NON-PROFIT BYLAWS
of
SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION

ARTICLE I: Name

The name of this organization shall be South Carolina Public Records Association (SCPRA).

ARTICLE II: Mission and Goals

The mission of this non-profit organization is to provide a network of people to advance and improve records and information management in the public sector.

The goals of this organization are:

A. To increase awareness of the ethical aspects of Records and Information Management.
B. To promote awareness and understanding of Public Records Management Programs.
C. To establish sound principles and encourage effective records management processes.
D. To provide educational and training opportunities regarding the creation, use, management, preservation, conservation, and disposal of Public Records and Information.
E. To disseminate information applicable to the advancement of Records and Information Management.
F. To provide opportunities for Public Records Administrators at each level of government to meet, discuss, and develop creative solutions to issues relevant to their level of government.
G. To encourage research regarding issues of concern to Public Records Administrators; and
H. To encourage participation of Members in the legislative processes of local & state records management.

ARTICLE III: Governance, Terms, and Elections

Section 3.1: Board of Directors (BOD)
The affairs of the Association shall be managed and administered by the BOD which shall be comprised of **nine** voting members representing a combination of local government, law enforcement, state agencies, schools, colleges, and universities. The South Carolina Department of Archives and History (SCDAH) will designate one liaison to serve as an honorary Member of the BOD. The BOD may delegate powers to the Officers, staff, and committees necessary to the administration of the affairs of the Association.

The BOD shall be comprised of:

A. Four elected Officers of the BOD (President, Vice President, Secretary, Treasurer)
B. Four elected Directors of the BOD
C. One SCDAH Liaison appointed by the SCDAH

Section 3.2: Officers of the Board

The Officers of the BOD shall consist of a President, Vice President, Secretary, and Treasurer.

A. President: Presides over all Meetings of the BOD and the Annual Conference, oversees all operations of the SCPRA, and attends all BOD Meetings and communicates effectively with the other Directors.
B. Vice President: Recruits and maintains Membership in the Association and implements plans of the Board for the Annual Conference and Business Meeting with assistance from Region Coordinators. In the absence of the President, the Vice President shall perform the duties of President.
C. Secretary: Records and maintains Meeting Minutes of the BOD and Annual Conference.
D. Treasurer: Receives and disburses all funds of the Association in accordance with rules and procedures as specified by the BOD. The Treasurer shall maintain appropriate records, provide monthly financial reports, and oversee all financial matters for the Association.

Section 3.3: Directors of the Board

The Directors of the Board shall consist of an SCDAH Liaison and the *option* of: Membership Coordinator, Sponsorship Coordinator, Awards Coordinator, Region Affairs Coordinator, Marketing Coordinator, SCDAH Liaison, and one Assistant to the Coordinators. This is not an all-inclusive list:*****

A. SCDAH Liaison: Serves as a consultant to the Board on current trends and changes to the South Carolina Public Records Act and legislative matters pertaining to records management best practices.
B. Membership Director: Serves as the coordinator for the Association's individual and organizational Memberships at the direction of the BOD.
C. Sponsorship Director: Serves as the coordinator for the Association's sponsorships and exhibitors at the direction of the BOD.
D. Awards Director: Serves as the coordinator for the Association’s Region and Member awards and the administration of all gift items at the direction of the BOD.
E. Region Affairs Director: Serves as the coordinator for the Association’s Region Officers and regional administration at the direction of the BOD.
F. Marketing Director: Serves as the coordinator for the Association's website and marketing materials at the direction of the BOD. Serves as coordinator for the Association's Annual Awards at the direction and in cooperation with the BOD.
G. Assistant to Director: Serves as an advisor and assistant to all Board Directors and Coordinators as directed by the BOD.

*****Additional roles may be added at the discretion of the BOD.

Section 3.4: Terms of Office and Vacancies

The term of office for the Board of Directors shall be two years commencing at the annual December Board Meeting and ending after the Annual Business Meeting two years thereafter. A Director may serve up to four years in one capacity on the Board.

A. Absences: A member of the BOD shall be considered derelict of their duties and resign in the event of three consecutive unexcused absences from any Board Meetings. *****

B. Resignations: Any member of the BOD may resign in writing, delivered to the other members of the BOD. Such resignation shall take effect upon delivery or date specified in said resignation.
C. Removal From Office: Membership shall have the right to request the removal of any BOD for cause upon a vote of all members. For these purposes, "cause" shall be defined as (a) commission of an act involving moral turpitude which is detrimental to the Association; (b) commission of any act which in the reasonable opinion of the Board brings the Association into disrepute; (c) commission of any act of fraud, dishonesty, theft, or misappropriation while acting on behalf of the Association; (d) breach of any duty of confidentiality to the Association; (e) dereliction of duties including failure to actively participate in communications, including but not limited to: emails, telephone, meeting attendance.
D. Vacancies: Upon the death, resignation, dereliction, or incapacity of any member of the BOD, the remaining BOD, by majority vote, may fill vacancies in the unexpired term of said Director for a period which does not extend beyond the next Annual Conference of the Association. Time served to complete an unexpired term shall not be calculated when determining the term limitation provided for in this section. The BOD shall only consider Members that meet nomination qualifications as the replacement to serve.

*****Unexcused absences are defined as no call, no show situations.

Section 3.5: Elections
A Board Officer shall be considered incapacitated if for any reason they are unable or unwilling to carry out the duties of their position and the remaining BOD have declared them incapable by three-quarters vote of the entire Board.

The BOD shall establish rules and procedures for the Annual Election of the Board by a majority of the Members voting present at the Annual Conference. The ballot on:

A. **Even years** includes: the Offices of President, Treasurer, Membership Coordinator, Awards Coordinator, and one Assistant to the Coordinators; and
B. **Odd years** includes: the Offices of Vice President, Secretary, Sponsorship Coordinator, Marketing Coordinator, and Region Affairs Coordinator.

Board Members shall take office during the first December BOD Meeting following their election and serve based on the terms outlined in **Section 3.4**.

Nominee Qualifications to serve on the BOD:

A. A Member in good standing (i.e. annual dues paid in full),
B. Attended at least one Association function in the past two years,
C. A Current or Past Region Officer.
D. Currently employed in a public sector records management role
E. The Nominations Committee shall vet the nominations and send all nominations to the Board at least 45 days prior to the Annual Conference. Biographies of nominees shall be included in the Annual Conference materials provided to attending Members.

BOD Elections should be highly publicized so **all** members have an opportunity to serve.

Section 3.6: Committees
The BOD may appoint chairpersons of commissions, committees, and task forces as necessary to carry out the goals of the Association. Committees or people serving in advisory roles shall possess **no voting power**.

Types of Committees include:

A. Standing Committees – may be appointed by the BOD to delegate projects and tasks. Each committee shall review the need for policy changes in those matters assigned to it and shall make such recommendations to the BOD as necessary.
B. Special Committees - may be appointed by the BOD to study and report on issues; such committees should serve until the completion of work for which they were appointed.

Standing Committees may include:

Committee Type	Representatives	Chairperson
Awards	Officers of the BOD Awards Committee Chair Nominating Committee	Awards Coordinator
By-Laws	Region Administrators	Vice President
Financial Review	Region Officers	Treasurer
Marketing	Board of Directors Region Officers	Marketing Coordinator
Membership	Region Membership Coordinators	Membership Coordinator
Nominations & Elections	Nominating Committee	Awards Coordinator
Programs	Region Program Coordinators	Vice President
Regional Affairs	Region Officers	Region Affairs Coordinator
Sponsorship	Board of Directors	Sponsorship Coordinator

Section 3.7: Compensation
No compensation is paid to any Member, Director, Officer, or Coordinator of the SCPRA.

ARTICLE IV: Meetings

Section 4.1: Association Meetings
Meetings held by the Association include:

A. Annual Business Meeting: The Association shall hold an Annual Meeting each year, at a time and place determined by the BOD.
B. Annual Conference: The Association shall hold an Annual Conference each year (in September or October), which provides training and networking opportunities for all Members. The Annual Conference will be held at a location proposed by membership, with final approval from the BOD. Every attempt will be made for an in-person conference, prior to opting for a virtual meeting.
C. Meeting Attendance: Any member of the BOD who fails to attend three consecutive, unexcused meetings of the Board within a calendar year shall be automatically deemed derelict of their

duties, have resigned from office, and the vacancy will be filled (see Vacancy Section in *ARTICLE III, Section 3.4 D).*

D. Regular Meeting Schedule: The BOD will meet no less than 6 times annually, not to include the Annual Conference. The meeting schedule should be made available on the SCPRA website.
E. Special Meetings: May be called at any time at the discretion of the BOD.
F. Meeting Locations: The BOD shall meet at such place as the President determines, unless otherwise ordered by the Board. An option for virtual meeting attendance must be provided.
G. Notice of Meetings: Written notice of regular and special meetings of the BOD shall be sent to each BOD member with the agenda at least 2 days before the date of the meeting. Special meetings of the BOD may be called by the President by telephone in cases of emergency. Notice of the Annual Business Meeting shall be given to all members at least sixty days prior to the meeting.
H. Meeting Minutes: Two years of Meeting Minutes are available to all members via the Association's website within one week of the Board's approval of the Minutes. Minutes older than two years are available to active members of the Association upon request.
I. Quorum:
    1. *Board Meetings:* A quorum to conduct business shall consist of a majority of the members of the Board.
    2. *Annual Business Meeting:* A quorum shall be based on the total number of votes eligible to be cast according to membership categories established by these By-laws and based upon payment of dues. A quorum shall consist of at least one-sixth of eligible voters.
J. Voting: Decisions at regular and special Meetings of the BOD shall be made by a majority vote of the regular members present. If extenuating circumstances exist, official business, including voting, may be transacted by email, online survey, or similar transmission.
K. Annual Meeting Report: The BOD shall present a full report on the affairs of the Association at each Annual Conference.

ARTICLE V: Membership

People employed or retired from public information and records management fields may become members of the Association by paying dues as set by the Board of Directors (BOD).

Section 5.1: Membership Categories

A. Individual Membership: Open to public records management roles. Individuals are responsible for maintaining their profile and membership dues.
B. Organizational Membership: Open to public records management roles. The primary contact will be responsible for updating their organization's membership roster, profiles, and paying the organizational dues.
C. Lifetime Membership: Individual members who have retired from their professional role. Approval is required from the BOD.

Section 5.2: Annual Membership Dues

The BOD shall establish the dues for each membership category. Annual dues cover one calendar year

and are due on the last day of January. Dues not paid by March 1 are delinquent and membership benefits may be revoked. Dues paid after March 1 will not be prorated. Revoked memberships may be reinstated by full payment of annual dues.

Members joining on or after October 1 will pay dues for the forthcoming calendar year but are not eligible to register for the Annual Conference at the membership rate.

ARTICLE VI: Regions

Section 6.1: Region Designations

The South Carolina Public Records Association's membership is divided into the following four regions:

A. COASTAL:
1. **Counties:** Dorchester, Colleton, Beaufort, Berkeley, Georgetown, Jasper, Hampton, Allendale, Bamberg, Charleston.
2. **Color:** Blue

B. MID-STATE:
1. **Counties:** Newberry, Lancaster, Kershaw, Fairfield, Richland, Lexington, Calhoun, Barnwell, Aiken, Edgefield, McCormick, Saluda, Orangeburg
2. **Color:** Red

C. PEE DEE:
1. **Counties:** Chesterfield, Marlboro, Darlington, Dillon, Lee, Florence, Horry, Sumter, Clarendon, Williamsburg, Marion
2. **Color:** Yellow

D. UPSTATE:
1. **Counties:** Greenville, Pickens, Oconee, Cherokee, York, Chester, Union, Anderson, Abbeville, Greenwood, Spartanburg, Laurens
2. **Color:** Green

Members are assigned to their region based on the location (county) of their employment.

Section 6.2: Region Officers

Each Region has four officers: Administrator, Program Coordinator, Membership Coordinator, and Recorder.

A. Administrator
1. Serves as Region Manager – Responsible for all SCPRA affairs in respective area; primary contact for all matters relating to respective region; maintain close contact with Board's Region Affairs Coordinator; serves as a contact when utilizing the website to promote region specific information.
2. Presides at all Region Luncheons and Workshops – ensures all meetings are well publicized giving Members ample notice; be visible at events by taking active part in the program, such as: conducting the welcome, introducing the special guests, recognizing Non-Members in attendance, present gifts to speakers, etc.
3. Conducts Election of Region Officers – has the authority to make appointments to fill vacant officer positions until the end of current term; publicize elections so all Region

Members have an opportunity to serve.

4. Represents the Region at Regular BOD Meetings – attendance at Board Meetings is encouraged; present Workshop financial plan for Board approval; make suggestions for improving region activity and training; and
5. Serves as Backup to all SCPRA Committees – assumes the SCPRA Committee duties of vacant officer positions until such time as a replacement is appointed.

B. Program Coordinator

1. Coordinates all activities with region Administrator.
2. Serves as contact when utilizing the website to promote regional events.
3. Organizes and chairs the Region Program Committee – appoints two to three region members to serve two years in planning and training goals; committee members shall represent all areas of the region, if possible.
4. Defines region training goals and needs – Program Committee shall canvas region members for input to establish training requirements, coordinate with other regions regarding training topics and schedules.
5. Plans, coordinates, and executes all region training activities, training location shall rotate around the region to promote interest and attendance; plan Luncheons and Workshops for participation by members from other regions; utilize the website, newsletter, and email to inform other regions of Luncheons and Workshops and training plans; plan Luncheons and Workshops to achieve a "break-even" or better financial goal; submit Workshop budget for Board approval by the deadline; reimbursement request for Luncheons must be submitted as required; submit promptly the "Financial and Attendance" report to the Region Affairs Coordinator at conclusion of Workshop. There are two sub-committees who assist the Program Coordinator with planning the bi-annual Luncheons and Workshops as described in *ARTICLE VII*.
6. Serves as a member of the SCPRA Program Committee – maintains close contact with the Board's Program Committee Coordinator; takes an active part in attending statewide meetings; submits ideas and suggestions when planning SCPRA Annual Conferences; and
7. Assumes duties of Region Administrator when necessary – by design the Program Coordinator is second in charge for the region.

C. Membership Coordinator

1. Coordinates all activities with region Administrator.
2. Primary contact when utilizing the website to promote regional membership promotions or maintain membership rosters.
3. Responsible for all matters relating to region membership – serves as region recruiter; formulates plans and programs to attract new members in the region.
4. Serves as Chair of Region Membership Committee – appoints one to two region members to serve two years; there are no restrictions on the number of committee meetings necessary to accomplish tasks; and
5. Serves as a member of the SCPRA Membership Committee – attends all SCPRA Membership Committee Meetings; maintains close contact with the Board's Membership Coordinator.

D. Recorder

1. Coordinates all activities with Region Administrator.
2. Serves as Region Secretary – takes minutes of Region Meetings.
3. Serves as the primary contact when utilizing the website to send region-wide emails or upload Meeting Minutes and Schedules.
4. Maintains records of all Workshops, Luncheons, etc. – makes available records for the Awards Committee, Newsletter Committee, and others as necessary; and
5. Serves as Region Historian by maintaining and preserving documents of historical value.

Section 6.3: Region Officer Elections

Region Officers' Elections are conducted during the Annual Conference in the years indicated below:

A. **COASTAL & MID-STATE** - Years ending in an **odd** number.
B. **PEEDEE & UPSTATE** - Years ending in an **even** number.

Nominee Qualifications to serve as a Region Officer:

A. A member in good standing (i.e. annual dues paid in full),
B. Attended at least one Association function in the past two years; and
C. Currently employed in a public sector records management role.

Region Officer Elections should be highly publicized so **all** members have an opportunity to serve.

Section 6.4: Regional Terms of Office & Vacancies

The term of office for Region Officers shall be two years, commencing the first February meeting following their election to the Region Office and ending after the Annual Conference two years thereafter. A Region Officer may serve up to four consecutive years in one capacity.

A. Appointments: Region Officers may appoint chairpersons of region-specific subcommittees, and task forces as necessary to carry out the goals of the Association.
B. Absences: A Regional Officer shall be considered derelict of their duties and resign in the event of three consecutive unexcused absences from Association or region programs in a calendar year of their term. *
C. Resignations: Any Region Officer may resign in writing, delivered to the Region Affairs Coordinator. Such resignation shall take effect upon delivery or date specified in said resignation.
D. Removal From Office: Membership shall have the right to request the removal of any region officer, upon cause of a region-wide membership vote. For these purposes, “cause” shall be defined as (a) commission of an act involving moral turpitude which is detrimental to the Association; (b) commission of any act which in the reasonable opinion of the region brings the Association into disrepute; (c) commission of any act of fraud, dishonesty, theft, or misappropriation while acting on behalf of the Association; (d) breach of any duty of confidentiality to the Association; (e) dereliction of duties including failure to participate in communications, including but not limited to: emails, telephone, meeting attendance.
E. Vacancies: Upon the death, resignation, dereliction, or incapacity of any region officer, the region by recommendation and majority vote may fill vacancies in the unexpired term of an Officer for a period which does not extend beyond the next Annual Conference of the

Association. Time served to complete an unexpired term shall not be calculated when determining the term limitation provided for in this section. The region shall only consider members that meet nomination qualifications as the replacement to serve.

A region officer shall be considered incapacitated if for any reason they are unable to carry out the duties of their position and the remaining officers have declared them incapable by quorum vote of the region excluding the region officer whose removal is being voted upon.

*Unexcused absences are defined as no call, no show situations.

ARTICLE VII: Educational Activities

The Association shall develop, sponsor, and hold seminars on Records and Information Management, general administration, and other subjects related to Public Records Management. Such seminars should be held throughout the state to serve the best interests of the membership. Information relating to procedures for conducting activities can be found on the webpage.

Section 7.1: Annual Conference
Annual Conferences allow members throughout the Association to discuss common problems and/or solutions in Records and Information Management.

The Association will conduct a three-day conference each year in the month of **September** or **October**. Additional days may be added at the discretion of the BOD to fulfill the needs of the Association or membership.

Annual Conference Planning Procedures
The Programs Committee shall be designated to work with the BOD to plan the Association's Annual Conference. Planning Sessions are:

A. Held annually in January or February.
B. Comprised of all BOD members and all Region Program Coordinators.
C. Held at a location approved by the BOD.
D. Paid for by the Association and should adhere to the requirements of *ARTICLE IX*.

Annual Conference Budget
All expenditures for the Annual Conference shall be paid using designated membership registration dues. Any additional expenses to be paid by the Association shall be requested by the Treasurer and must be approved by the majority vote of the BOD. All expenses paid by the Association should adhere to the requirements of *ARTICLE IX*.

Annual Conference Registration Procedures
All registrations shall flow through the SCPRA Website. Unpaid registrations two weeks prior to the event will be void. The Programs Committee is responsible for:

A. designing event announcements.
B. using the website to verify registrations.
C. registering the speakers, guests, etc. to determine accurate head counts for food.

Annual Conference Locations
Annual Conference locations may vary each year to encourage membership participation. Locations should stay within the State of South Carolina and rotate throughout the Association's four regions. Applicable locations should accommodate the needs of the membership and meet general health and safety standards. Locations should be viewed by at least one member of the BOD and approved for use by majority vote of the BOD before any vendor agreements are made and finalized.

A minimum of two authorized signatures are required to approve changes and to finalize contracts/arrangements. All decisions pertaining to planning sessions and Annual Conference must be determined by the majority vote of the BOD.

Section 7.2: Regional Workshops
Regional Workshops provide a networking opportunity, between members and non-members, local and non, to openly discuss common problems and/or solutions in Records and Information Management.

Regions will conduct a one-day workshop in alternate years in the months of **March** through **May** as determined in the schedule below:

A. **COASTAL & MID-STATE** – Years ending in an **odd** number.
B. **PEEDEE & UPSTATE** – Years ending in an **even** number.

Workshop Planning Procedures should include:

A. Innovative ideas to get members/non-members interested in attending
B. Drafting an invitation or event announcement to send via the SCPRA website
C. Drafting a budget proposal for submission to the board for approval
D. Ideas from all members
E. Choosing a date to hold the workshop, according to the region's assigned month.
F. Using the website to verify registration.
G. Registering the speakers, guests, etc. to determine accurate head count for food; and
H. Submitting the "Expense Reimbursement Request" for personal expenditures.

Workshop Budget Proposal:

A. Shall achieve a financial "break even" event without sacrificing quality training
B. Accommodates speaker appreciation gifts
C. Provides a breakdown of all workshop finances
D. Must be approved by the BOD. The deadline for Board approval is the last Board Meeting prior to the Workshop date.

All registrations shall flow through the SCPRA Website. Unpaid registrations two weeks prior to the event will be void. The **Region Workshop Final Report** is submitted to the Treasurer by **the Region Program Coordinator**, via the SCPRA Member Portal, after the conclusion of the Workshop.

Section 7.3: Region Luncheons
Regions will conduct a Luncheon in **March** through **May** as determined in the schedule below:

A. **COASTAL & MIDSTATE** - Years ending in an **even** number.
B. **PEEDEE & UPSTATE** - Years ending in an **odd** number.

Workshop Planning Procedures should include:

A. BOD approval for the cost of lunch (cost of stipend will be reviewed by the BOD annually as state per diem rates and inflation may impact amount).
B. Pre-registration via the SCPRA website, and a nominal non-refundable registration fee.
C. Submission of an attendance list to the Treasurer, **no less than five days before the Luncheon**, by the **Program Coordinator**.
D. A check from the Treasurer, made payable to the Program Coordinator (or Region Administrator in their absence) who will disperse the cash at the Luncheon, or allot the funds to a catering invoice.

All registrations shall flow through the SCPRA Website. Unpaid registrations two weeks prior to the event will be void. Any absentee disbursement (stipend) may be used at the discretion of the **Region Administrator**.

If a member chooses to attend a luncheon outside of their home region, the member will be responsible for the cost of their attendance/lunch.

ARTICLE VIII: Awards

Section 8.1: Award Types, Eligibility, Criteria, & Rewards

All members, **excluding** Board Members, shall be eligible for nomination for the following:

A. Andrew Bigony Member of the Year Award: This award is presented in recognition of leadership performance. All members, excluding currently serving Board Members, are eligible for nomination.

This award may be awarded annually. The winner receives a plaque or trophy style award and a nominal gift card.

All members, **including Board members**, shall be eligible for nomination for the following:

A. Bob Gilliam Leadership Award: This award is presented in recognition of leadership performance. The nominee must:

1. Have three (3) or more years' active membership with SCPRA.
2. Be nominated by at least one active member of SCPRA.
3. Have held the office of Region Administrator, Program Coordinator, Membership Coordinator or Recorder; and
4. Their leadership has directly contributed to the success and well-being of the association or region.

This award may be awarded annually. The winner receives a plaque or trophy style award.

B. Bob Rogers Innovation Award: This award is presented in recognition for the development and implementation of innovative ideas that contribute to the success and well-being of SCPRA. The nominee must:

1. Have three (3) or more years of active membership with SCPRA.
2. Be nominated by at least one active member of SCPRA; and
3. Their innovative ideas directly contributed to the success and well-being of SCPRA.

This award may be awarded annually. The winner receives a plaque or trophy style award.

C. Lindy Smith Distinguished Service Award: This award is presented to the member who is dedicated and active in the organization and who has shown distinguished and outstanding leadership and continued service to SCPRA. The nominee must:

1. Have three (3) or more years of active membership with SCPRA.
2. Be nominated by at least one active member of SCPRA.
3. Their distinguished service(s) directly contributed to the success and well-being of SCPRA; and
4. Their distinguished service(s) directly contributed to the success of the individual's organization because of activities sponsored by SCPRA Membership.

This award may be awarded annually. The winner receives a plaque or trophy style award.

All regions shall be eligible for nomination of the following:

A. Outstanding Region Award: goes to the region that has provided their members with Workshops, Trainings, and Network Luncheons. Members of this region may have attended and documented other record-related professional training courses for two consecutive years. This region has also promoted SCPRA to assist with membership registration. The Region Officers also attended Board Meetings.

This award is given bi-annually. The Region winner receives recognition at the Annual Conference and a regional streamer to attach to their region flag. Region winning Members are presented with a certificate and purple ribbon to wear at the following Annual Conference.

Section 8.2: Award Procedures
For Members or Regions to be nominated and awarded:

A. Member completes a Nomination Form on any qualified member or region, to the BOD or via the SCPRA website, no later than 6 weeks prior to the Annual Conference.
B. Awards Committee presents their recommendations to the BOD for approval, before or at the September BOD Meeting.
C. Awards Committee reviews the types of awards to be given, and if changes are necessary, request funding from BOD.
D. BOD approves and notifies the Awards Committee Chair of the winners, no later than three weeks prior to the Conference.
E. Awards Committee may notify the recipient's employer by letter/email of an invitation to attend the presentation at the Annual Conference.

All awards are announced and presented at the Annual Conference.

ARTICLE IX: Finances

Section 9.1: Fiscal Year
The fiscal year of the Association shall begin January 1 and shall close on December 31. The accounts of the Treasurer and all supporting accounts which the BOD may authorize to be kept shall be audited at least annually, by the Financial Review Committee made up of Regional Officers and chaired by the Treasurer.

Section 9.2: Lodging, Meals, and Solicitation
In the event accommodation is provided by SCPRA during planning sessions and Annual Conferences, these shall be limited to the amount of one single room per member in good standing, per night at the venue. In the event alternate accommodation is desired, the member shall fund the excess balance.

In the event meals are provided by SCPRA during planning sessions, and a member in good standing elects to arrange alternate dining, the member may submit for reimbursement via forms on scpra.org and will be reimbursed by SCPRA following current General Services Administration (GSA.gov) guidelines.

The Association may solicit grants, donations, and other contributions from organizations, institutions, and individuals who wish to promote the goals of the Association. All donations must be disclosed to the BOD and a majority vote is held to determine allocation.

Section 9.3: Sales and Transfers
Any sale or transfer of stock, bond, security, or other property in the name of the Association shall be valid only if approved by a majority of the BOD and signed by the President and Treasurer.

Section 9.4: Transparency
All financial and business transactions must be conducted within the Association's approved website(s). To ensure transparency, upon approval, all bank statements and Meeting Minutes shall be made available online for all members to access.

ARTICLE X: Amendments

Section 10.1: Board Recommendations
The BOD may present By-laws recommendations during the Annual Conference. By-laws may be altered, amended, or repealed by a majority of the members voting at the Annual Conference.

Section 10.2: Member Recommendations
The By-laws may be amended by the members through submission of a petition signed by at least twenty percent of the members in good standing, such petition to be submitted to all members in good standing for ratification. Confirmation by two-thirds of the members is required for adoption of the proposed amendment.

ARTICLE XI: Distribution of Assets

Upon the dissolution of the Association in any manner or for any reason, its assets, if any, remaining after payment (or any provision for payment) of all liabilities of the Association, shall be distributed to one or more organizations having exclusively educational purposes as they relate to the enhancement of public records.

The rules contained in Robert's Rules of Order, as revised, shall govern all cases where they do not conflict with the By-laws. The BOD may not adopt such regulations for the government of the Association and their own proceedings that are inconsistent with the By-laws.