

**SOUTH CAROLINA- Association of Career and Technical Education  
(SC ACTE)**

**HEALTH SCIENCE EDUCATORS  
DIVISION  
HSE  
  
BYLAWS**

# **HEALTH SCIENCE EDUCATORS DIVISION**

## **BYLAWS**

### **ARTICLE I – NAME**

The name of this organization shall be South Carolina –ACTE -Health Science Educators Division (HSE), and it shall function as a teacher association for the division of South Carolina Health Science Educators as part of the Association of Career and Technical Education (ACTE).

### **ARTICLE II- MISSION AND PURPOSES**

#### **SECTION I - MISSION STATEMENT**

As a professional organization, we promote Career and Technology Education to prepare a world-class workforce by training secondary and post-secondary students for today's labor market to meet society's needs in Health Careers. We also support all teachers engaged in teaching content related to careers in Health Care, both secondary and post-secondary.

We do this by ensuring excellence in education, advocating beneficial educational legislation, participation in new program development, providing professional development opportunities for teachers, and supporting professional involvement and leadership development of members and our students.

#### **SECTION II – PURPOSES**

1. Professional Development - Promote career development, professional involvement, leadership, best practices in instruction, and high standards.
2. Policy Development - Support the mission and goals of the Health Science Educators Division. We also advocate state and local public policy to benefit health careers education.
3. Excellence in Education - Foster excellence in career and technology education by acting as a clearinghouse to disseminate new ideas, research, and other items to upgrade programs and services in health careers education.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION I – ELIGIBILITY**

1. A member of HSE must:
  - a. Be interested in the purposes of Health Science Education.
  - b. Be a state member of ACTE.
  - c. Pay annual state and division membership dues.

## SECTIONS II – MEMBERSHIP CLASSIFICATION

1. Affiliated Membership -Health Science or Science Teacher members – actively engaged in health science education roles in middle, secondary, or post-secondary education and paid the appropriate state and division dues.
2. Associate or At large members. Others that are interested in the health science education field but are not engaged in direct education. These members may come from general SC ACTE members, Business and Industry members, school administrators, etc.

## SECTION III – DUES

1. Membership will begin with the payment of dues as set by ACTE. The membership shall extend for one year from the date of application until the following year's date to correspond with the ACTE membership application. This division will adapt to any changes that ACTE sets forth in the future.

## SECTION IV – VOTING

1. Voting is a privilege of affiliated members current on their health science division and SC ACTE membership dues.

## SECTION V –DIVISION

1. The SC ACTE – Health Science Division shall be composed of a minimum of thirty (30) members representing the professional interest of Health Science Education in South Carolina.

## ARTICLE IV – OFFICERS

### SECTION I – OFFICERS OF HSE

1. The HSE officers shall consist of President, President-Elect, Secretary, Treasurer - Membership Coordinator, and Past President.

### SECTION II – QUALIFICATIONS

2. Only affiliated members in good standing and currently **teaching** in a health science program shall be eligible for election to an office.
3. President-elect shall be a member for at least one year and who has shown leadership qualities in health science education during previous years.

## SECTION II - METHOD OF ELECTION OR APPOINTMENT

1. Nominating Committee shall submit a proposed ballot to the membership. This committee will consist of the SCDE Health Science Education Associate, The SC HOSA State Director, the HSE past-president, and three other designees appointed by the SCDE representative.
2. Officers shall be elected by electronic ballot when possible. Hand-written ballots may substitute when necessary due to unforeseen circumstances.
3. A majority vote shall elect officers.
4. Nomination of eligible candidates will be accepted from the floor.
5. The duty of coordinating all voting will be assigned to the Past President.

## SECTION IV - METHOD OF FILLING VACANCIES

1. The current President-Elect will fill a vacancy in the office of President.
2. All other vacancies in office shall be filled by appointment by the President.
3. The appointed person must meet the same criteria as any other executive committee member.

## SECTION V – TERM OF OFFICE

1. For the newly elected executive committee member, the term of office shall begin at the annual HSE Professional Development Conference's close.
2. No member shall hold more than one office at a time.
  - a. President will serve a one-year term as President and a minimum of a two-year term as past President.
  - b. The President-elect will serve a one-year term prior to taking over the President's role unless the President's role is vacated, then the president-elect term will be satisfied.
  - c. Secretary will serve a one-year term.  
The Treasurer and Membership Coordinator will serve a four-year term.
3. In the event of a year without a conference due to unforeseen circumstances, the officers may be elected via conduction of a virtual meeting and electronic vote.
4. Due to unforeseen circumstances, current officers may have their offices extended an additional year with the majority vote.

## SECTION VI – DUTIES OF MEMBERS OF EXECUTIVE COUNCIL

1. The President shall:
  - a. Preside at all meetings and perform such duties that usually pertain to this office.
  - b. Attend HSE's Executive Committee meetings.
  - c. Represent HSE as a member of the SC HOSA Board of Directors.
  - d. Appoint ad hoc committees.
  - e. Participate in the planning of the annual HSE conference.
  - f. Represent HSE at the EBS for updates.
  - g. Serve over any additional meetings called.
  - h. Serve on the SC ACTE Legislative Committee.
  
2. The President-Elect shall:
  - a. Perform all President's duties in his/her absence, and such special tasks as the President shall require.
  - b. Have duties conferred by the President and/or the HSE executive committee
  - c. Attend the HSE Annual conference.
  - f. Attend all HSE Executive Committee meetings.
  - g. Assist in details of planning and assignments for the HSE Annual conference.
  - h. Serve on the SC ACTE Program Committee.
  
3. The Secretary shall:
  - a. Maintain full and accurate records of the HSE executive committee and member business meetings and disperse the minutes.
  - b. Prepare correspondence as is necessary.
  - c. Attend all HSE Executive Committee meetings.
  - d. Assist Treasurer if needed with membership reports, collecting applications and fees at the annual conference.
  - e. Attend the annual HSE Conference and assist as assigned.
  - f. Serve on the SC ACTE Constitution/Bylaws committee.
  
5. The Treasurer/Membership Coordinator shall:
  - a. Work with the SCDE Education Associate to prepare and submit an annual budget.
  - b. Oversee preparation of checks, invoices, and deposits, auditing, and taxes.
  - c. Attend all Executive Committee meetings.
  - d. Attend the Annual HSE Conference and assist as assigned with membership, registration fees, bookkeeping, and expenses.
  - e. Accept membership applications and fees to be submitted to ACTE.
  - f. Monitor and report membership.

- g. Serve on the SC ACTE Finance/Membership Committees.
6. The Reporter shall:
    - a. Inform the membership of all HSE activities.
    - b. Communicate, in writing or virtually, and/or via web page social media, pertinent news and activities regarding HSE members for publication.
    - c. Attend all HSE Executive Committee meetings.
    - d. Prepare yearly newsletter to be posted on the website and sent to SC ACTE.
    - e. Serve on the SC ACTE Publication committee.
  7. The Past President shall:
    - a. Serve as chair of the HSE Nomination Committee and coordinate all voting.
    - b. Serve in an assisting role to the HSE executive committee.
    - c. Attend the HSE Executive Committee meetings.
    - d. Attend the SC HSE Annual Conference and assist as assigned.
    - e. Serve on the SC ACTE Nominating/Awards Committee.

## **ARTICLE V – MEETINGS**

### **SECTION I - ANNUAL MEETING**

1. The business meeting will be held during the annual HSE conference as the annual meeting. If there is a year the annual conference does not take place in person the annual meeting may be held virtually on a designated date during the last three months of the year, or at the summer ACTE – Education and Business Conference.
2. Special meetings shall be called by the President when most of the Executive Council or a majority of the membership of HSE approves or requests such an arrangement.

### **SECTION II – QUORUM**

1. For a definition, a quorum will be 50% of the membership plus one in these situations.
2. A quorum shall consist of most of general membership present at the annual HSE conference, EBS conference, or a meeting with HSE updates. These meetings may take place virtual or in person.
3. A quorum for the executive committee will consist of a majority of the Executive Committee's membership at the committee meetings.
4. To reach a quorum on a vote, meetings and voting may take place in person, in a virtual format, or in electronic form.
5. Only teacher members may vote on any business associated with the HSE division, such as elections and bylaw changes.

## **ARTICLE VI - EXECUTIVE COUNCIL**

### **SECTION I – MEMBERS/GOVERNING BODIES**

1. The Executive Committee shall consist of the elected officers and the SCDE Education Associate or designee.
2. The Executive Council shall have management and control of all affairs and funds of HSE between its business meetings, make recommendations for using funds, and perform such other duties specified in the bylaws.
3. Minutes and records of all meetings and finances shall be made available to the membership at a minimum of yearly during the Annual Meeting.
4. Reimbursement of expenses incurred by HSE officers shall be based on the executive committee's approval and the constraints of the annual budget.

### **SECTION II - EXECUTIVE COUNCIL MEETINGS**

1. The HSE Executive Committee may meet prior to any general meeting of the membership. The President or a majority of the Executive Committee may call other meetings of the Executive Council either virtually during a live call or in person.

## **ARTICLE VII – COMMITTEES**

### **SECTION I - STANDING COMMITTEES**

1. Standing committees are:
  - a. Nominating/Awards
  - b. Constitution/Bylaws
  - c. Finance/Membership
  - d. Legislative Committee
  - e. Publicity
  - f. Program

### **SECTION II - AD HOC COMMITTEES**

1. Ad Hoc committees shall be appointed by the President.

### **SECTION III – HSE COMMITTEES**

1. The President shall select and recommend HSE members to serve on HSE committees as requested. Other executive committee members may submit recommendations to the President.

## **ARTICLE IX - FISCAL YEAR**

### **SECTION I - FISCAL YEAR**

1. The fiscal year shall be from July 1<sup>st</sup> - June 30<sup>th</sup>.

## **ARTICLE X – FINANCES**

### **SECTION I - DEPOSIT OF FUNDS**

1. All HSE funds shall be deposited in a bank designated by the HSE Executive Committee.

### **SECTION II - DISBURSEMENT OF FUNDS**

1. All HSE funds shall be disbursed by the Treasurer and/or the HSE designee by check or credit card. The President and/or SCDE Health Science representative shall be the second approval on distributing all check requests.

### **SECTION III - AUDIT OF FINANCIAL RECORDS**

1. The Treasurer and HSE Executive Committee shall arrange for a review or audit of the financial records during the last year of the treasurer term. The report shall be available to any member of HSE.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern HSE in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Association may adopt.

## **ARTICLE XII - STANDING RULES**

Standing rules shall be adopted if and when the need arises.

## **ARTICLE XIII - AMENDMENTS**

These Bylaws may be amended or revised by a quorum or by a two-thirds vote of all members present at HSE's annual meeting. A copy of the proposed amendments or revision shall be emailed to each member one week prior to the date set for the official vote.

## **ARTICLE XIV - RESTRICTIONS**

No part of the net earnings of HSE shall be obtained to the benefit of or be distributable to its members, trustee, officers, or other private persons, except that HSE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of charitable, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law). No substantial part of HSE's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and HSE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision, HSE shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (corresponding provision of any future United States Internal Revenue Law) or (b) by any organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE XV – DISSOLUTION**

Upon the dissolution of HSE, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities of HSE, dispose of all the assets of HSE exclusively for HSE in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the District Court in which the principal office of HSE is then located, to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.