

**THE CONSTITUTION OF THE
SOUTH CAROLINA TECHNICAL EDUCATION ASSOCIATION**

ARTICLE I – NAME

Section 1. The official name of this association shall be the SOUTH CAROLINA TECHNICAL EDUCATION ASSOCIATION (SCTEA).

ARTICLE II – PURPOSE

Section 1. The purpose of SCTEA is to further the mission of the South Carolina Technical College System and the welfare of its members in several ways.

- a. To provide for the exploration of opportunities for service in the field of technical and comprehensive education and work force development.
- b. To create an interest in occupational and career choices for students.
- c. To recognize and promote community service.
- d. To develop competent leadership in the field of technical and comprehensive education.
- e. To promote technical and comprehensive education and to support professional development in this field.
- f. To project future directions to ensure that all activities enhance the image of SCTEA and support its growth and development as the foremost professional organization for technical and comprehensive education in South Carolina.

Section 2. This professional association of technical and comprehensive education personnel and others encourages members to affiliate with other professional associations of their choice.

ARTICLE III – MEETINGS

Section 1. There shall be at least one meeting per year at a time and place designated by the Executive Board.

Section 2. All meetings shall be conducted under the procedures of *Robert's Rules of Order*.

Section 3. A quorum for holding a meeting and making decisions (voting) shall consist of three SCTEA Executive Board officers and at least six other Board members in attendance at the annual or any called meetings when announced to the membership at least 15 days in advance.

ARTICLE IV – OFFICERS/EXECUTIVE BOARD

Section 1. The officers of SCTEA shall be President, President-Elect, Secretary, Treasurer, Immediate Past-President and Editor/Reporter. Each shall exercise the prescribed duties of the office to which elected.

Section 2. The President-Elect for the prior year will automatically assume the role of President at the June Executive Board meeting. A slate of officers consisting of a President-Elect, Secretary, Treasurer and Editor/Reporter shall be nominated and elected at the annual business meeting each year. A majority vote of the members in attendance shall be necessary to elect the new officers. Each nominee for office must be a member in good standing, must have been contacted and must have agreed to serve before nomination is made. If a vacancy among the officers occurs during the year, the Executive Board may elect an individual to fill the position at a regularly scheduled board meeting. At the discretion of the Executive Board, the Treasurer's term of office may be held for up to two consecutive years.

Section 3. The Coordinator for Vendor Relations and Promotions, Coordinator for Student Community Involvement Project, Conference Coordinator, Technology Coordinator and Virtual Technology Coordinator shall be appointed/confirmed by the Executive Board.

Section 4. The Executive Board of SCTEA shall consist of the following voting members:

- a. The President
- b. The President-Elect
- c. The Secretary
- d. The Treasurer
- e. The Immediate Past-President
- f. The Editor/Reporter
- g. The Coordinator for Vendor Relations and Promotions
- h. The Coordinator for Student Community Involvement Project
- i. The Conference Coordinator
- j. The Technology Coordinator
- k. The Virtual Technology Coordinator
- l. One member representing the SCTEA retirees
- m. One member from the System Office
- n. An SCTEA representative of the membership from each of the 16 technical colleges.

The South Carolina Technical College System President and the Chairperson of the Presidents' Council shall serve as ex-officio members. The Executive Board may name annually any person whom they desire to serve as an honorary member of the Board for that year. Ex-officio and honorary members shall not have voting privileges. Members holding more than one office will have only one vote.

Section 5. At any technical college where no local chapter has been formed, the SCTEA representative shall be appointed by the college president and shall represent the college as a member of the SCTEA Executive Board. The representative from the System Office will be appointed by the President of the South Carolina Technical College System.

Section 6. The following standing committees shall be appointed by the President of SCTEA: a) Membership; b) Nominating; c) Constitution and Bylaws; and d) Future Directions. (See Article I, Section 7 of the By-Laws.)

Section 7. The Conference Committees shall be appointed by the SCTEA officers. (See Article I, Section 7 of the By-Laws.)

Section 8. The President of SCTEA is empowered to appoint such ad hoc committees as are needed.

Section 9. The terms of office for all officers will expire annually at the June Executive Board meeting. Exception: At the discretion of the Executive Board, the Treasurer's term of office may be held for up to two consecutive years.

ARTICLE V – MEMBERSHIP

Section 1. Membership in SCTEA is open to anyone with an interest in the mission of South Carolina's Technical Colleges.

Section 2. Membership in good standing in SCTEA requires the payment of dues. The Executive Board will determine annual dues and notify the membership in advance of the new membership year. SCTEA Past-Presidents are exempt from all fees and are considered members in good standing.

Section 3. The membership year shall be from September 1 through August 31 of the following year.

Section 4. College SCTEA members may form a local chapter and prepare its constitution and by-laws.

ARTICLE VI – AMENDMENTS

Section 1. This Constitution and By-Laws may be amended at the annual meeting.

Section 2. Amendments shall require a two-thirds vote of the members in attendance at the annual meeting. (See Article III – Meetings, Section 3 of the Constitution)

Section 3. Any amendment to be considered at the annual meeting must be made available to the membership at least 15 days before the date of the meeting.

ARTICLE VII – RULES AND REGULATIONS

Section 1. SCTEA shall adopt such rules and regulations as it finds necessary from time to time.

Section 2. The adoption of rules and regulations require a majority of the Executive Board in attendance at any meeting.

Approved by the Membership at SCTEA Annual Conference: February 18, 2011

**THE BY-LAWS OF THE
SOUTH CAROLINA TECHNICAL EDUCATION ASSOCIATION**

ARTICLE I – DUTIES OF OFFICERS

Section 1. The President, or in his/her absence the President-Elect, shall preside at all meetings of SCTEA and Executive Board and shall perform the duties which usually accrue to the chief officer and to a presiding officer.

Section 2. The President-Elect shall preside at meetings in the absence of the President and shall perform such other duties as delegated by the President. The President-Elect shall serve as chairperson of the annual Conference Committee.

Section 3. The Secretary shall keep minutes of all annual business meetings and Executive Board meetings. The Secretary shall be responsible for the correspondence, on-going business and historical records of SCTEA and other duties as defined by the Executive Board. The historical year will coincide with the officers' terms.

Section 4. The Treasurer shall be responsible for receiving membership dues, recording any financial transactions pertaining to SCTEA, making investments as directed by the Executive Committee, reporting this information to the Executive Board when requested and to the general membership at the annual business meeting. At the end of the membership year, the Treasurer shall arrange for an audit of records by a qualified person prior to transferring records and accounts to the new Treasurer. Copies of all financial records and reports shall go to the Secretary to be included in the permanent records.

Section 5. The Immediate Past-President shall be available as a resource person for the President and for the Executive Board and shall coordinate the process of selecting the *Educators of the Year*.

Section 6. The Editor/Reporter shall be responsible for editing and publishing the SCTEA periodic publications to include the proceedings of the annual conference and for performing other duties defined by the Executive Board.

ARTICLE II – BOARD APPOINTMENTS/COMMITTEE FUNCTIONS

Section 1. The standing committees and conference committees shall perform their duties according to standards formulated by the Executive Board.

Section 2. The Executive Board shall be responsible for planning and conducting the business of the Association in keeping with the SCTEA Constitution.

Section 3. The Vendor Relations Coordinator shall secure vendors for the conference and coordinate vendor displays.

Section 4. The Student Community Involvement Project Coordinator shall promote the program on a systemwide basis and present the awards to the winners at the SCTEA Annual Conference.

Section 5. The Conference Coordinator shall coordinate plans and arrangements for the SCTEA Annual Conference.

Section 6. The Technology Coordinator shall coordinate technology needs for presenters through their SCTEA representatives, organize the collection and storage of back-up equipment, coordinate with the Conference Center pass codes for Internet connections and supervise and assist the set-up of sessions throughout the annual conference.

Section 7. Virtual Technology Coordinator shall coordinate information technology support for the annual conference, including vendors, presenters and cyber cafe'.

ARTICLE III – AFFILIATED CHAPTERS

Section 1. College SCTEA members may form local Technical Education Association chapters for affiliation with SCTEA.

Section 2. The South Carolina Technical College System retirees may form a Technical Education Association chapter for affiliation with SCTEA.

Section 3. The chapter name shall be _____ Technical Education Association.

Section 4. Local chapter and retirees' chapter Constitution, By-Laws, officers and committees may be determined by chapter membership in keeping with the SCTEA Constitution and By-Laws.

Approved by the Membership at SCTEA Annual Conference: February 18, 2011