislative

2. Each Standing member shall attend the SCACTE Board meetings four (4) times a year at such time and place as the SCACTE President may direct.

3. HSE Standing Committee Members shall serve one-year terms, subject to reappointment, and provide training for their counterpart in the division.

### **SEC B**

#### **Special Committees**

1. Special Committees shall be appointed by the President as deemed necessary and subject to the approval of the HSE Executive Committee.

## **ARTICLE IX: ADVISORY COUNCIL**

### **SEC A**

An advisory council is hereby authorized to offer council and advice, when needed, to the Executive Committee.

### **SEC B**

The advisory council may consist of any of the following members:

1. A representative from the South Carolina Department of Education.
2. Other agencies and organizations may be represented on the Advisory Council when deemed advisable by the Executive Committee.

### **SEC C**

The members of the Advisory Council may be invited to meetings of the Executive Committee at the invitation of the President acting as Chairperson.

**ARTICLE X: Affiliation with the South Carolina Association for Career and Technical Education (SCACTE) and the Association for Career and Technical Education (ACTE)**

SEC A The Health Science Educators Division shall be a division of the South Carolina Association for Career and Technical Education and be affiliated with the Association for Career and Technical Education and shall help to plan, develop, and implement its program or work.

**ARTICLE XI: CONFERENCES**

SEC A The HSE division shall have an annual divisional day to be held at such a time and place in conjunction with the SCACTE annual conference and an annual HSE professional development conference to be held at such a time and place as the Executive Committee shall establish, based on requests of the membership. Division members shall be notified in writing of the date and place at least thirty (30) days prior to the convention.

SEC B The business of the Division shall be transacted at the annual division day and the winter conference except as otherwise provided herein. All members in good standing shall have the privileges of voting and speaking on the floor at all sessions of the division day or annual conference.

SEC C One half of members registered as present at each separate conference shall constitute a quorum.

**ARTICLE XII: REIMBURSEMENT**

SEC A Reimbursement of expenses incurred by HSE officers shall be based on the annual budget and executive committee approval.

**ARTICLE XIII: DISSOLUTION OF THE DIVISION**

SEC A In accordance with SCACTE/ACTE Bylaws, the Health Science Educators Division shall maintain a minimum of 40 members to be considered a division. If membership participation is below 40 members, the HSE Division will move to provisional status for a period of one year.

**ARTICLE XIV: PARLIAMENTARY AUTHORITY**

ROBERT’S RULES OF ORDER, NEWLY REVISED will govern any provision not covered in these bylaws.

## **ARTICLE XV: AMENDMENTS**

SEC A

These bylaws may be amended as follows:

All proposed amendments must be submitted to the membership of the Division at least ten (10) days prior to the annual conference at which the amendment is to be considered. The appointed representative of the Constitution Committee, at this meeting, will present the proposed amendment(s) for action by the membership. Amendments to the bylaws require a two-thirds vote of the members registered as present at the conference at which the amendment is presented.

## **ARTICLE XVI: RATIFICATION**

Adopted and amended January 2001

Amended February 2010