

SOUTH CAROLINA CLERKS TO COUNCIL ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this organization shall be the **South Carolina Clerks to Council Association**.

ARTICLE II- PURPOSE

The purpose of this Association shall be to aid in the improvement of public administration and increase the proficiency of Clerks to Council and executives of counties in South Carolina; to investigate and provide a means for the exchange of ideas and experiences among Clerks to Council; to promote and encourage the education of all Clerks to Council; to collect, analyze, study and distribute information relative to County Government in South Carolina.

ARTICLE III - OFFICERS

Section A.

The officers of this Association shall be President, Vice-President, Secretary, Treasurer, immediate former President, Member-at-Large and such other officers as may be authorized by the active membership. The immediate former President shall serve in an advisory position. Officers of the association shall assume office following their election at the annual meeting and serve a two-year term.

Section B.

Each officer shall be an active Clerk to Council with at least one full year as Clerk to County Council, attends the Clerks' Conference and the annual Clerks' workshops during the State's Convention and has paid dues on a consistent basis.

Section C.

In the event the office of President shall become vacant, the Vice-President shall serve the remainder of the term.

ARTICLE IV MEMBERSHIP

This Association shall consist of active voting members who shall be Clerks to Council, Assistant Clerks to Council, Deputy Clerks to Council, and ex-officio non-voting members who shall be former Clerks to Council, or related Council representatives.

ARTICLE V - ELECTIONS

Section A. - Nominations

The Nominating Committee comprised of five active members, shall prepare a proposed slate of officers to be presented for acceptance by the Association at the February (Winter) meeting during the second year of the term. Consideration shall be given by the Committee to each office to be filled, and shall select the most qualified person to place in nomination. Nominations may be made from the floor. When two (2) or more names are proposed for one office, voting shall be by ballot, a majority vote being necessary for election. If there are no nominations from the floor, election shall be by acclamation.

Section B. – Vacancy

Any vacancy other than President within the elective offices shall be filled by action of the Executive Committee. The appointed officer shall serve until the next meeting of the Association at which time the nominating committee shall be prepared to present to the Association a nomination for the vacant office.

ARTICLE VI - DUTIES OF OFFICERS

Section A.

The President shall preside at all meetings of the Association and the Executive Committee. The President shall appoint the Chairman and members of all standing and special committees. She shall serve as an ex-officio member of all committees except the nominating committee. It shall be the responsibility of the President to plan or delegate the planning of the meetings of the Association, and shall perform other duties that may be requested by the Association. She shall also have the authority to appoint a chaplain.

Section B.

The Vice-President shall act in the absence of the President or at her request. In case of a vacancy in the office of President, the Vice- President shall become acting president and hold office until the next election. The Vice-President shall perform such other duties as requested by the President. Acceptance of the office of Vice-President shall indicate an understanding of the probability that the office of president may be offered in the following term

Section C.

The Secretary shall keep a permanent record of all meetings of the Association and the Executive Committee, and shall provide a copy of the previous meeting's minutes to the membership at least one month prior to the next meeting of the Association. Any corrections or additions to be duly noted and appropriately corrected at the next meeting of the Association. The Secretary shall give proper notice of all meetings to the membership, and perform such other duties as may be assigned by the President and/or Executive Committee.

Section D.

The Treasurer shall disburse all monies of the Association and keep an accurate accounting of all financial transactions and shall submit annual dues notices to the membership. The Treasurer shall file a written report with the Executive Committee twenty days prior to the annual meeting of the Association of all the receipts and disbursements during the preceding fiscal year together with the status of all funds and investments. The Treasurer shall submit all records to the Audit Committee at the close of the annual conference of the South Carolina Association of Counties. In the event the Treasurer is unable to complete the term of office, the books would be submitted to the Audit Committee for review.

Section E.

The immediate former President shall serve in an advisory capacity.

Section F.

The Member-at-Large shall serve as a representative/voice for the membership. She shall perform such duties as may be assigned by the President and/or Executive Committee.

ARTICLE VII – FINANCES

Section A.

The fiscal year of this Association shall be July 1 through June 30.

Section B.

Dues shall be payable to the Treasurer no later than August of each year. The Treasurer shall inform any member whose dues are delinquent. Dues for this association shall be Fifty (\$50.00) Dollars for each active voting member, beginning July 2000. A member whose dues are not current reverts to a non-voting status and cannot serve on a committee, as a chairman of a committee or as an officer.

Any member who retires, resigns, or otherwise leaves the position of Clerk to Council may continue their affiliation with the Clerks to Council Association as an ex-officio, non-voting member by submitting an annual contribution of Five (\$5.00) dollars.

Annual Conference registration fees (February meeting) shall be Twenty Five (\$25.00) per member.

Section C.

Payment of any expenses will be made only upon presentation of proof of purchase.

Section D.

This Association shall not be responsible for any debts unless previously authorized by the Association or the Executive Committee.

ARTICLE VIII - MEETINGS

Section A.

Meetings of this Association, in addition to the meeting held at the annual conference of the South Carolina Association of Counties and a meeting during the month of February at a time and place to be determined, shall be held within the state at a time and place to be decided upon each year by the executive committee. Notice of time and place of all meetings shall be sent to all members by the Secretary not less than one month prior to the date of such meeting

Section B.

The order of business at the annual meeting of this association shall be as follows, subject to suspension by a majority vote of the active members present and voting:

1. Call to order
2. Approval of Minutes
3. Presentation and Approval of Treasurer's Report.
4. Reports of Officers, Boards and Standing Committees
5. Reports of Special Committees
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

ARTICLE IX – EXECUTIVE BOARD

The Executive Board shall consist of the Executive Committee and all committee chairmen. This Board shall be authorized to conduct business that arises between regular meetings. The Executive Board shall determine appropriate funds to be made available to committees for programs/activities that will be presented at the meetings of the Association.

ARTICLE X - EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, the immediate former President in active service, and one member who shall be elected at large. This Committee shall be authorized to conduct any urgent business, which arises between regular meetings.

ARTICLE XI – STANDING COMMITTEES

All committees shall be appointed by the President and she shall appoint a Chairman and Vice-Chairman of each committee. The Standing Committees of this Association shall be:

Audit Committee
Bylaws Committee
Certification Committee
Clerks Manual Committee
Nominating Committee
Program Committee
Promotion and Membership Committee
Reunion Committee
Spotlight and Social Committee
Sunshine Committee

ARTICLE XII AMENDMENTS

The Bylaws may be amended at any meeting of the Association by a majority of the active members present, provided such proposed amendment shall first have been presented in writing and mailed to the active membership ten (10) days in advance of the date of the meeting. Amendments shall become effective immediately upon their adoption unless otherwise stated. Amendments to the Bylaws shall be printed immediately and an amended version of the Bylaws made available to the membership.

ARTICLE XIII PARLIAMENTARY AUTHORITY

“ROBERT'S RULES OF ORDER/NEWLY REVISED” shall be the Association's final authority on all questions of procedure and parliamentary law not covered by the Bylaws.

ADOPTED: FEBRUARY 17,1979
AMENDED: FEBRUARY 20,1980
AMENDED: AUGUST 16,1984
AMENDED: JULY 24,1990
AMENDED: FEBRUARY 21, 1999
REVISED: JULY 27, 2001
AMENDED FEBRUARY 14, 2004

POLICY AND PROCEDURE

1. The members of the Clerk to Council Association recognize the need for an interchange of ideas with the County Supervisors, Managers and Administrators and are desirous of maintaining a posture of cooperation and structural relationship through the South Carolina Supervisors, Managers and Administrators Association.
2. Procedure for adopting and revising policy will be by simple majority of those present at any regular meeting provided any recommended changes have been presented in writing to the Executive Committee.
3. It is the responsibility of the Vice-President to purchase from designated funds the out-going President's gift not to exceed \$150.00.
4. It shall be the responsibility of the in-coming President to invite an individual to install all incoming officers.
5. It shall be the responsibility of the Chaplain to provide a brief devotional period at the beginning of each meeting at a time directed by the President.

General Responsibilities of the Executive Board members

6. Special Committee chairmen are appointed at the discretion of the President. These chairmen may serve for the term of the president or may be elected as chairmen of an "ad hoc" committee.
7. Each Board Member is responsible for maintaining a file of information pertaining to their office or committee. This file shall be provided to the successor no later than one (1) month after leaving office.
8. Each Committee chairman must submit itemized accounts with receipts for expenses incurred relevant to the work of the office or committee if they wish to be reimbursed for the expenses.

Duties of Committee Chairman (Standing and Special)

9. **Audit Committee:** It shall be the responsibility of the Audit Committee to conduct an audit of the books of the Treasurer within 30 days after the annual meeting and file an appropriate report with the treasurer and executive committee for inclusion in the permanent minutes of this association. Should the Treasurer be unable to complete the term, the Audit Committee shall be responsible for auditing the financial records of the Association. Once the review is complete, the Audit Committee shall file the appropriate report with the Treasurer and the Executive Committee.
10. **Bylaws Committee:** It shall be the duty of Bylaws Committee to continually upgrade and keep current the Association's rules by which it governs itself.
11. **Certification Committee:** It shall be the duty of the Certification Committee to establish minimum standards and professional goals for county clerks. The committee seeks to accomplish this by:
 - a. Introducing new methods and approaches to enable clerks to become more efficient and effective in their jobs.
 - b. Increasing managerial competency of clerks to meet new challenges and demands placed on local government.

c. Creating the opportunity for clerks to further their professional development to gain the recognition they deserve.

The committee shall be responsible for reviewing descriptions of mandated courses. The Committee will also be responsible for reviewing all applications submitted for certification designation. The Committee will be responsible for ordering pins, award certificates, etc. The Committee will be responsible for notifying the appropriate elected officials of the certification achievement.

12. Clerks Manual Committee: It shall be the responsibility of the Clerks Manual Committee to insure the Clerks' Manual is current with significant information that is relative to County Government in South Carolina.

13. Nominating Committee: The Nominating Committee shall prepare a proposed slate of officers to be presented for acceptance by the Association at the February meeting during the second year of the term. The Nominating Committee shall obtain prior consent from each person whose name is to be placed in nomination.

14. Program Committee: The Program Committee shall be responsible for the planning, development and coordination of an informational and educational issues program for the membership. Responsibilities shall include arrangement for guest speakers, audio visual aids, panels or other appropriate methods to achieve the desired objectives.

15. Promotion and Membership Committee: The Membership Committee shall have the primary responsibility of organizing an effective recruiting program, to prepare materials for distribution to potential members or to help familiarize them with the Association. It shall be the responsibility of this committee to maintain a current listing of all Clerks to Council in the State.

16. Reunion Committee: It shall be the responsibility of the Reunion Committee to maintain a current listing of all retired and/or former South Carolina clerks to county council. It shall further be the responsibility of this committee to plan a brief period during the annual meeting to update the membership on all retirees and honor those who may be in attendance.

It shall also be the responsibility of this committee to plan a reunion every five years for all Clerks to County Council, retired and presently serving.

17. Spotlight and Social Committee: The Spotlight and Social Committee shall have the responsibility of organizing and coordinating all special events of the Association which include the selection of a "Spotlight County" for the Winter meeting of the Association and providing such assistance as is necessary to the presenter.

This Committee shall also have the responsibility of organizing social events that provide the opportunity for the membership to socialize in an informal atmosphere.

18. Sunshine Committee: It shall be the responsibility of this committee to send cards, flowers and/or other appropriate acknowledgments to members as follows:

a. A Card shall be sent to a clerk who is sick, has sustained an injury or been involved in an accident without being hospitalized, or is experiencing distress due to the illness of an immediate family member.

b. A floral arrangement shall be sent to a clerk who has been hospitalized (including the birth of a child) or has undergone outpatient surgery.

c. A sympathy card shall be sent to a clerk who has experienced the death of an immediate family member (immediate family is defined as a clerk's parent, child, spouse or siblings).

d. In the event of the death of a fellow clerk, a floral arrangement shall be sent to the family.

e. The cost of floral arrangements shall not exceed \$50.00, including FTD costs.

This committee shall handle other relevant situations as directed by the President and/or Executive Committee. Funds for this committee shall be made available by the executive committee.