

GMIS
(Government Management Information Sciences)

SOUTH CAROLINA CHAPTER BY-LAWS

ARTICLE I. NAME

- Section 1. **Name:** The name of this organization shall be the Government Management Information Sciences Users Group, South Carolina Chapter, henceforth referred to as SC-GMIS in these by-laws.
- Section 2. **Chapter Definition:** A GMIS Chapter is a satellite organization of the GMIS International organization, established by the volunteer action of five (5) or more member agencies in good standing in the international organization who seek to help one another achieve common goals and to promote GMIS at a regional level.
- Section 3. **Qualification:** It is necessary that at least 5 qualified agencies become members of the international organization prior to the state chapter being recognized under the GMIS International. Individual and organization qualifications for membership are discussed in Article IV Membership.
- Section 4. **State Chapter Treasury:** Each year, unless specifically waived by either organization, the GMIS International organization shall provide a subsidy to each qualified State GMIS Chapter by transferring to the State Chapter Treasury a sum equal to 20% of GMIS International dues per participating member or the amount designated by the GMIS International organization. The subsidy shall be used for Chapter expenses in fostering the goals of the international organization.

ARTICLE II. PURPOSE

- Section 1. The organization of SC-GMIS is formed for the mutual benefit of all participating government entities, and their agencies.

ARTICLE III. GOALS

- Section 1. To foster a unified effort among state and local government entities to integrate and disseminate their respective research and design efforts in the area of automated information sciences.
- Section 2. To promote standard information systems which can be shared and/or transferred among all participants.
- Section 3. Through cooperation, share systems applications and information to further cost effectiveness in members' organizations.
- Section 4. To present a unified voice as a cooperative organization to all suppliers of hardware, software and related information technologies, systems, and services.
- Section 5. To provide a group of qualified professionals who are capable of advising, lending credence or assisting state representatives or other governmental agencies in matters concerning information technologies, systems, and services.
- Section 6. To work for the common good of all governmental agencies and their information and technology professionals, and to be representative of them should the need exist.

ARTICLE IV. MEMBERSHIP

Section 1. The membership shall be comprised of any governmental department or agency of state or local level and state certified educational institutions within the State of South Carolina. Members that have interest in participating in SC-GMIS and in the mutual benefits of sharing systems, ideas, applications, techniques, and technologies. Members are organizations.

Section 2. Membership shall be on a governmental agency or department basis, and not on an individual basis.

Each Agency Member, where more than one employee is active in SC-GMIS, shall designate an "Agency Representative" who shall represent and vote on behalf of the agency on GMIS International matters. Any other participating individual employee of an agency shall be known as an Associate Member, and shall enjoy all the privileges and benefits of members, excluding voting. SC-GMIS memberships will generally, but not exclusively, be assigned to the following typical agencies.

- a. Counties (and all units, boards, commissions subordinate to the legislative body).
- b. Cities/Towns/Municipalities (and all units, boards, commissions subordinate to the legislative body).
- c. Public education entities:
 1. State Universities
 2. Community Colleges
 3. Technical Colleges
 4. Public School Districts
- d. Other local authorities, subject to application review by the Executive Board.
- e. All branches of State government, including but not limited to:
 1. The State Legislative Branch
 2. The State Judicial Branch
 3. All State Agencies, Departments, Boards, Commissions, and Individuals
- f. Public Safety entities (state, county, municipalities,...).
- g. Regional Agencies (individually) such as Regional Libraries, Council of Governments, etc.

Membership applications from governmental bodies or employees thereof, other than those listed above will be reviewed and classified as "Members" by vote of the SC-GMIS Executive Board.

Section 3. Membership shall be granted to vendor organizations that can provide services and products concerning information technology to Agency Members. These vendors shall herein be designated as Partner Members. All applications for Partner Memberships will be subject to review and approval of the SC-GMIS Executive Board.

Any participating individual employee of a Partner Membership shall be known as a Partner Member. Partner Members shall enjoy all the privileges and benefits of Agency Members, excluding the right to vote, hold local chapter office, and belong to GMIS International.

Section 4. Membership application procedure shall be as follows:

- a. Application for membership shall be submitted to the GMIS International Secretary or via SC-GMIS membership chairperson indicating that the applicant meets the test of Article IV. Section 2.
- b. The GMIS International Secretary-Treasurer shall ascertain the requesting agency's eligibility for membership, and send an official application if eligibility is confirmed.

- c. The GMIS International Secretary-Treasurer shall approve or disapprove membership applications, subject to review by the Executive Board at its next meeting. If the decision is to accept, the Secretary-Treasurer shall collect the annual fee for submittal to the International Executive Board.
- d. Application for membership from Partner Members shall be submitted to the SC-GMIS Chapter Executive Board. The Executive Board will approve or disapprove Partner Memberships.

Section 5. Members in good standing:

- a. Any member whose official application has been approved by the SC-GMIS and GMIS International Executive Board and who has paid the annual fee set forth in ARTICLE V shall be designated as a member of GMIS International and SC-GMIS in good standing.

Section 6. Suspension of membership for non-payment of annual fee:

- a. Any member, affiliate or partner member, whose annual fee is ninety days past due shall be suspended and privileges of membership terminated.
- b. Any member, affiliate or partner member, suspended for non-payment of the annual fee may be reinstated at any time prior to the close of that membership year upon payment of the full current year's fee.

Section 7. Termination of Membership:

- a. Membership in SC-GMIS may be terminated for cause by either Executive Board. Sufficient cause for such termination shall be violation of these By-Laws, the GMIS International By-Laws, code of ethics, agreements, rules and practices properly adopted by the organization(s). Termination shall be only by unanimous vote of either Executive Board.
- b. All members who are under suspension for non-payment of the annual fee at the close of a membership year shall be terminated automatically.

Section 8. Member Emeritus:

- a. Membership bestowed upon an individual who has distinguished himself/herself through service to SC-GMIS and retired from a member organization.
- b. Recommendation for this membership may be received from a representative of any member organization.
- c. Nominations for Member Emeritus will be approved by the Executive Board.
- d. A Member Emeritus has honorary status only and will be invited to attend conferences and can serve on the executive board in any position except, President and President-Elect.

ARTICLE V. FEES

Section 1. Membership Fee:

- a. An Agency Member, as defined in Article IV, Section 3, shall pay an annual fee to GMIS International based on the schedule of annual fees established by GMIS International.
- b. Local dues for the Agency Members, if any, shall be established by the SC-GMIS Executive Board for the purpose of addressing any additional expenses for local operations.

- c. A Partner Member, as defined in Article IV, Section 3, shall pay an annual fee equal to that which is established by the SC-GMIS Executive Board. This fee is paid directly to the VP of Finance of the SC-GMIS Chapter and not to GMIS International.

Section 2. Meeting Fees:

- a. Registration fees will be established prior to each SC-GMIS meeting by the hosting organization and will be required of all attendees. Fees may vary based on SC-GMIS membership status, as determined by the SC-GMIS Executive Board.

Section 3. Purpose of Funds Collected:

- a. To cover costs of collecting and disseminating information contributed and desired by members.
- b. To cover extraordinary expenses of the members of the Executive Board carrying out the mandates of the membership.
- c. To cover costs of publishing and distributing the GMIS Newsletter, SC-GMIS Newsletter, and other correspondence as required in the conduct of the organization.

ARTICLE VI. OFFICERS

Section 1. The governing body of SC-GMIS shall be an Executive Board comprised of:

- a. President
- b. President Elect
- c. Vice-President for Member Services
- d. Vice-President for Communications
- e. Vice-President for Finance
- f. Vice-President for Vendor Services
- g. Past President

Section 2. The officers shall serve for a period of one year or until their duly qualified successors are appointed or elected.

Section 3. In the event of a vacancy in the Executive Board, the remaining members of the Executive Board shall assume the responsibilities of the vacant position or appoint someone for the balance of the unexpired term.

Section 4. Election of Officers:

- a. Election of Officers shall be conducted at the regular Leadership Summit meeting, and will hold office for approximately one year. The Officer will hold the elected position until the close of the next SC-GMIS Annual Business Meeting, where a new board will be voted upon by the membership.
- b. Officers elected will be: President Elect, Vice-President for Member Services, Vice-President for Communications, Vice-President for Finance, and Vice-President for Vendor Services.

Section 5. Duties of Officers:

- a. Responsibilities of the President shall be, but not limited to:
 - 1. Scheduling, organizing and conducting all meetings
 - 2. Serving as spokesperson for SC-GMIS
 - 3. Appointing special committees as required

- b. Responsibilities of the President-Elect shall be, but not limited to:
1. Assuming the responsibilities of the President in his absence
 2. Serve as the chairperson of the *Meetings and Programs Committee*
 3. Performing such functions as assigned by the President
- c. Responsibilities of the Vice-President for Member Services shall be, but not limited to:
1. Serving as chairperson of the *Membership and Goals Committee*
 2. Administering the Professional Recognition Award program
 3. Administering the Professional Certification program
 4. Serving as a liaison to GMIS International in regards to membership records
 5. Overseeing member recruitment
 6. Managing member relations
 7. Maintaining membership records for agency members
 8. Performing such member-related functions as assigned by the President
- d. Responsibilities of the Vice-President for Communications shall be, but not limited to:
1. Acting as the chairperson of the *Publications and Public Relations Committee* and *By-Law Committee*.
 2. Fostering interagency communication and sharing of hardware and software capabilities within South Carolina and other Federal, State and Local jurisdictions
 3. Corresponding Secretary
 4. Serving as recording Secretary
 5. Receiving and distributing contributed materials
 6. Serving as newsletter coordinator
 7. Maintenance and currency of the SC-GMIS website
 8. Performing such communications related functions as assigned by the President
- e. Responsibilities of the Vice-President for Finance shall be, but not limited to:
1. Serving as the chairperson of the *Funding Committee*, including the annual chapter budget
 2. Maintaining membership records in regards to dues owed and paid
 3. Making the annual written request for membership subsidy distribution to GMIS International Secretary (request must be made between July 1 and December 31)
 4. Maintaining of financial records
 5. Payment of bills
 6. Performing such financial-related functions as assigned by the President
- f. Responsibilities for Vice-President for Vendor Services shall be, but not limited to:
1. Building vendor partner relationships
 2. Recruiting vendor partners
 3. Overseeing vendor partner sponsorships for events
 4. Maintaining membership records for vendor partners
 5. Performing such vendor partner-related functions as assigned by the President
- g. Responsibilities of the immediate Past President shall be, but not limited to:
1. Overseeing strategic or tactical projects as directed by the President
 2. Providing expertise developed by virtue of their ex-officio status
 3. Assuming the responsibilities of the President in the absence of the President and President-elect
 4. Performing such functions as assigned by the President

ARTICLE VII. FISCAL PROCEDURE

- Section 1. Fiscal Year: The fiscal and membership year will coincide with the GMIS International year.
- Section 2. Funds: The Vice-President for Finance shall manage the funds of the organization within policies established by the Executive Board.
- Section 3. Bonding: The President, Vice-President for Finance or any other person entrusted with handling of funds or property of the organization shall furnish, at the expense of SC-GMIS, a fidelity bond, if requested by the Executive Board, in such sum as the Executive Board shall prescribe.

ARTICLE VIII. STANDING COMMITTEES

- Section 1. Meetings and Programs Committee:
- a. Responsibilities of this committee shall be:
1. To plan and promote meaningful programs for all meetings and to make the necessary arrangements for each meeting.
 2. Coordinate all requirements for the Annual Leadership
 3. Coordinate all requirements for workshops
- Section 2. Publications and Public Relations Committee:
- a. Responsibilities of this committee shall be:
1. To encourage members to carry on a continuing program of public relation for the organizations and its goals.
 2. To encourage the publication of a newsletter to maintain and promote the interest in the organization among its members and prospective members.
 3. To develop and maintain an index of users and user systems applications to promote and to encourage the development of standard systems which can be shared and/or transferred among participants.
 4. To promote cost effectiveness within member installations by encouraging not only the sharing of systems applications and information, but also discouraging the development of systems which "Re-invent the wheel".
- Section 3. By-Laws Committee:
- a. Responsibilities of the Committee shall be:
1. To promote a viable membership through By-Laws which maintain and ensure significance and responsiveness of the organization to the needs of members and prospective members.
- Section 4. Membership and Goals Committee:
- a. Responsibilities of this Committee shall be:
1. To seek and encourage the membership of all eligible government entities which are in accord with the goals of the organization.
- Section 5. Funding Committee:
- a. Responsibilities of this Committee shall be:

1. To carry on a continuing program of research on sources of funding for the organization and prepare an annual budget for Executive Board approval, such budget to reflect but not to exceed revenue expectations for the ensuing fiscal year.
2. To receive and to audit financial reports of all SC-GMIS functions and ensure that excess funds are turned over to the Chapter Vice-President for Finance.

Section 6. Audit Committee:

- a. Responsibilities of the Committee shall be:
 1. To conduct an annual audit of the accounting records of this organization at the close of each fiscal year, and to present a report thereon to the incoming Executive Board.
 2. To conduct special audits of the SC-GMIS accounts as may be required by the Executive Board.
- b. The President shall appoint the Audit Committee. Members of the Audit Committee shall not be representatives of any agency represented on the outgoing Executive Board.

Section 7. Nominating Committee:

- a. Responsibilities of the Committee shall be:
 1. To develop a slate of candidates for each office of the SC-GMIS Executive Board, and to submit its nominations at the business meeting of the last regular meeting of the membership year.
- b. The Nominating Committee shall be appointed by the President and shall consist of three members, preferably past Presidents.

Section 8. Other committees may be appointed by the President to accomplish the general purposes or special projects of the organization.

ARTICLE IX. MEETINGS

Section 1. Regular Meeting(s): No less than two regular meetings shall be held each membership year for the entire organization. A time and place for the next meeting, as determined by the SC-GMIS Executive Board, shall be announced to the membership attending a regular meeting, and shall be included in information sent to all members to be received by them at least two weeks prior to announced dates.

Section 2. Special Meeting(s): The President, with the approval of the Executive Board, may call special meetings to meet the specific interest of special interest areas, such as law enforcement, legislative inquiry, etc.

Section 3. Quorum: A quorum for the conduct of business meetings shall consist of:

- a. GMIS International matters: 5 or more members in good standing.
- b. Local Chapter matters: 5 or more members in good standing.

Section 4. Voting:

- a. Unless otherwise provided in these By-Laws, voting shall be based upon a simple majority of the votes cast.

- b. Only agency representatives in good standing shall be eligible to vote as provided herein.
- c. No more than one vote will be cast by each eligible voter on all issues; proxy ballots will not be accepted.
- d. Secret balloting may be used at the discretion of the President or when requested by a member qualified to vote.

Section 5. Accounting for attendance fees:

- a. The Meetings and Programs Chairperson appointed by the SC-GMIS Executive Board shall be responsible for collecting and distributing the fees and for submitting a financial report for audit.
- b. Any income collected over and above the amount of the expense shall be returned to SC-GMIS. The Executive Board will approve all registration fees. Deficits will be reimbursed to the host at the discretion of the Executive Board.

Section 6. Nothing in these By-Laws shall prevent the SC-GMIS Executive Board from inviting interested persons or organizations, including vendors, consultants, or service organizations, who are not members, to participate as observers at meetings, participate in meeting sessions, or in other appropriate capacities as the Executive Board may see fit.

ARTICLE X. LIMITATION OF LIABILITY

Section 1. Nothing herein shall constitute members as partners for any purpose. No member or officer of SC-GMIS shall be liable for the acts or failures to act on the part of any other member, and no officer shall be liable for his acts or failures to act under By-Laws, excepting only acts or omissions to act arising out of his willful misfeasance.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. All meeting of the duly constituted bodies of this organization shall be governed by the rules of order as prescribed in "Roberts Rules of Order Revised", provided the same are not superseded by these By-Laws and are applicable.

Section 2. Suspension of By-Laws: The By-Laws may be temporarily suspended by the affirmative vote of sixty-six and two-thirds percent (66-2/3%) of members in good standing or their designee from the same agency, in attendance at any regular or special meeting of the organization, provided a quorum is presented.

Section 3. Interpretation of the By-Laws: The Executive Board shall be the authority for the interpretation of these By-Laws.

ARTICLE XII. DISSOLUTION

Section 1. The organization shall use its funds only to accomplish the purposes and goals specified in these By-Laws. On dissolution of SC-GMIS, any funds remaining shall be distributed in the following manner and sequence.

- a. Outstanding accounts payable shall be paid in whatever sequence designated by the Executive Board.
- b. Restricted funds (e.g. Federal funds) shall be disseminated in accordance with procedures and restrictions accepted with the funds.

- c. Expenses related to the dissolution of the organization shall be paid.
 - d. Current year membership fees shall be refunded to current agency members. If current funds are not sufficient to refund the entire membership fees, then refunds will be prorated accordingly.
 - e. Current year membership fees shall be refunded to current vendor-partner members. If current funds are not sufficient to refund the entire membership fees, then refunds will be prorated accordingly.
 - f. Any remaining funds shall then be distributed to GMIS International.
- Section 2. Tangible Property: Any tangible properties of the organization shall be dispensed under the supervision of the Executive Board in whatever manner it deems equitable.
- Section 3. Before distribution of funds and/or tangible properties, the President shall cause the Audit Committee to conduct a special audit of the accounts and other assets of the organization.
- Section 4. The Executive Board shall conduct the dissolution process.
- Section 5. The Executive Board shall submit a report of the dissolution process and distribution of funds and tangible properties to all members in good standing in the current and the immediate past fiscal year, to any other agency with legal interest in the funds and properties disposed.

ARTICLE XIII. AMENDMENTS

- Section 1. Proposals
- a. Amendments to these By-Laws may be proposed by:
 - 1. The By-Laws Committee.
 - 2. A request signed by five or more members in good standing.
 - 3. The unanimous mandate of members in good standing in attendance at a regular or special meeting of the organization provided a quorum is present.
 - b. Amendments shall be proposed in writing and submitted to the Executive Board.
 - c. The Executive Board shall authorize the Secretary-Treasurer to submit proposed amendments in writing to the entire membership at least 30 days prior to the date on which the votes are to be cast.
- Section 2. Voting:
- a. The balloting on a proposed amendment to these By-Laws shall be conducted at the next meeting.
 - b. An affirmative vote of sixty-six and two thirds (66-2/3%) of the members casting ballots shall be required for the adoption of any amendment to these By-Laws.