

**CONSTITUTION
of the
SOUTH CAROLINA PUBLIC SAFETY CHAPLAINS ASSOCIATION
(SCPSCA)**

Article I. Name

- Section A. The name of this organization shall be the South Carolina Public Safety Chaplains Association (Hereafter referred to as SCPSCA or Association).
- Section B. The term “public safety” includes law enforcement, fire, EMS/fire rescue, dispatcher/emergency communicator, and detention center agencies/departments located in South Carolina at the local, county, state, or national levels. It also includes the South Carolina State Guard.

Article II. Aims and Objectives

- Section A. To serve those selected or appointed to serve as public safety chaplains and to disseminate factual data for promoting public safety chaplaincy in South Carolina.
- Section B. To support and reinforce standards for public safety chaplaincy in South Carolina by established national chaplaincy organizations.
- Section C. To promote and facilitate professional public safety chaplaincy education and training.
- Section D. To provide technical assistance and support to public safety agencies in South Carolina wishing to establish chaplaincy programs.
- Section E. To promote membership and participation in national and international public safety chaplaincy organizations such as, but not limited to the International Conference of Police Chaplains and the Federation of Fire Chaplains.

Article III. Location

The SCPSCA headquarters shall be at the site of its Association president.

Article IV. Membership Status and Qualifications

Section A. Full Member

A person ordained/licensed/commissioned/appointed by their faith group/denomination in good standing and endorsed/approved for public safety ministry by a recognized religious body and appointed to function as a chaplain in a public safety agency is eligible to become a full member. Persons who have met these criteria who are in a retired status are eligible to become a full member. Full members are eligible to vote and hold office within the Association.

Each full member in attendance at Association meetings shall be entitled to one (1) vote. No proxy votes shall be permitted.

Section B. Associate Member

An individual who has been appointed to function as chaplain for a public safety agency or an affiliated organization but who may lack endorsement/approval by a recognized religious body is eligible to become an associate member.

Associate members have the same privileges and opportunities afforded to full members except for holding an elected office.

Section C. Affiliate Member

An individual or group who has interest in and supports SCPSCA aims and objectives, desiring to affiliate himself/herself/itself with the organization is eligible to become an affiliate member.

Affiliate members have the same privileges and opportunities afforded to full members except for voting and holding an elected office.

Section D. Honorary Member

An individual who through meritorious service or special interest in the SCPSCA may be awarded the status of honorary member as bestowed by the body in session upon recommendation of the Executive Board.

Honorary members have the same privileges and opportunities afforded to full members except for voting and holding an elected office.

Section E. The Executive Board will be the deciding body in reviewing a person's membership status and qualifications.

Article V. Change of Membership Status

A change in qualifications will alter membership status.

Article VI. Termination of Membership

Section A. Membership in the SCPSCA shall terminate when a letter of resignation or email from any member is received by the Secretary

Section B. After a year of unpaid dues, and having been contacted electronically or by letter by the secretary three times within a calendar year, the delinquent member's name shall be removed from the roster of members.

Section C. Membership may be revoked for cause that would bring discredit on public safety chaplaincy and the SCPSCA when recommended by the Executive Board and approved by the membership at any scheduled meeting. Like action will be taken when the national or international organization to which the chaplain belongs takes a similar action.

Article VII. Reinstatement of Members

A member may be reinstated upon completion of the following criteria:

1. A letter is submitted, in writing or electronically, to the Secretary requesting reinstatement with the following information:
 - a. Reason for the termination of membership.
 - b. Explanation of why membership should be restored
 - c. Payment of a year's membership dues
2. The request for reinstatement will be placed on the Executive Board's agenda for its next meeting. A recommendation by the Executive Board for approval or disapproval of reinstatement will be made. If approved, a vote for reinstatement by the membership will be held at the next scheduled Association meeting.

Article VIII. Organizational Structure

The SCPSCA is an association of chaplains of public safety agencies throughout South Carolina. The Association is governed by a constitution and bylaws. The Association meets annually and elects officers to provide training, conduct business, and ensure continuity and growth of the Association.

Section A. Officers

A president and vice-president shall be elected from the roll of members in even numbered years at the annual meeting, A secretary and treasurer shall be elected from the roll of members in odd numbered years at the annual meeting. All Officers may succeed themselves.

An elected officer shall be removed from the position by:

1. Submitting a notice of resignation, electronically or written, to the President or Secretary. If the President, the notice will be sent to the Vice President and Secretary.
2. Removed for cause that would bring discredit on public safety chaplaincy and the SCPSCA, or for failure to fulfill the duties of the office to which the officer has been elected, when recommended by the Executive Board and approved by the members at any scheduled meeting. The Executive Board will immediately suspend that officer until a successor is voted upon at the Association's next scheduled meeting."

Section B. Executive Board

The elected officers, standing committee directors, and the immediate past president shall constitute the Executive Board. The South Carolina representative to the International Conference of Police Chaplains, the Federation of Fire Chaplains, shall also serve as a member of the Executive Board.

Section C. Vacancies

Should a vacancy of an office occur between annual meetings, the President shall appoint an officer to fill said vacancy, with the approval of the Executive Board. An election will be held at the next annual meeting to fill said vacancy for the unexpired term.

Section D. Duties of the Elected Officers.

1. President

- a. Shall direct SCPSCA planning and activities with the counsel and support of the Executive Board.
- b. Shall preside or designate a preside over SCPSCA meetings and shall call special meetings when required.
- c. Shall appoint chairpersons of temporary committees, directors of standing committees and, where required, appoint members to said committees.
- d. Shall fill vacancies occurring among elected officers and committee members with the approval of the Executive Board (Art. VIII, Sec. C).
- e. Shall function as the official SCPSCA representative in activities of public, promotional, and pastoral interests in keeping with SCPSCA goals and objectives.
- f. Shall serve as the official SCPSCA liaison with public safety agencies and fraternities throughout South Carolina and with the corresponding national and international organizations.
- g. Shall present a written report of SCPSCA activities to the membership at the annual meeting of the Association.
- h. Shall serve as an ex-officio member of all SCPSCA committees.

2. Vice President

- a. Shall perform any other task requested by the President in achieving the SCPSCA aims and objectives.
- b. Shall supervise committee directors and chairs.
- c. Shall succeed the President upon the completion of the President's term of office.
- d. Should a vacancy occur in the office of the President, the Vice President shall assume the responsibilities of the president until the next election.

3. Secretary

- a. Shall provide oversight and safekeeping for all SCPSCA official documents and correspondence.
- b. Shall record and keep the minutes of SCPSCA meetings, including meetings of the Executive Board, and the business sessions of the annual meeting of the Association.
- c. Shall send all necessary notices, conduct correspondence with members, potential members, businesses and agencies which are involved in the functioning of the SCPSCA.

4. Treasurer

- a. At the direction of the Executive Board, shall apply for and establish an SCPSCA checking account with one other designated Executive Board member. The account shall have the President, Treasurer, and one other Executive Board member on the signature card. Only one of these signatures is required on all checks.
- b. Shall handle the receipts and proper recording of all incoming monies, including dues.
- c. Shall pay authorized bills which includes the writing of checks, use of the Association credit/debit card, and keeping appropriate records.
- d. Shall prepare appropriate financial reports. The treasurer shall arrange for an audit of the books when instructed by the Executive Board.
- e. Shall respond to correspondence concerning financial matters with members, potential members and business associations.
- f. Shall perform any other tasks requested by the members of the SCPSCA Executive Board in keeping with the function of the office of the treasurer.

Article IX. Membership Dues

Section A. Annual dues shall be established by the Association in annual meeting. The membership year will be January 1 through December 31. Failure to pay said dues upon notice from the treasurer, in the manner prescribed in Article VI, Section B. shall result in said member being declared delinquent and shall be prohibited from participating in or voting at any meeting of the Association.

Section B. A delinquent member may be reinstated upon proper application. Said application shall be accompanied by check or money order for payment of dues. The reinstatement of such delinquent members shall be subject to the approval of the Executive Board.

Article X. Meetings

Section A. An annual meeting of the Association shall be held after due notice of at least one month in a place designated by the Executive Board.

Section B. Additional meetings may be held as determined by the Executive Board or by the membership in annual meeting.

Article XI. Quorum

Those members present at a duly scheduled meeting and eligible to vote shall constitute a quorum.

Article XII: Dissolution of the Association

Section A. Any action to dissolve the Association must be approved by a two-thirds (2/3) vote of eligible voting members of the Association present at a meeting called to specifically consider such action, for which meeting written notice has been issued to all members eligible to vote in accordance with the provisions of this constitution and bylaws.

Section B. If the Association at its own option shall cease to exist, all monies, property real or personal, after paying all just claims upon it, shall be transferred to an organization determined by a majority vote of Association members at the time of its vote for dissolution.

Section C. The Executive Board shall perform all actions necessary to affect such conveyance. Such transfer will be made in full compliance with whatever laws are applicable.

Article XIII. Parliamentary Procedure

The rules contained in the most up to date edition of Robert's Rules of Order shall govern all meetings and procedures to which they are applicable.

Article XIV. Constitution Amendments

This constitution may be amended at **any annual** meeting of the association by a vote of two-thirds (2/3) of the members present and eligible to vote, provided that notice of the substance of the proposed changes has been submitted to Association members through electronic or printed means at least thirty (30) days prior to said meeting.

**BY-LAWS
of the
SOUTH CAROLINA PUBLIC SAFETY CHAPLAINS ASSOCIATION**

Article I. Fiscal Year

The fiscal year will be January through December 31.

Article II. Annual Meeting

The first year of the Association, the annual meeting will be the first convened meeting of the Association.

In the first year of the Association, the President and Vice President shall be elected for that partial year plus the two years set for their terms as stated in the Constitution, Article VIII, Section A, paragraph 2. The Secretary and Treasurer will be elected at the first annual meeting and thereafter during odd-numbered years.

Thereafter, the annual meeting of the Association will be the last meeting of the fiscal year.

Article III. Committees

Section A. Executive Board

The Executive Board shall be responsible for providing leadership and developing programming necessary to carry out the objectives and aims of the SCPSCA.

Section B. Additional Committees

1. The president, Executive Board, or the Association in annual meeting may create additional committees as shall be necessary in the conduct of the Association and define the purpose and duties of such committees. There will be two types of committees:
 - a. Temporary: These committees will exist for a set period until their purpose has been fulfilled.
 - b. Standing: These committees will exist for an indefinite period. They will be headed by a Director who will sit on the Executive Board.
2. The Executive Board shall provide for such committees. Committees and their Chairs and Directors shall be appointed by the President with the approval of the Executive Board. Committee member tenure shall be one year. Chairs and Directors will serve as long as deemed necessary by the Executive Board.
3. The time and place of any meeting of the committees shall be as determined by their own need for action.

Article IV. Dues

Annual dues are set at \$30 per person in all membership categories. Once paid, dues are non-refundable.

Dues can be changed at the recommendation of the Executive Board and a vote of the membership at the Association's annual meeting.

Article V. Bylaws Revision or Amendment

Section A. These By-Laws may be revised or amended by a majority vote of the Association present and voting at **any** scheduled meeting.

Section B. Notification of proposed revisions of these By-Laws shall be made in the same manner as specified for revision of the Constitution.

(This Constitution and By-Laws is effective as of May 6, 2017.)
Amended on Feb, 13, 2026