

**BYLAWS  
OF  
SOUTH CAROLINA  
CORONER'S ASSOCIATION, INC.**

**Article 1**

**Name and Purpose**

**Section 1: Name:** The name of this corporation shall be the South Carolina Coroners' Association, Inc.

**Section 2: Principal Office:** The principal office of the corporation shall be in Columbia, South Carolina, or such other location as the Board of Directors may determine.

**Section 3: Purpose:** The purpose and objective of this organization shall be:

- To assist its members in any and all possible ways to improve their ability to perform the functions of their offices with the highest degree of professionalism.
- To create better public relations between its members and the public.
- To conduct educational seminars and other similar programs for the benefit and welfare of its members.
- To maintain a high level of ethical conduct on the part of all Coroners; to provide a forum of constant exchange of knowledge and experience among all of the Coroners of the State of South Carolina.
- To propose and lobby for new laws to improve death investigation in South Carolina and to do all things necessary or incidental to the foregoing.

**Section 4:** No part of the net earnings of the corporation shall insure the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payment and distribution in furtherance of the above-described purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf

of any candidate for public office. Notwithstanding any of the above provisions, the corporation shall not carry on by a corporation exempt from federal income tax under Section 501(c)(4) of the Internal Revenue Service Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

## **Article II**

### **Membership**

**Section 1: Regular Membership:** Regular membership in the organization shall consist of current dues paying Coroners' offices that hold office in the State of South Carolina.

**Section 2: Privilege of Regular Membership:** Each current Coroner or the Coroner's designee shall be entitled to one (1) vote on matters voted upon at any regular meeting of the membership and any other specially called meeting, and to such rights as may be provided from time to time by resolution of the Board of Directors.

Each Coroner's office shall have one (1) vote only at any meetings of the association.

**Section 3: Intentionally Omitted.**

**Section 4: Honorary Memberships:** A reputable business organization and/or individual may be invited to have an honorary membership upon approval by the Board of Directors. The Board of Directors shall determine the terms, privileges, and dues for honorary membership, as it may from time to time determine.

**Section 5: Associate Members:** In addition to the above described membership, individuals, businesses, partnership, or corporations engaged in the sale, distribution, or supplying of services to members of the coroners profession or certain individuals, and businesses may be admitted as associate members, at the discretion of the Board but, who can nevertheless contribute to the general welfare in the profession. Associate members shall have a voice but shall not be entitled to vote at any meeting of the association.

Associate membership will have four levels: Bronze, Silver, Gold, and Platinum. The membership dues will be set by the Board of Directors.

### Article III

#### Meetings

Meetings of the regular membership shall be held the second Tuesday of every other month beginning in January, at such times as established by the Board of Directors. One annual meeting shall be held during the month of June at which time the officers for the next term shall be elected. Meetings of the regular membership shall be held at a location in Columbia, South Carolina, unless otherwise noted by the Board of Directors.

### Article IV

#### Annual Conference

In addition to the regular meetings of the membership, an annual Training and Educational Workshop Conference shall be held within the State of South Carolina, at a time and place established by the Board of Directors, as they may from time to time determine. The purpose of the annual conference shall be for the transaction of business, educational programs, and workshops involving both law enforcement and non-law enforcement entities.

### Article V

#### Board of Directors

**Section 1: Board of Directors:** The Board of Directors shall be the governing body of the organization and shall be vested with the duty and power of directing the activities and the operations of the organization, subject to the will of the membership and to the Bylaws and policies of the organization. The members of the Board of Directors shall be elected bi-annually to a two (2) year term. The election shall be held during the annual Training and Educational Workshop Conference meeting every two (2) years beginning in the year 2010. Election notices shall be sent to the regular membership in January of the election year with nominations taking place at the March meeting of that year. Members who are elected shall be recognized as officers elect until taking office the

following July. All officers, directors, and the immediate past president of the organization shall serve on the Board of Directors.

**Section 2: Voting:** Each member of the Board of Directors shall have one (1) vote. The act of the majority of the members of the Board of Directors present at any meeting there is a quorum (5 directors (Executive Committee) members) shall be the act of the Board of Directors.

**Section 3: Meetings:** The Board of Directors shall meet at least three (3) times annually, or at such other times as may be authorized by the Board of Directors. Special meetings of the Board of Directors may be called whenever the same may be deemed necessary by the President of the Board of Directors or by any two (2) members of the Board of Directors, provided that a written notice is given to each member of the Board of Directors, mailed to their last know address no less than ten (10) days prior to the date of the special meetings. A unanimous agreement by the members of the Board of Directors may waive the notice requirement of this section for any one special called meeting.

**Section 4:** The Board may enter, execute, and enforce any contract, agreement, or transaction, which may be to the benefit of its members, and engage in other related activities, such as the gathering and dissemination of statistics and information, that will promote and safeguard the profession of coroners in South Carolina.

## Article VI

### Officers – Directors

**Section 1: Name:** The officers and directors of the organization shall be a President, Vice President, Secretary-Treasurer, Training Director, Legislative Liaison, immediate past President, and two (2) at-large directors. All officers shall be elected bi-annually at the annual Training and Educational Workshop Conference of the membership and hold their respective offices for a term of (2) years or until their successor or successors are duly elected and qualified. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.

**Section 2: President:** The President shall be *a current elected Coroner* and shall be the Chairman of the Board of Directors and shall direct the business of the organization and

shall preside at all meetings of the Board of Directors and of the membership. The President shall have such other powers and perform such duties which usually pertain to this office, including, but not limited to, the authority to appoint any committees, except as otherwise provided by these Bylaws, and the authority to sign checks written on behalf of the organization.

**Section 3: Vice-President:** The Vice-President shall be *a current elected Coroner and*, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice-President's duties shall also include assisting the President in coordination of the activities of the standing and special committees of the organization, and s/he shall also perform such other duties as are customarily performed by such officer in a corporation of like character and such additional duties as may from time to time be imposed upon him/her by the Board of Directors or membership.

**Section 4: Secretary-Treasurer:** The Secretary-Treasurer shall *ensure the Executive Secretary perform the following:*

- Keep and preserve all records of the organization,
- Keep minutes of all meetings of the Board of Directors and of the membership,
- See that all notices are duly given in accordance with the provisions of these Bylaws,
- Have charge and custody of and be responsible for all funds of the organization,
- Collect membership dues,
- Keep an accurate record of the organization,
- Shall deposit all such monies in the name of the organizations designated by the Board of Directors and, at any time, subject the books of the organization to be examined by any accountant or regular member of the organization.

The Secretary-Treasurer shall further provide financial updates to the Board of Directors and the officers *and provide an annual financial audit*. The Secretary-Treasurer shall discharge such other duties as are customarily performed by such an officer in a corporation of like character and such additional duties as may from time to time be imposed upon him/her by the Board of Directors.

**Section 5: Training Director:** The training Director shall lead the invocation at all meetings of the Board of Directors and the membership, plan all educational programs (seminars) and shall perform such other duties as may from time to time be imposed upon him/her by the President or the Board of Directors.

**Section 6: Immediate Past President:** The Immediate Past President shall serve on the Board of Directors and assist the other members of the Board of Directors in policy making and assist in areas that would be beneficial to the association and the President. The immediate past president is not required to attend regular meetings.

**Section 7: At-Large Directors:** The members elected as At-Large Directors, shall be elected at the annual Training and Workshop Conference and shall serve on the Board of Directors for two (2) years. One At-Large Member shall be a current elected coroner that will be elected for a two (2) year term and one (1) At-Large Member shall be a current appointed Deputy Coroner that will be elected to a Two (2) year term.

**Section 8: Legislative Liaison:** The Legislative Liaison shall be a current elected coroner and assist in the development, promotion or review of legislation either proposed or affecting South Carolina Coroners. The Legislative Liaison will work at the direction of the South Carolina Coroners Association with its designated lobbyist and members of the state legislature. The Legislative Liaison will serve as chairperson of the Legislative Committee.

## **Article VII**

### **Committees**

**Section 1: Accreditation Committee: DELETED**

**Section 2: Directory Committee: DELETED**

**Section 3: Ethics Committee: DELETED**

**Section 4: Legislative Committee:** The Legislative Committee shall be a standing committee of the organization consisting of three (3) members, (2) of which shall be appointed by the President. The Legislative Liaison will serve as chairperson of the committee. It shall be the function of the Legislative Committee to review all legislation and legislative matters effecting Coroners in the state of South Carolina and to present

their reports to the membership at each regular or special meeting of the organization.

**Section 5: Membership Committee: DELETED**

**Section 6: Public Relationship Committee: DELETED**

**Section 7: Additional Committees:** Other additional committees may be created by the President of the organization as he deems necessary. The President shall appoint members of any additional committees.

**SECTION 7.1: Parliamentarian:** It shall be the duty of the Parliamentarian to rule on matters of Protocol and Parliamentary procedure in the conduct of all meetings of the membership. This position shall be appointed by the President and WILL NOT serve on the Board of Directors.

**Article VIII**

**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 by five (5) members directing a written request to the Board of Directors.
- (b) The Board of Directors shall give written notice to the officer concerned and to each regular member of the organization, mailed to his last known address not less than thirty (30) days prior to the special meeting called for the question of impeachment; and
- (c) Such officer being impeached shall be removed by a two-thirds (2/3) vote of the members of the organization at the special meeting at which time there is a quorum.

**Article IX**

**Vacancies**

**Section 1:** If at any time during the term, a vacancy shall exist in the Board of Directors or in any office by resignation, death, removal, or otherwise, the President shall appoint a suitable person or persons to fill the vacancy or vacancies and shall present the new director or directors at the next regular meeting of the membership. The vacancy or vacancies shall be filled upon election by a majority vote of the membership at the next scheduled election.

## Article X

### Quorums

**Section 1:** A quorum of the Board of Directors shall be four or more of the seven voting members at any regular meeting or special meeting called in pursuance of the Bylaws. A quorum of the membership shall be a majority of the regular members present at any regular meeting or special meeting. A quorum for any other committee of the organization shall be a majority of such committee's members.

## Article XI

### Employees

Section 1: The administration and management of the association shall be selected and employed by the Board of Directors. An Executive Secretary shall serve as the Chief Financial Officer (CFO) and conduct the *financial* business affairs of the association. The CFO shall administer, manage, and coordinate all functions of the association and perform such other duties as may be designated by the Board.

*Section 2: The Board of Directors shall interview and employ a Lobbyist registered with the State as such. The Lobbyist shall introduce legislation as requested by the Board of Directors and the Membership at large. Said Lobbyist shall also monitor legislation introduced to see how it may affect the Association and its Members. The Lobbyist may also be required to assist with business matters with regard to State Laws and filing requirements required by the State of South Carolina to be a Lobbyist for the SCCA.*

## **Article XII**

### **Amendments or Repeals**

**Section 1:** The Bylaws may be modified, amended, or repealed by presentation at a regular meeting of the membership or any special meeting called for the purpose of making revisions, amendments, or repeals. Such revisions, amendments, or repeals presented at such meetings shall be approved by a two thirds (2/3) vote of the members present at voting at the next regularly scheduled meeting of the membership or any subsequent special meeting of the membership called for the purpose of approving such revisions, amendments, or repeals.

## **Article XIII**

### **Parliamentary Authority**

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

## **Article XIV**

### **Seal**

**Section 1:** The corporate seal of the organization shall be a circular seal with the name of the organization as approved by the Board of Directors.

## **Article XV**

### **Fiscal Year**

**Section 1:** The Board of Directors shall establish the fiscal year of the organization.

## **Article XVI**

### **Dissolution**

**Section 1:** Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose which shall at the time qualify as an exempt organization or organizations under Section 501 (c) (6) of the Internal Revenue Code of 19654 (or the corresponding provision of any future United States Internal revenue law), and under Section 12-7-330 (3) of the Code of Laws of South Carolina, 1976, as amended, as the Board of Directors shall determine.