

BY-LAWS

SOUTH CAROLINA
INFORMATION TECHNOLOGY
ASSOCIATION

“SCITA”

Purpose of the South Carolina Information Technology Association

The purpose of this Association shall be to promote interest in all levels of information technology education and to encourage professional growth among all information technology education instructors in the state.

SCITA activities are designed to:

- Effect a better understanding among information technology instructors of the role information technology plays in the business world.
- Encourage the exchange of ideas and experiences among information technology instructors.
- Provide opportunities for instructors and other educators to expand their understanding of the profession.
- Promote a spirit of fellowship among those persons engaged in information technology education.

SOUTH CAROLINA INFORMATION TECHNOLOGY ASSOCIATION

Officers:

President: Jerry S. Taylor, ATEC Camden, SC

President-Elect: Angela Levan, Pelion, SC

Secretary/Treasurer: John Pardee, Dorchester, SC

Executive Board Membership (includes Officers)

1. Parliamentarian: Sandra Glover
2. Editor: Tana Lee
3. Appointed by President: Rich Popdan
4. Appointed by President: Deborah Dean
5. Elected at Large: Rae Ellen Colon
6. Elected at Large: Sandra White

Committee Members

Membership Committee:

Sandra Glover, *chair*

Deborah Dean

Harry Good

John Pardee

Program Committee

Angela Levan, *chair*

Joyce Rouse

Public Relations Committee

Tana Lee, *chair*

Rich Popdan

Nominating Committee

none at this time

Financial Committee

John Pardee, *chair*

Constitution and B-Law Committee

Sandra White, *chair*

William Bates

**CONSTITUTION
of the
South Carolina
Information Technology Association**

ARTICLE I: Name

The name of this Association shall be the South Carolina Information Technology Association.

ARTICLE II: Purpose

The purpose of this Association shall be to promote interest in all levels of information technology education and to encourage professional growth among all information technology education instructors in the state.

ARTICLE III: Membership

Section I - All persons interested in the areas of information technology education shall be eligible for membership in the Association.

Section II - The members of the South Carolina Information Technology Association shall be encouraged to become affiliated with the Association of Career and Technical Education and the South Carolina Business Education Association.

ARTICLE IV: Dues

Section I - Membership dues in the Information Technology Association shall be set by the Executive Board.

Section II - The membership year shall be from July 1 of one year until June 30 of the following year regardless of the time dues are paid.

Section III - The yearly dues shall be paid to the Chair of the Membership Committee. The Chair of the Membership Committee shall be authorized to accept dues for the Association for Career and Technical Education and the South Carolina Association for Career and Technical Education and transfer them to the appropriate Association.

ARTICLE V: Officers

Section I - The Officers of this Association shall be President, President-Elect, and the Secretary/Treasurer.

Section II - The terms of office for the President and President-Elect shall be two years. The terms of office of the Secretary/Treasurer shall be three years. The President-Elect must have been a member of SCITA for at least one year prior to being elected. The President may not serve two elected consecutive terms. The terms of office are effective July 1.

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Section III - In case of a vacancy in office, the remaining members of the Executive Board shall appoint an interim representative who meets the required criteria as set forth in the by-laws until the next general meeting when an election will be held.

Section IV - There shall be a Nominating Committee appointed by the President, and this committee shall be responsible for receiving nominations from the membership at large and conducting elections for all officers. The Parliamentarian and Editor shall be appointed by the President for one-year terms.

ARTICLE VI: The Executive Board

Section I – The Executive Board shall consist of the officers, the Past President, four Board members (two appointed by the President and two members at large elected by the membership annually), the Editor and the Parliamentarian. All members of the Executive Board and committee chairs must be members of SCACTE and ACTE.

ARTICLE VII: Meetings

The Association shall hold at least one meeting annually. Other meetings shall be called at the discretion of the President. Written notice of called meetings must be given at least 15 days prior to the meeting.

ARTICLE VIII: Committees

The President shall appoint members of the following committees: a Nominating Committee, Constitution and Handbook Committee, Membership Committee, Program Committee, Public Relations Committee, and any other committees deemed necessary.

ARTICLE IX: Rule of Order

Robert's Rules of Order Newly Revised shall be used in governing all meetings. The President shall designate a Parliamentarian.

ARTICLE X: Amendments

All proposed amendments shall be submitted to the membership of the Association at any regular meeting. Written notice shall be given to the membership at least 15 days prior to the meeting. The President shall present the proposed amendments for action at a regular meeting.

BYLAWS

ARTICLE I: Eligibility and Duties of Officers

Section I - Those persons holding active membership in the Information Technology Division of SCACTE and ACTE shall be eligible to hold office in this Association.

Section II - The duties of the Officers of this Association shall be:

- a. President - The President shall be the presiding officer of the Association at all meetings, appoint all committees, and carry out further duties as required by this office. The duties include, but are not limited to, the following:
 - Appoint Executive Board members including 4 board members from the Association, an Editor, a Parliamentarian, and all committee members for each of the standing committees before the new Association year begins on July 1.
 - Review with board members their duties and responsibilities.
 - Appoint ad hoc committees as necessary.
 - Notify all Executive Board members and officers of all meetings with a proposed agenda.
 - Confer with the President-Elect concerning programs for meetings.
 - Send copies of all written communication to the President-Elect.
 - Represent SCITA on the SCACTE Board.
 - Attend national, regional, and state meetings of affiliated associations when possible.
 - Maintain a notebook that will include the following: the SCITA Handbook, calendar, directory of officers with pertinent contact information, directory of standing committees, SCITA membership rolls and any other information the President determines.
- b. President-Elect - The President-Elect shall fulfill the duties of the President in the absence of the President, plan all programs and carry out further duties as required by this office. The President-Elect automatically becomes President the following year. The duties include, but are not limited to, the following:
 - Serve as Chair of the Program Committee for all conferences.
 - Serve as a member of the Finance Committee.
 - Give program material to President for review and approval a minimum of two months prior to scheduled conference.
 - Serve as a member of the Constitution and Handbook Committee.
 - Prepare all conference materials to the Editor for inclusion in newsletters.
- c. Secretary/Treasurer - The Secretary/Treasurer shall be responsible for maintaining a written record of the Association and for acting as the custodian for all funds of the Association. The duties include, but are not limited to, the following:
 - Keeping the minutes of all Association meetings.
 - Prepare and distribute the minutes to all members.
 - Receive all moneys and act as custodian of all funds of the Association
 - Disburse funds on order of the President.
 - Keep accurate records of all vouchers, receipts, and expenditures.

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- Present a written Treasurer's report at all business meetings.
- Submit a financial statement at the end of the fiscal year to all members of the Association.
- Maintain a complete record of all matters pertaining to this office
- Distribute the minutes to the Executive Board within two weeks after a meeting.

ARTICLE II: Elections

Section I - Elections shall take place during the annual meeting.

Section II - The Nominating Committee shall present a biographical sketch of each nominee, giving education, experience, professional participation, and affiliation. Nominations may also be made from the floor.

Section III - The Nominating Committee shall be in charge of elections.

ARTICLE III: Duties and Powers of the Executive Board

Section I - The Executive Board shall transact such business as is necessary when the Association is not in session.

Section II – The Executive Board shall meet on the call of the President.

ARTICLE IV: Appointees

Section I - Those persons holding active membership in the Information Technology Division of SCACTE and ACTE shall be eligible.

Section II - The duties of the Appointees of this Association shall be:

- a. Editor - The Editor shall be the responsible for assembling and distributing a newsletter(s). The duties include, but are not limited to, the following:
 - Edit articles for print.
 - Decide with Executive Board approval the method of distributing newsletter (print, email, etc).
 - Compile a printing directory which should include at minimum the membership of the Association.
 - Have the President approve content of newsletter(s). The Executive Board will have final approval if there is a disagreement between the Editor and the President about content.
- b. Parliamentarian – The Parliamentarian will rule on all procedures of parliamentary procedures according to Robert's Rules of Order, Newly Revised. Duties include, but are not limited to, the following:
 - Serve on the Constitution and Handbook Committee.
 - Attend all Executive Board and general meetings.

ARTICLE V: Quorum

Members present at a scheduled or called meeting shall constitute a quorum.