

February 2024

## **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 Executive Board 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. Candidates will be solicited at the December Executive Board meeting from among members of good standing with a minimum of two years of service. A slate of officers consisting of a President-Elect, Secretary, and Editor/Reporter shall be nominated, and the slate elected at the business meeting held at the annual conference 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 and must have agreed to serve before the 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.

Section 3. The Treasurer, Coordinator for Vendor Relations, Coordinator for Student Community Involvement, Conference Coordinator, Technology Coordinator and Webmaster, Conference App and Evaluation Coordinator, Membership Coordinator, and Social Media Coordinator/Conference Photographer shall be appointed and 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
- h. The Coordinator for Student Community Involvement
- i. The Conference Coordinator
- j. The Technology Coordinator and Webmaster
- k. Conference App and Evaluation Coordinator
- l. Membership Coordinator
- m. Social Media Coordinator/Conference Photographer
- n. One member representing the SCTEA retirees
- o. One member from the System Office
- p. An SCTEA representative of the membership from each of the S.C. technical colleges.

The South Carolina Technical College System President and the host college president or designee 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. The local SCTEA representative(s) shall be appointed by the respective 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 Future Directions Committee shall consist of the President of SCTEA, the President-Elect, the Secretary, the Treasurer, the Immediate Past-President, the Editor/Reporter, the Coordinator for Vendor Relations, the Coordinator for Student Community Involvement, the Conference Coordinator, the Technology Coordinator and Webmaster, the Conference App and Evaluation Coordinator, the Membership Coordinator, and the Social Media Coordinator/Conference Photographer.

Section 7. The President of SCTEA is empowered to appoint ad hoc committees as are needed.

Section 8. The terms of office for all officers will expire annually at the June Executive Board meeting.

#### **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.

#### **ARTICLE VI – AMENDMENTS**

Section 1. This Constitution and Bylaws may be amended at the Annual Conference Business meeting.

Section 2. Amendments shall require a two-thirds vote of the members in attendance at the Annual Conference Business meeting. (See Article III – Meetings)

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.

Reviewed by the Membership at SCTEA Annual Conference: February 2023

## THE BYLAWS 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.

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 fiscal year, the Treasurer and president shall arrange for an audit of records by a qualified person at the host college. Copies of the year's 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. 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 (SCIP) Coordinator shall promote the SCIP 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 (hotel contract, catering, insurance, and conference material arrangements).

Section 6. The Technology Coordinator and Webmaster shall maintain the SCTEA website, 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 in the set-up of sessions throughout the annual conference.

Section 7. The Conference App and Evaluation Coordinator shall negotiate the contract for and manage the conference app, prepare and manage the conference session proposal forms, setup and manage the conference evaluation forms (for sessions, vendors, and overall conference), and collaborate with the technology coordinator to setup online SCTEA membership forms and conference registration forms.

Section 8. The Membership Coordinator maintains the SCTEA Membership System, trains new representatives in the Membership System processes, prepares the Conference attendee report, and supports the Treasurer's crosscheck of Conference attendee and financial records.

Section 9. The Social Media Coordinator/Conference Photographer initiates and maintains the Conference media campaign, promotes SCTEA membership and conference registration, prepares and posts SCTEA social media, consults with South Carolina Technical College public relations/marketing and legal counsel as required concerning SCTEA promotional activities, chronicles, helps to prepare, and promotes Conference activities, and serves as Conference photographer.

### **ARTICLE III – AFFILIATED CHAPTER**

Section 1. The South Carolina Technical College System retirees may form a Technical Education Association chapter for affiliation with SCTEA.

Section 2. The chapter name shall be SCTEA Retirees Group.

Section 3. The SCTEA Retirees Group's Constitution, Bylaws, officers and committees may be determined by chapter membership in keeping with the SCTEA Constitution and Bylaws.

Reviewed by the Membership at SCTEA Annual Conference: February 2023