

SOUTH CAROLINA CAREER GUIDANCE & PLACEMENT ASSOCIATION BY-LAWS

ARTICLE I: PURPOSES

The purposes of the Association shall be:

- Sec. A. To establish and maintain active leadership in improving and promoting Career Guidance & Placement;
- Sec. B. To serve as a unifying agency for all personnel in Career Guidance & Placement;
- Sec. C. To advance the ideals and standards of Career Guidance & Placement;
- Sec. D. To act as a central agency to help keep the people of the state clearly and reliably informed of the purposes, needs, and accomplishments of Career Guidance & Placement in the state;
- Sec. E. To provide an opportunity for discussion of all questions involved in Career Guidance & Placement; and
- Sec. F. To be a vital and integral part of the South Carolina Association for Career and Technical Education (SCACTE) and to help plan, develop, and implement its program of work.

ARTICLE II: POWERS

Under 12-758v of the South Carolina Laws of Incorporation, the Association shall have the following powers:

- Sec. A. To hold, purchase, lease, mortgage or otherwise dispose of and convey such real and personal estate as is limited by its charter or, if not so limited, such an amount as business of the Association requires;
- Sec. B. To appoint such subordinate officers and agents as the business of the Association requires, prescribe their duties and fix their compensation, and
- Sec. C. To make by-laws not inconsistent with any existing law for the management of its property or the regulation of its affairs.

ARTICLE III: MEMBERSHIP

- Sec. A. Any individual interested in vocational (i.e., career/technology 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 vocational education and whose annual dues are paid as part of the “package” of SCCGPA/SCVA or SCCGPA/SCVA/AVA.
 2. Loyalty membership – for individuals who have retired from active duty in vocational education.
 3. Associate Membership – For individuals who are not engaged in vocational education and/or business/industries/corporations who actively participate in vocational education.
- Sec. C. Only affiliated members shall be considered eligible for voting and serving as officers or committee members.
- Sec. D. Membership shall be reclassified only by the members in convention. The dues rates for said memberships shall be recommended by the Board of Directors, and be subject to approval by the membership.
- Sec. E. Membership shall begin with receipt of dues by the Treasurer. The membership year shall extend from receipt of dues for one twelve month period.
- Sec. F. The South Carolina Career Guidance & Placement Association members may utilize the ACA/SCVA multi-divisional membership provision in the payment of their affiliated dues “package.”

ARTICLE IV: OFFICERS

- Sec. A. The elected officers of the Association shall be: the President, the President-Elect, the 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. SCCGPA District Representatives and other appointed officers.
- Sec. C. Eligibility
1. President-Elect
The President-Elect shall be a member of this division for a minimum of the last three consecutive years and shall be employed in Career Guidance & Placement and/or in a School-to-Work 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 the Association, shall be employed in Career Guidance & Placement and/or in a School-to-Work 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 this Association, shall be employed in Career Guidance & Placement and/or in a School-to-Work related position and shall be a member in good standing as certified by the Nominating Committee.

Sec. D. Process of Nomination

1. 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, 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 and biographical sketches of each nominee shall be presented to certified members by December 1. The official ballot shall be supplied to the members at the annual fall 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 fall conference. In case of a tie vote, the Board of Directors shall reach a consensus to cast the deciding vote for the President-Elect, Secretary, or Treasurer.

Sec. F. Term of Office

1. The regular term of office for all officers shall begin on August 1 and end on July 31.

2. The President-Elect shall take office August 1 of the calendar year elected. The following year on July 31, he/she shall become President of the Association, and on July 31 of the following year he/she shall become Past President of the Association.

3. 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 shall preside in the absence of the President, shall assist the President as requested and shall serve as Program Chairperson for the Annual Convention of the year in which he/she shall be President-Elect.
3. Past President
The Past President shall coordinate the activities of the standing and appointed committees, 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 such 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 Annual Convention of the Association and to the Board of Directors when requested. (The President shall appoint an audit review committee of three (3) members of the Board of Directors who were not involved in keeping any of the financial records to review the books and report to the Board.)

Sec. H. Unfulfilled term of office

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

ARTICLE V: GOVERNING BODIES

Sec. A. Board of Directors

1. The Board of Directors
 - a. Shall conduct all Association business except as otherwise stated in the by-laws.
 - b. Shall provide for the safekeeping and proper investment of all funds of the Association.
 - c. May appoint the Editor-Reporter who shall edit the SCCGPA Newsletter and shall be responsible for the publicity of the Association by chairing the Public Relations Committee.
2. Membership
The Board of Directors shall be composed of the elected officers, District Representatives, and all chairpersons.
3. 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, Secretary and Treasurer.
3. A quorum of the Executive Committee shall exist when three (3) or more members are present.

ARTICLE VI: COMMITTEES

Sec. A. Standing Committees

1. 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
2. Each standing committee shall consist of three (3) members 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. B. Special Committees

1. 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. Social Committee
2. Additional special committees may be appointed by the President, subject to the approval of the Board of Directors, as the need for them arises.
3. Chairpersons of special committees shall be appointed by the President subject to approval of the Executive Committee.

ARTICLE VII: ADVISORY COUNCIL

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

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

1. The consultant of Career Guidance & Placement 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.

Sec. C. 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.

ARTICLE IX: AFFILIATION WITH SOUTH CAROLINA VOCATIONAL ASSOCIATION (SCVA)

- Sec. A. The South Carolina Career Guidance and Placement Association (SCCGPA) shall be affiliated with the South Carolina Vocational Association (SCVA) and shall help plan, develop, and implement the program of work..
- Sec. B. The South Carolina Career Guidance and Placement Association (SCCGPA) shall be represented at the SCVA 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 SCVA delegate eligibility and selection requirements.
- Sec. C. The President, or designee, shall head the SCCGPA delegation at the SCVA Convention.
- Sec. D. In the absence of full representation for the SCVA Assembly of Delegates, the President, or designee, shall fill vacancies from the official list of alternate delegates.

ARTICLE X: ANNUAL CONVENTION

- Sec. A. The Annual Convention of the Association shall be held at such a time and place as the Board of Directors shall establish so as to coincide with the SCVA Annual Convention. Association 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 Association shall be transacted at the Annual Convention

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 Convention.

Sec. C. One half of the members registered as present at the Convention 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. AVA Convention 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. D. 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

Sec. A. These by-laws may be amended as follows: All proposed amendments must be submitted to the membership of the Association at least ten (10) days prior to the Annual Convention at which time the amendment is to be considered. The Chairperson of the Constitution Committee, at this meeting, will present the proposed amendment(s) for action by the membership. Amendments to the by-laws require a two-thirds vote of the members registered as present at the Convention.

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