

Employee Assistance Professionals Association-South Carolina Chapter

BYLAWS

ARTICLE I – NAME AND OBJECTIVES

The name and title of the Association shall be the Employee Assistance Professionals Association –South Carolina Chapter (SCEAPA)

The objectives of SCEAPA, a non-profit and tax-exempt association, are as follows:

SCEAPA Vision Statement

To be the global voice of the employee assistance field.

SCEAPA Mission Statement

To promote the highest standards of practice and the continuing development of employee assistance professionals, programs, and services.

1. **Organizational Effectiveness**: Continuously improve EAPA's organizational structure and resources to pursue its Vision, achieve its Mission, and fully satisfy the needs of its members.
2. **Policy Advocacy**: Promote access to employee assistance services for all employed persons and their families.
3. **Professional Ethics**: Support the highest level of ethical practice among employee assistance professionals.
4. **Professional Development**: Continuously improve the competency and qualifications of employee assistance professionals.
5. **Professional Standards**: Foster the highest level of employee assistance program standards.
6. **Professional Recognition**: Promote awareness and recognition of employee assistance program benefits.
7. **Research and Information**: Provide information and sponsor research on issues affecting the development of the field and its professionals.

Article II

Section 1. Books and Records

- a. The chapter will maintain a record of the names and addresses of the members entitled to vote.
- b. All books and records of the Association may be inspected by any member having voting rights, for any proper purpose, at any reasonable time.

Section 2. Fiscal Year

The Fiscal year shall be from July 1 to June 30.

ARTICLE III – MEMBERSHIP

Section 1. Types of Memberships

a. INDIVIDUAL Membership

1. Professional Member – An individual currently engaged in employee assistance professional activities, including direct delivery or management of EA services, EA consulting, teaching of EA programming or any of its specialized functions at an accredited college or university, and EA related research. Professional members may vote and hold office in EAPA at the chapter level.

a) Certified Professional Member – A Professional Member who is currently a Certified Employee Assistance Professional (CEAP).

b) Retired Professional Member - A Professional Member retired from active employment in employee assistance.

2. Associate Member – An individual who is associated with or interested in the field of employee assistance, for example; an affiliate provider, vendor, government official, human resources professional, or other individual not directly engaged in an EA role. Associate members may vote and hold office other than president at the chapter level.

3. Student Member – An individual who is currently enrolled in a degree-granting program at a nationally or regionally accredited educational institution. Students must submit evidence of their student status annually. Student members may not vote or hold office at the chapter level.

4. Emeritus Member – This is an honorary membership category. To achieve this status, an individual must be nominated by a member of the Chapter Officers and approved by the Chapter Officers. To be eligible for this award, the individual must have at least 15 years of individual membership in EAPA; be retired from any active employee assistance paid work; be a past or current CEAP; and have served EAPA in at least two elected or appointed positions at either the chapter level. The individual must be personally present at the annual conference awards ceremony to receive the award unless medically or financially unable to attend. Emeritus members may vote and hold office at the chapter or level.

b. ORGANIZATIONAL Membership

1. Organizational Member - A company, labor union, institution, agency, or governmental unit interested in or supportive of employee assistance programs, professionals, or services. Organizational membership carries no voting or office-holding privileges at the chapter level.

2. Government Agency Member - An optional category for a governmental unit. Under this membership, the governmental unit receives none of the services/benefits otherwise associated with organizational membership, and instead designates one employee of the unit to receive individual member benefits. The designated employee of a government agency member will have the voting and office holding privileges associated with either the individual professional or associate membership, depending upon whether he/she is currently personally engaged or not engaged in employee assistance professional activities.

Section 2. Dues and Assessments:

- a. Professional, associate, student, and organizational, and government agency members shall contribute such annual dues and other reasonable assessments as the Chapter Officers shall determine. Dues will be paid upon joining EAPA or renewing membership.
- b. Emeritus or other honorary members shall not be assessed any dues or assessments as condition of such membership.

Section 3. Applications for Membership

Individual members of EAPA must also belong to a local chapter or EAPA if one is available within a reasonable distance. Persons who wish to join the SC chapter of EAPA must designate so on their application form and pay the required chapter dues.

Section 4. Nondiscrimination

No person shall be denied membership in the Association on the basis of race, age, handicap, religion, ethnic origin, or sexual orientation. The Association welcomes individuals of diverse backgrounds as members and is committed to facilitating their inclusion and participation in all international, branch, and chapter Association activities.

Section 5. Termination of Membership

- a. Membership in EAPA may be terminated for non-payment of dues.
- b. A member may be expelled, suspended, or otherwise disciplined by the Chapter Officers for cause, upon a two-thirds vote of the Chapter Officers, except that a two-thirds vote of the voting members of the Chapter Officers shall be required to expel from membership in EAPA or the board.

Section 6. Business Meetings

- a. The chapter will hold a business meeting at each bi-monthly meeting at a place designated by the board.
- b. Meetings will be held during the months of January, March, May, July, September and November.
- c. Items to be included on the agenda may be proposed by any voting member
- d. Requests to place items on the agenda must be received at least 10 days prior to a bi-monthly meeting.

Section 7. Special Meetings

Special Meeting of the Chapter may be called by the chapter officers or by written request of ten (10) Percent of the voting members. Notification of such meeting shall state the purpose of the meeting; shall be made by the chief executive officer; and shall be made at least ten (10) days before such meeting.

Section 9. Quorum

The presence of one-third voting members of the chapter constitutes a quorum for the transaction of business at each bi-monthly meeting or special meeting called per Article III, Section 7.

Section 10. Voting

- a. Voting privileges within the Chapter are as defined in Article III, Section 1.
- b. Each voting member is entitled to one vote on each matter submitted to the vote of such voting members.
- c. Each voting member is entitled to one vote for each position for the election of chapter officers

ARTICLE IV – OFFICERS

Section 1. Officers

- a. The officers of the Chapter are:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President
 - Members at Large
- b. The term of office shall be for two years or until a successor is elected and assumes office. Terms of office shall commence each January in odd-numbered years.
- c. No member may hold more than one office at any time.

Section 2. Duties of Elected Officers

a. The President:

- Serves as the official voice and representative of the chapter, the board, and the members.
- Presides over meetings of the chapter officers, and the membership.
- Performs such other duties as the governance documents or board may require.

b. The Vice President

- Assumes the duties of the president in case of absence or inability to fulfill the duties of the office.
- Performs such other duties as the governance documents or board may require.

c. The Secretary

- Is responsible to ensure the accurate production of minutes of all board and membership meetings.
- Is responsible to ensure that any notices or ballots required by these bylaws are sent properly and in a timely fashion.
- Performs such other duties as the governance documents or board may require.

d. The Treasurer

- Is responsible to ensure that the official corporate and financial records of the Association are properly maintained.
- Performs such other duties as the governance documents or board may require.

e. The Immediate Past President

- Serves for one full term following the term as president, however, in case of a vacancy in the office, the position shall not be filled.
- Serves as a member of the executive committee.

- Performs such other duties as the governance documents or board may require.

f. Member at Large

- Is responsible for the program/training at each bi-monthly chapter meeting.
- Serves as a chapter officer at board meetings
- Two will be elected to serve for two years and another may be added if the past president is unable to serve a full term
- Performs others such duties as the board may require.

ARTICLE V –Officers of the Chapter (Board)

Section 1. Authority

The Chapter officers (Board) shall be the governing and policy-making body of the Chapter and shall have responsibility for supervising the activities of the Association. The Chapter Officers may delegate certain of its duties and functions, but such delegation shall not abrogate or vitiate its powers and responsibilities.

Section 2. Quorum

A majority of the board members then in office shall constitute a quorum.

Section 4. Meetings

- a. The board shall meet bi-monthly before Chapter meetings, and at other times at the call of the president, or upon request of any five voting members of the board.
- b. The board may conduct business by telephone or other electronic means, provided that all members can hear and speak to one another at the same time.
- c. At least 10 days notice shall be given of any in-person board meeting. At least 5 days notice shall be given of any telephone or other electronic meeting. Notice may be waived by directors before, during, or after the meeting.

Section 6. Nomination and Election

- a. A Nominations Committee comprised of two members shall be elected by the board at the July Chapter meeting. Members who wish to make to make an offer for an office, or members who wish to make recommendations to the nominating committee should notify the committee by September 15.
- b. The Secretary of the chapter will mail ballots to each chapter member at least 45 days prior to the November chapter meeting. Election results will be announced at the November chapter meeting and the new officers will be inducted to begin their term in January.

Section 7. Eligibility

All chapter members are eligible for election to a chapter office. The President of the Chapter must best a Professional Member and a Certified Employee Assistance Professional (CEAP). All other officers must either be a Professional or an Associate Member of EAPA in accordance with Article III, Section 1 Membership.

Section 8. Vacancy and Removal

- a. In case of a vacancy, the Chapter Officers shall fill elected positions for the remainder of the term, except that, in the case of a vacancy in the office of president, the vice president shall become president for the remainder of the term. The Chapter Officers may accept the resignation of any officer or director.
- b. Service for more than half of a term in any office will be considered as a full term.
- c. An officer or director may be removed for cause provided that:
 1. The cause shall be stated at a meeting at which the officer or director has been notified of same.
 2. The officer has been given the opportunity to speak on his/her own behalf.
 3. There is a two-thirds (2/3) vote of the entire board in the affirmative for removal.

ARTICLE VII - CONFLICT OF INTEREST

- a. Any member of the Chapter Officers or a committee who has a financial or fiduciary interest in, or the appearance of such an interest in, a matter which comes before the board or any committee shall bring such genuine or apparent conflict of interest to the attention of the board or such committee and shall abstain from voting on such matter unless it is determined that no conflict of interest exists.
- b. Any person who has knowledge of such genuine or apparent conflict of interest on the part of any member of the board or any committee must bring such conflict of interest to the attention of the board or such committee, orally or in writing, and the member of the board or committee will abstain from voting on the matter unless it is determined by the majority of the members of the board that no conflict of interest exists.
- c. When any member of the board, a committee, or an interested third party, brings to the attention of the board or committee the claim that a genuine or apparent conflict of interest exists, the board or committee will vote to determine whether an actual conflict of interest exists.
 1. If the majority of those voting determine that, in fact, a conflict does exist, the member with the conflict of interest shall abstain from voting on the matter.
 2. If the majority of those voting determine that no conflict of interest exists, the member may vote on the matter.

ARTICLE VIII - EXEMPT STATUS PROVISIONS

Section 1. Restrictions on Activities

Notwithstanding any other provisions of the bylaws, the Chapter shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under section 501(c)(3) of the U.S. Internal Revenue Code of 1986, or any successor provision.

Section 2. Dissolution

In the event of dissolution, the residual assets of the Chapter will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the U.S. Internal Revenue Code of 1986 or corresponding sections of any future Internal Revenue Code.

ARTICLE XII - AMENDMENTS OF THE BYLAWS

Section 1. Amendment by Membership

These bylaws may be amended, repealed, or altered, in whole or in part, and additional bylaws may be adopted, by a majority of those voting members voting at any bi-monthly chapter business meeting or special meeting of the membership or through a mail or electronic ballot, provided that the notice of any proposed amendments shall be mailed to all voting members at least two (2) weeks before the voting date.

Section 2. Amendment by Chapter Officers

These bylaws may also be amended by a majority vote of the Chapter Officers held at a regular or special meeting of the board, provided that notice of any proposed amendment be submitted to the board at least ten(10) days before the meeting at which the amendment is to be considered.