

THE SOUTH CAROLINA JAIL ADMINISTRATORS' ASSOCIATION
BY-LAWS

ARTICLE I

Name and Purposes

- Section 1: Name: The name of this organization shall be The South Carolina Jail Administrators' Association.
- Section 2: Purposes: It's purpose is to promote professionalism through training, to promote unity, to address jail issues, to promote fellowship and good will among those who serve within the system and continuing goal of promoting the image and integrity of those within the system, to the community and citizenry that it serves.
- Section 3: No part of the net earnings of the organization shall inure to the benefit of or be contributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the above described purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation; nor engage or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding on any of the above provisions, the organization is exempt from federal income tax under Section 501(c)(3) of the internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE II

Membership

- Section I: Regular Membership: Regular membership in the organization shall consist of the active Jail Administrators. Annual membership Dues for regular members is \$50.
- Associate Membership: Employees of City/County jails, county prisons, or regional centers in South Carolina, South Carolina Department of Corrections employees, and other employees in the public sector in whose job description there is an involvement with local detention facilities. Annual membership dues for this classification of member is \$25.
- Retired Membership: Jail Administrators or persons responsible to City/County Administrators, Sheriff, or Regional Corrections Board for the operation of City/County jails, county prisons, or regional centers in South Carolina, their employees, South Carolina Department of Corrections employees, retired Jail Administrators, jail employees and SCDC employees who were members in good standing upon their retirement. Membership dues are waived for this classification.
- Facility Membership: Facility membership is available to criminal justice/public sector agencies. This category of membership allows the agency administrator to send up to five staff to the annual training conference at the reduced member rate. The annual membership dues for this category are \$100.
- Section II: Privileges of Regular, Retired & Associate Membership: Each regular, retired and associate member shall be entitled to one (1) vote on matters voted upon (other than the election of officers and amendments to or repeals of the constitution or By-Laws) at

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any regular meeting of the membership and any specially called meeting, and to such rights as may be provided from time to time by resolutions of the Board of Directors.

Section III: Corporate Members: Corporate membership shall be open to persons or organizations who have demonstrated good faith towards the betterment of local corrections and/or detention facilities. Corporate members shall not have the right to vote for elected officers or hold office. Corporate members may be appointed and serve on committees upon appointment of the president, subject to approval by the membership.

During each service, they would have voice and vote within the committee.

Cost of Corporate Sponsorships will be for a one-year period (October through September) (with the exception of Platinum Level which is good for two years.)

Platinum Level:

\$1,500.00: Booth at annual Conference for two years
Two Nights lodging for both conferences (1 room)
(2) Banquet Tickets for both conferences
(2) Luncheon Tickets for both conferences

Gold Level:

\$1,000.00: Booth at annual Conference
Two Nights lodging for conference (1 room)
(2) Banquet Tickets for conference
(2) Luncheon Tickets for conference

Silver Level:

\$750.00: Booth at annual Conference
(2) Banquet Tickets for conference

Bronze Level:

\$250.00 - \$500.00 Program Acknowledgement as Corporate Sponsor

Section V: Regular Meeting: Regular meetings of the organization shall be held ~~biannually~~ at a time and place to be decided by the Executive Board. In addition to the scheduled meetings of the membership, an annual Training Conference shall be held within the State of South Carolina, at a time and place established by the Executive Board. The purpose of the annual meeting shall be for the transaction of business, educational programs and workshops involving detention/corrections issues.

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ARTICLE III

Officers

Section 1: The officers of the S. C. Jail Administrators' Association shall be:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer

1. The President, Vice-President, Secretary, Treasurer, along with the immediate past president, shall constitute the Executive Board.
2. Officers shall be elected to serve two (2) years by a majority vote of facilities represented at the Jail Administrators' Training Seminar, scheduled by the Executive Board in the fall of each year. Each facility or Regional Organization shall have (1) vote regardless of how many members the organization has. If there is a multi-jurisdictional organization, that organization can either represent by one vote for the organization or by individual vote of each facility director but not both.

Section 2: Duties of the President shall be:

- A) Preside at all meetings of SCJAA maintaining dignity and decorum of high standards. Call meetings of Executive Board as necessary.
- B) Give direction and leadership to SCJAA to obtain and maintain the purpose of SCJAA as outlined in Article I of the Constitution.
- C) Appoint standing committees for (1) Resolution, (2) Membership/Business Development (3) Training, and (4) Elections. Appoint ad hoc committee members necessary to facilitate or expedite matters of SCJAA as he/she may deem appropriate.
- D) The President shall not vote except on the occasion to break a tie vote.
- E) The President shall not succeed himself/herself in office.
- F) To appoint a Sergeant at Arms, Chaplain and Parliamentarian.

Section 3: Duties of the Vice President shall be:

- A) Assist the President in the duties outlined above and perform all such duties in the absence of the President.
- B) Serve as Chairman of the training committee.
- C) Perform other duties as directed by the president.

Section 4: Duties of the Secretary (as amended) shall be:

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- A) Record, in the form of written minutes, all meetings, of the membership and Executive Board meetings and shall publish such minutes at the next regular meeting for the purpose of the membership.
- B) Maintain current membership rolls and accomplish correspondence necessary to sustain the organization as directed. Mail agenda of regular meeting of membership thirty (30) days prior to such meetings.
- C) Serve as Chairman of the Membership/Business Development Committee.

Section 5: Duties of the Treasurer (as amended) shall be:

- A) To receive and disburse all Moines of the organization
- B) Make written records of all financial transactions and report to the membership the financial status of the organization at each regular meeting.
- C) Authorized to sign and disburse funds of the organization to pay administrative and recurring debts without any further authorization.
- D) Make no other disbursements of money of the organization, unless authorized by the majority of the Executive Board and/or the majority of the members present at regular membership meeting.
- E) Make investments of monetary funds of the organization as authorized by the Executive Board.
- F) Prepare an annual budget subject to the approval of the Executive Board.
- G) Serve as a member of the Membership/Business Development Committee.

ARTICLE IV

Executive Director

Section 1: Executive Director: The Executive Board shall have the authority to employ an Executive Director who shall serve as the chief executive officer of the organization. The Executive Board shall determine the annual compensation of the Executive Director and shall, if the Executive Board deems it advisable, sign any necessary contract of employment with the Executive Director. The Executive Director shall be responsible directly to the Executive Board.

Section 2: Duties: The Executive Director shall have the authority to and shall perform the following duties:

- A) Administer the affairs of the organization
- B) Be solely responsible for employment and discharge of all employees of the organization.

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- C) Contract on behalf of the organization, with the consent of the Executive Board, for such office supplies, furniture, office space, and such other services or materials that the organization may require.
- D) Maintain the records and files of the organization and handle its general correspondence.
- E) Cause an annual budget to be prepared and supervise the keeping of the financial records of the organization.
- F) Supervise the performance of the duties of all organization employees and ensure the satisfactory performance of all duties assigned to them.
- G) Respond for the organization to the request for information and advice from individuals and organizations, both private and government.
- H) Submit all books and records to a certified public accountant selected by the Executive Board for annual audit or at such time when ordered by the President of the organization. Keep and disburse the funds of the organization with the oversight provided by the Treasurer and render an account of his/her doings at each biannual meeting of the membership.
- I) Collect any and all dues and receive all monies belonging to the organization.
- J) Perform such other duties as may from time to time be imposed upon the Executive Director by the Executive Board or the membership.

ARTICLE V

Committees

Section 1: *Elections Committee:* The Elections Committee shall consist of the three most current past presidents. Should one of the three decide to seek office, the current President shall release him/her on the Elections Committee.

Section 2: *Resolution Committee:* The Immediate Past President shall chair the Resolutions Committee. The task of this committee is to review issues impacting on local jail operations and determine if it is appropriate that the SCJAA take a position on them. If so, the committee will formulate a proposed resolution. This resolution will then be approved/rejected by the Executive Board, and then presented to the full membership at the annual Conference for approval/rejection. This committee will also serve as liaison with other Criminal Justice and Public Service entities on issues of mutual interest and concern.

Section 3: *Membership/Business Development Committee:* This committee is chaired by the Secretary. The Treasurer also serves on this committee. The purposes of the committee are:

- A) To develop/maintain a professional relationship with the vendors who support the organization.
- B) To evaluate and effect methods of increasing membership in the organization.

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- C) To develop benefits for members.
- D) To work with the treasurer on the annual budget, by insuring that there is adequate resources to accomplish annual goals.
- E) To evaluate annually the amount charged for dues, booths, and other sponsored activities and recommend changes to the board.

Section 4: *Training Committee:* The Vice-President chairs the Training committee. The tasks of the training committee are to:

- A) Establish training program for annual conference,
- B) Develop training topics and instructors for two 4-hour blocks held semi-annually, and to select sites for the training.
- C) Establish training program for Jail Administrator training to be held in the fall.
- D) To serve as a liaison with the SCCJA on training issues.

Section 5: *Ad Hoc Committees:* Other ad hoc committees may be created by the President of the Organization, as deemed necessary. Members of any additional committees shall be appointed by the President. These could include activities such as fund raising, by-laws, scholarship, and other areas deemed needing specific attention.

ARTICLE VI

Nominations & Election of Officers

Section 1: The Secretary will mail nomination forms to each facility represented no later than August 1st, of each election year. Eligible members wishing to seek office should nominate themselves. Members should nominate other members. All nominations shall be returned no later than two weeks prior to the election date.

Section 2: Upon receipt of the nomination, the Elections Committee shall determine if those nominated qualify for the office they are seeking. Upon such determination, the Committee members shall have placed on a ballot all names of those Administrators (as described in Article III, Para. 5 of the Constitution) seeking a particular office.

Section 3: The candidates receiving a majority of votes by facilities represented at the Fall Jail Administrator Training Seminar shall be declared elected to the office to which he/she was nominated.

ARTICLE VII

Impeachment of Officers

Section 1: *Impeachment Process:* Any officer of the organization may be impeached in the following manner.

- A) The question of impeachment of any officer may be brought before the membership of five (5) facility representatives directing a written request to the Executive Board.

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- B) Upon receipt of a written request calling for the impeachment of any officer the Executive Board shall give written notice to the officer involved and top each regular member of the organization, mailed not less than thirty (30) days prior to the next bi-annual meeting and
- C) Such officer being impeached shall be removed by two-thirds (2/3) vote for the facility represented at the meeting. A quorum of the facility represented in the SCJAA must be present for an impeachment vote to be taken.

ARTICLE VIII

Vacancies

Section 1: If at any time during the year, a vacancy shall exist in any office by resignation, death, removal, or otherwise, the Executive Board shall at their discretion, nominate some suitable person or persons to fill the vacancy or vacancies. The appointed person shall serve until the next scheduled conference. (Specified in Article III, Sec. I, para 2)

ARTICLE VIII

Amendments or Repeals

Section 1: These Bylaws may be modified, amended, or repealed by a presentation at a regular meeting of the membership. Such revision, amendment, or repeal presented at such meeting shall be approved by a two-thirds (2/3) vote of the facilities represented. A quorum of the facilities represented by the membership must be present to vote on this matter. Notice of presentation of a revision, amendment, or repeal must be mailed to the membership a least thirty (30) days prior to the meeting in which a vote on the revision, amendment, or repeal is to be voted on.

ARTICLE IX

Parliamentary Authority

Section 1: The rules contained in Roberts Rules of Order revised, shall govern proceedings at all meetings.

ARTICLE X

Fiscal Year

Section 1: The fiscal year of the organization shall be October 1 through September 31.

ARTICLE XI

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Dissolution

Section 1: Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operate exclusively for the charitable or educational purposes as shall at the time qualify as an exempt organization under 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue law), and under Section 12-7-330(3) of the Code of Laws of South Carolina. 1976, as amended as the Executive Board shall determine.

Approved by two thirds (2/3) vote of the members present at meeting called _____ 2005.

President _____ Date _____

Vice President _____ Date _____

Secretary _____ Date _____

Treasurer _____ Date _____