

Information Technology Professionals of SOUTH CAROLINA

BYLAWS

Effective September 20, 2011

ARTICLE I NAME

The name of the organization shall be Information Technology Professionals of South Carolina, an incorporated nonprofit organization, herein referred to as **ITP**.

ARTICLE II PURPOSE

The purpose of **ITP**, as set forth in the Mission Statement, shall be;

1. To provide a forum whereby **ITP** members can exchange information, experiences, and concepts to the mutual benefit of member companies and/or individual members.
2. To encourage and assist in the education of member company representatives and/or individual members by means of seminars, conferences, newsletters and special reports or presentations. This education will cover current topics in the field of information and telecommunications technology.
3. To present, where possible and practical, a unified position on information and telecommunications technology matters, policies, legislative and regulatory issues which affect or could affect **ITP**'s membership.
4. To support public and private educational institutions offering curriculums in information and Telecommunications technology.

ARTICLE III MEMBERSHIP

Membership in **ITP** shall be limited to the following five categories:

1. Corporate/User (CU) - Voting.
2. Vendor/Supplier (VS) - Voting.
3. Honorary Member (HM) - non-Voting.
4. Retired Member (RM) - non-Voting.
5. Individual Member (IM) - Voting.
6. Student Member (SM) - non-Voting.

All categories of membership must have their headquarters or main offices or some portion of their operation in South Carolina.

1. **Corporate/User (CU)** Memberships shall be limited to the users of information and telecommunications technology, which are not engaged in the production, sale, or rental of information and telecommunications technology facilities or equipment and not in the information and telecommunications technology consulting business. Corporate/User Memberships shall be classified as voting members of **ITP** and, as such, shall consist of Corporations and/or Companies, Federal/State/Local Governments, Universities and/or Colleges and Military Establishments. Each Corporate/User Membership shall have one voting, one alternate, and up to two participating but non-voting representatives. Any employee of a member corporation may attend **ITP** meetings as an invited guest of the voting representative.
2. **Vendor/Supplier (VS)** (Voting) shall consist of companies and organizations engaged in the production, sale and rental of information and telecommunications technology facilities and services or in providing consulting services on information and telecommunications services. Each Vendor/Supplier Membership shall have one voting, one alternate, and up to two participating but non-voting representatives. Any employee of a member vendor/supplier may attend **ITP** meetings as an invited guest of the voting representative.
3. **Honorary Memberships (HM)** (non-Voting) Shall be given to those individuals recognized by **ITP** for their contributions to the information and telecommunications technology industry in South Carolina and to **ITP**. Honorary Members shall have a non-active member status and as such cannot hold office or vote on matters affecting **ITP**. Honorary members are eligible to attend all **ITP** meetings and receive all **ITP** mailings.
4. **Retired Memberships (RM)** (non-Voting) Shall be awarded to all active **ITP** voting and alternate members upon retirement. This retired status will remain in effect as long as the member stays retired. Retired members will be non-voting members but may act in an advisory capacity to the officers and Board Of Directors. Accordingly, retired members are eligible to attend all **ITP** meetings and receive all **ITP** mailings.
5. **Individual Member (IM)** (Voting) Memberships shall be limited to CU professionals engaged in information and/or telecommunications technologies. Individual Memberships shall be classified as voting members of **ITP** and, as such, shall consist of Individuals engaged in any industry for which they are intimately involved in the technologies of Information and/or Telecommunications.
6. **Student Member (SM)** (non-Voting) Memberships shall be limited to students actively enrolled in either a degree seeking or certificate program focused on Information Technology curriculum. Student members shall be classified as non-voting members and shall be ineligible to hold officer position in **ITP**.

ARTICLE IV
MEMBERSHIP APPLICATIONS

Applications for all membership categories shall be submitted on an approved **ITP** Application Form and submitted, with the applicable membership fee, to the Membership Committee for review. The Membership Committee shall determine that all eligibility requirements for membership are met and the applicant representatives are likely to contribute to the "Purpose" of **ITP** See Article II).

The Membership Committee shall submit the application, if all eligibility requirements are met, to the Board Of Directors for approval. Approval requires a two-thirds majority vote of the board members present and voting. Upon approval, the new member will be introduced to the membership at an **ITP** Business Meeting.

ARTICLE V
MEMBERSHIP TERMINATION

1. Any member may terminate their membership in **ITP** at any time for any reason provided the President in writing receives notification.
2. Any member representative may be expelled from **ITP** for conduct detrimental to the interest of the association. Charges may be brought against any representative by any other representative. These charges must be submitted in writing to the President of **ITP** for appropriate action. Upon presentation of the charges to the membership, a two-thirds majority vote of the members present and voting is necessary for termination. The Secretary will notify the representative and/or the member involved.
3. Membership fees already paid to **ITP** are not refundable due to either voluntary or involuntary termination of membership.

ARTICLE VI
OFFICERS/DIRECTORS OF ITP

1. The officers of **ITP** shall consist of a Chairperson, a President, a Vice President, a Secretary and a Treasurer. Their term of office shall be for one calendar year (January 1 through December 31). Any officer/director may be nominated to serve a second term. Only a qualified voting member or alternate member may hold an Officer/director position in **ITP**.
2. The election of officers and directors shall be held in November of each year at the Annual Business Meeting. Newly elected officers and directors will assume the responsibilities of **ITP** during a transition meeting with current year officers and directors in December of the current year.
3. Candidates for an officer or director position of **ITP** shall be selected from the roster of qualified voting Members.

**ARTICLE VII
OFFICER DUTIES**

1. **Chairperson of the Board** shall be responsible for conducting the Board Of Directors meetings. In his/her absence the President of **ITP** or the next highest-ranking officer shall be the presiding officer.
 - a. The **ITP** Chairperson shall also Chair the Information Technology Professional of the Year (**ITPOY**) Committee and shall select additional committee members to assist in obtaining nominations and/or to appoint an **ITPOY** of the Year for South Carolina. It is desirable that a qualified member of **ITP** be selected as the **ITPOY**, however, the prestige and significance of this award should not be sacrificed and, therefore, the committee may select, with Board approval, a highly qualified Information Technology, non-**ITP** member, Professional as the **ITPOY**.
 - b. Shall announce, to the membership, the **ITPOY** of the Year, at a regularly scheduled monthly meeting.
 - c. Shall secure appropriate publicity for the **ITPOY** each year including, but not limited to, requesting the Governor to proclaim the week corresponding to the **ITPOY** announcement and/or the annual ITS Conference, as Information Technology Professionals Week in South Carolina.

2. **The President** shall preside over all **ITP** Business Meetings. He/she shall also appoint the Chairperson of the following standing and working committees:
 - a. Membership
 - b. Technology
 - c. Nominating
 - d. Legislative Affairs

3. **The Vice-President** shall preside over any **ITP** Business Meeting if the President is unable to attend.
 - a. Shall be Chairman of the Program Committee and shall select two or more additional **ITP** representatives to serve on the committee.
 - b. Shall be responsible for making all necessary meeting arrangements and announce to all member representatives the time and place of each meeting.
 - c. Shall establish, if appropriate, amounts each representative and guest shall pay for attending an **ITP** meeting.

4. **The Secretary** shall keep an accurate record of **ITP** meeting activities.
 - a. Shall maintain a copy of all committee reports for the calendar year. This will include:
 - 1) Current membership roster
 - 2) Attendance record on each representative
 - 3) By-laws
 - 4) Standard Operating Procedures
 - 5) Board minutes
 - 6) Business minutes
 - 7) Treasurers reports
 - b. Shall be responsible for distributing to the membership a copy of each month's Business Meeting Minutes in a timely manner.
 - c. An electronic copy of the previous year's documents should be distributed to the Board of Directors at the annual January transition meeting.

5. **The Treasurer** shall be responsible for collecting, holding and disbursing the funds of **ITP** under the direction of the Chairperson. He/she shall give a Treasurer's report at each Business Meeting.
 - a. Shall be responsible for invoicing each Corporate/User and Vendor/Supplier member company for their annual dues, as established in Article XI. Invoices shall be mailed to the primary representative of each member company in the fourth quarter.

**ARTICLE VIII
BOARD OF DIRECTORS**

1. The **ITP** Board Of Directors shall oversee and provide guidance for the entire operation of the association.
 - a. The Board of Directors shall consist of the officers, i.e., the immediate past President who will be Chairperson, the President, Vice President, Secretary, Treasurer, the selected Directors and no more than three members-at-large who will serve as committee chairs.
 - b. Meetings of the Board Of Directors shall be held prior to the monthly **ITP** Business Meetings with one additional annual meeting held each year that will serve as a Board planning meeting. Additional meetings may be called by the Chairperson as required.

**ARTICLE IX
ELECTION OF OFFICERS AND
DIRECTORS OF THE BOARD**

1. The election of officers and directors to *ITP*'s Board of Directors shall be held in November of each year during the Annual Business Meeting.
 - a. The Nominating Committee shall meet no later than October to prepare a slate of nominees. The nominees shall be presented to the membership during the November Business Meeting.
 - b. The Nominating Committee shall consist of a Chairperson and two or more active *ITP* representatives. This committee shall serve for a period of one year.
 - c. The election of officers and directors shall be determined by a majority of the members present and voting, providing a quorum of voting members is in attendance (See Article X2b).

**ARTICLE X
MEMBERSHIP MEETINGS**

1. Regular membership meetings of *ITP* shall be held monthly, unless otherwise approved by the Board and upon due notification of the members by the Secretary.
2. Each meeting shall consist of a brief business meeting in order to conduct the affairs of *ITP* and to receive officer and committee reports as necessary. After the Business Meeting an educational session will be conducted on current information and telecommunications technology subjects.
 - a. The November meeting shall be designated as the Annual Business Meeting.
 - b. A quorum shall consist of a simple majority of the "Voting eligible" Memberships.

**ARTICLE XI
MEMBERSHIP FEES**

1. Annual fees for the Corporate/User, Vendor/Supplier, Individual, and Student Memberships shall be established by the Board Of Directors and announced to the membership before the mailing of invoices in the fourth quarter of each year. The Treasurer shall render a billing invoice to each member/company during the fourth quarter of each year as directed by the Board of Directors and after annual fees have been finalized. Annual membership fees are due and payable by January 31 each year. *ITP* operates, for accounting purposes, on a calendar year basis.
2. New members applying for a Corporate/User (CU), a Vendor/Supplier (VS), an Individual membership (IM), or Student membership (SM) must include the applicable membership fee when submitting their application.

