

# South Carolina Career Development Professionals (SCCDP) Bylaws

## ARTICLE I: NAME, AFFILIATION

### Section 1. Name:

The name of the organization shall be the South Carolina Career Development Professionals (hereafter referred to as SCCDP).

### Section 2. Affiliation:

SCCDP is a division of the South Carolina Association for Career and Technical Education, Inc. (hereafter referred to as SCACTE) and a division of the national Association for Career and Technical Education (hereafter referred to as ACTE) and shall be subject to the provisions in their bylaws that apply to their divisions.

## ARTICLE II: PURPOSE

### The purpose of SCCDP shall be:

Sec. A. To establish and maintain active leadership in initiating, extending, improving, and promoting career development.

Sec. B. To serve as a unifying agency for all personnel in career development.

Sec. C. To advance the ideals and standards of career development.

Sec. D. To act as a central agency that helps keep others clearly and reliably informed of the purposes, needs and accomplishments of career development.

Sec. E. To provide an opportunity for discussion of all questions involved in career development.

Sec. F. To be a vital and integral part of SCACTE and to help plan, develop, and implement its program of work.

## ARTICLE III: POWERS

*Under s12-758v of the South Carolina Laws of Incorporation and South Carolina Association for Career and Technical Association (SCACTE), the Association shall have the following powers:*

Sec. A. To appoint such subordinate officers and agents as the business of the Association requires, prescribe their duties and fix their compensation.

Sec. B. To make by-laws not inconsistent with any existing law for the management of its property or the regulation of its affairs.

## ARTICLE IV: MEMBERSHIP

Sec. A. Any individual interested in career development and/or Career and Technical Education shall be eligible for membership.

Sec. B. Membership shall be available in the following classifications:

1. **Affiliated membership** – For individuals who are actively engaged in career development and/or Career and Technical Education and whose annual dues are paid as part of the SCACTE/SCCDP membership.
2. **Loyalty membership** – For individuals who have retired from active duty in career development and/or Career and Technical Education.

3. **Student membership** – For individuals who are enrolled as full-time students preparing to become counseling, career development, and/or Career and Technology Educators who are not employed full-time in the education systems as a teacher, counselor, or administrator.
4. **State membership** – For individuals who are actively engaged in counseling, career development, and/or Career and Technical Education and pay annual dues to SCACTE/SCCDP.
5. **Business/Industry membership** - For corporations, companies, etc. who actively support or participate in counseling, career development, and/or Career and Technical Education.
6. **Associate membership** – For individuals who are members of another division, who would like to have secondary membership to SCCDP/SCACTE multi-divisional membership provision in the payment of their affiliated dues.

Sec. C. Only State, Affiliated, and Loyalty members shall be considered eligible for voting and serving as officers or committee members.

Sec. D. Classifications of memberships shall be reclassified only by the members at the SCCDP Annual Conference, and dues for said memberships shall be recommended by the Board of Directors, and be subject to approval by the membership.

Sec. E. The membership year shall extend from receipt of dues for one twelve month period.

Sec. F. The South Carolina Career Development Professionals (SCCDP) may utilize the SCACTE multi-divisional membership provision in the payment of their affiliated dues.

## ARTICLE V: OFFICERS

Sec. A. The elected officers of the Association shall be: President, President-Elect, Past President, Secretary, and Treasurer.

Sec. B. The appointed officers may be:

1. An Editor-Reporter, appointed by the Board of Directors.
2. A Parliamentarian, appointed by the President.
3. SCCDP District Representatives and other appointed officers.

Sec. C. **Eligibility:**

1. **President-Elect:** The President-Elect shall be a member of SCCDP for a minimum of the last three consecutive years and shall be employed in career development, and/or Career and Technology Education related position and shall be a member in good standing as certified by the Nominating Committee. In addition, a letter will be submitted from his/her employer indicating support for the individual, both in terms of time and finances.

2. **Secretary:** The Secretary shall be a member of SCCDP and shall be employed in a career development, and/or Career and Technology Education related position and shall be a member in good standing as certified by the Nominating Committee.

3. **Treasurer:** The Treasurer shall be a member of SCCDP shall be employed in career development, and/or Career and Technology Education related position and shall be a member in good standing as certified by the Nominating Committee.

Sec. D. **Process of Nomination**

*The President-Elect, Secretary, and Treasurer*

Two or more nominations for each office of President-Elect, Secretary, and Treasurer shall be presented to the membership by the Nominating Committee.

#### **Sec. E. Method of Electing President-Elect, Secretary, and Treasurer:**

1. The President-Elect, Secretary, and Treasurer shall be elected by a majority vote of all members voting.
2. Approved nominees for the office of President-Elect, Secretary, and Treasurer shall be presented to certified members. The official ballot shall be supplied to the members at the SCCDP Annual Conference. The President shall appoint a committee of three (3) tellers who shall count the ballots and certify to the Board the names of the nominees duly elected by the end of the SCCDP Annual Conference. In case of a tie vote, the Board of Directors shall reach a consensus to cast the deciding vote for the President-Elect or Secretary, or Treasurer.

#### **Sec. F. Term of Office**

1. The regular term of office for all officers shall begin the month after being elected at the SCCDP Annual Conference.
2. The President-Elect shall take office after elections at the SCCDP Annual Conference. The following year at the SCCDP Annual Conference, they shall become President of the Association, and at the SCCDP Annual Conference, of the following year they shall become Past President of the Association.
3. The Secretary and Treasurer: The Secretary and Treasurer shall be elected to serve for a two-year term.

#### **Sec. G. Duties of Officers**

1. **President:** The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee and shall perform all other duties assigned to the office.
2. **The President-Elect:** The President-Elect shall preside in the absence of the President, shall assist the President as requested and shall serve as Program Chairperson for the SCCDP Annual Conference and SCACTE Conference.
3. **Past President:** The Past President shall coordinate the activities of the standing and appointed committees, serve on SCACTE Conference Awards Committee, shall chair the Past President's Council, and shall perform other duties as assigned by the Board. Should this office become vacant, the President shall delegate these responsibilities to another individual.
4. **Secretary:** The Secretary shall keep and promptly distribute to members of the Board of Directors a full and accurate record of the proceedings of the general meetings of the Association and all meetings of the Board of Directors and Executive Committee. The Secretary shall conduct such correspondence and fulfill other duties as the Board of Directors shall assign. The Secretary, upon completion of the term of office, shall file a complete record of the Secretary's office.
5. **Treasurer:** The Treasurer shall receive and under the direction of the President shall hold in safe keeping all monies paid to the Association and shall expend the same only upon receipt of written orders from the President. The Treasurer shall keep an exact account of the receipts and expenditures, with vouchers for the latter, which shall be rendered at the SCCDP Annual Conference of the Association and to the Board of Directors when requested.

#### **Sec. H. Unfulfilled term of office**

In the event an elected officer is unable to fulfill a term of office, the SCCDP Board of Directors will appoint a person to complete the term of office vacated in accordance with SCACTE By-Laws.

### **ARTICLE VI: GOVERNING BODIES**

#### **Sec. A. The Board of Directors**

1. Shall conduct all Association business except as otherwise stated in the by-laws.
2. Shall provide for the safekeeping and proper investment of all funds of the Association.

3. May appoint the Editor-Reporter who shall edit the SCCDP newsletter and shall be responsible for the publicity of the Association by chairing the Public Relations Committee.

**Sec. B. Membership:** The Board of Directors shall be composed of the elected officers, District Representatives, and all chairpersons.

**Sec. C. Meetings:** The Board of Directors shall meet at least four (4) times a year at such time and place as the President may direct. Meetings shall be held at the call of the President, or upon petition to the President-Elect, of a majority of the members of the Board. All Board members shall be notified by the Secretary, in writing, at least one (1) week in advance of the time, place, and date of meetings.

#### **Sec. B. Executive Committee**

1. The Executive Committee shall constitute the leadership for the Board of Directors, shall act as a planning committee for the meetings of the Board of Directors, and shall work under the supervision of the President in preparing a budget for the approval of the Board of Directors.

2. The Executive Committee shall consist of the President, Past-President, President-Elect, and Secretary and Treasurer.

3. A quorum of the Executive Committee shall exist when three (3) or more members are present.

#### **Sec. C. Standing Committees**

*The standing committees of the Association shall be the following:*

- a. Legislative Committee
- b. Program Committee
- c. Public Relations Committee
- d. Membership Committee
- e. Constitution Committee
- f. Awards/Credentials Committee

Each standing committee shall be appointed by the President and approved by the Board of Directors. The length of term and the rotation of schedule for members serving on standing committees shall be established by the Board of Directors and comply with the President's term of office.

#### **Sec. D. Special Committees**

*The following special committees shall be appointed by the President following procedures established by the Board of Directors:*

- a. Audit Review Committee
- b. Nominating Committee
- c. Membership/Social Committee
- d. Conference Committee

1. Additional special committees may be appointed by the President, subject to the approval of the Board of Directors, as the need for them arises.

2. Chairpersons of special committees shall be appointed by the President subject to approval of the Executive Committee.

## **ARTICLE VII: ADVISORY COUNCIL**

*Advisory council is hereby authorized to offer counsel and advice, when needed, to the Board of Directors.*

### **Sec. The advisory council may consist of any of the following members:**

1. The consultant of Career Development and/or Career and Technical Education within the State Department of Education.
2. Other agencies and organizations may be represented on the Advisory Council when deemed advisable by the Board of Directors.

The members of the Advisory Council may be invited to meetings of the Board of Directors at the invitation of the President acting as Chairman of the Board.

## **ARTICLE VIII: PAST PRESIDENTS' COUNCIL**

Sec. A. All Past Presidents who are members in good standing shall constitute the Past Presidents' Council.

Sec. B. The immediate Past President shall serve as the chair of the Past Presidents' Council.

Sec. C. The Past Presidents' Council shall serve in an advisory capacity to the Executive Committee and to the Board of Directors and shall undertake such tasks as may be assigned to it by the Board of Directors or the President.

Sec. D. The South Carolina Career Development Professionals (SCCDP) shall be affiliated with the South Carolina Association of Career and Technical Education (SCACTE) and shall help to plan, develop, and implement its program of work.

Sec. E. The SCCDP shall be represented at the SCACTE Assembly of Delegates by the Association President, or designee and serve as a delegate to the Board according to the Board's operating procedures, which shall conform to SCACTE delegate eligibility and selection requirements.

Sec. F. The President, or designee, shall head the SCCDP delegation at the SCACTE Conference.

Sec. G. In the absence of full representation for the SCACTE Assembly of Delegates, the President, or designee, shall fill vacancies from the official list of alternate delegates.

## **ARTICLE X: SCCDP ANNUAL CONFERENCE**

Sec. A. The SCCDP Annual Conference of the Association shall be held at such a time and place as the Board of Directors shall establish. Association members shall be notified in writing of the date and place at least 30 days prior to the conference.

Sec. B. The business of the Association shall be transacted at the SCACTE Annual Conference except as otherwise directed by the Association Board of Directors. All members in good standing shall have the privileges of voting and speaking on the floor at all sessions of the conference.

Sec. C. One half of the members as present at the SCACTE Annual Conference shall constitute a quorum.

## **ARTICLE XI: REIMBURSEMENT**

### **Sec. A. Board of Directors**

Travel reimbursement for Board members may be paid to elected officers and other representatives. Board members may be reimbursed for appropriate expenses at rates established by the Board in the adoption of the budget.

#### **Sec. B. Committees**

Chairpersons and members of committees may be reimbursed for travel and related expenses at rates established by the Board of Directors in the adoption of the budget. Advance authorization for reimbursement must be secured from the President and Treasurer.

#### **Sec. C. SCCDP Annual Conference**

Registration fees for Board members may be paid to elected officers and other representatives. Board members may be reimbursed for appropriate expenses at rates established by the Board in the adoption of the budget.

#### **Sec. D. ACTE Conference Representation**

The expenses of the President, the President-Elect, or the Past President of the Association may be reimbursed by the Association as designated in the budget approved by the Board.

#### **Sec. E. Executive Committee and Other Official Representation**

Reasonable and expected expenses incurred in the performance of their duties by members of the Executive Committee and other officially designated representatives of the Association may be reimbursed at rates established by the Board of Directors in the adoption of the budget. Advance authorization for reimbursement must be secured from the president and Treasurer.

### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

*Robert's Rule of Order, Revised* will govern any provision not covered in these by-laws.

### **ARTICLE XIII: AMENDMENTS**

*These by-laws may be amended as follows:*

Sec. A. All proposed amendments must be submitted to the membership of the SCCDP at least ten (10) days prior to the board meeting at which time the amendment is to be considered.

Sec. B. The proposed amendment(s) will be presented at the board meeting for action by the membership.

Sec. C. Amendments to the by-laws require a two-thirds vote of the members registered as present.

### **ARTICLE XIV: RATIFICATION**

Adopted in Convention July, 1981

Amended in Convention July, 1981

Amended in Convention July, 1985

Amended in Convention July, 1989

Amended in Convention July, 1995

Amended in Convention July, 1996

Amended at SCACTE Annual Conference, June, 2017