

Guidelines and Requirements for All National Board Positions

- Only **General Members** are eligible to run; (*Affiliate Members are automatically transferred to General Member status after 5 consecutive years of membership in good standing, per current SCC Bylaws, Article II, Section 1.B.*).
- Candidates are expected to serve out their current national or chapter office term in its entirety before assuming another elected Board position; current Chapter Treasurers-Elect and Chairs-Elect are not eligible to run for national board.
- All candidates are required to complete the online application and submit it by the published deadline; late or incomplete submissions will not be accepted.
- The application requires a statement highlighting how they will contribute to each of the Society's four (4) [strategic plan goals](#).
- Candidates who fail to submit the required ballot information to HQ by the published deadline shall not appear on the ballot.

Eligibility Policies

Officers

Vice President-Elect: *Vice President-Elect is a three (3) year commitment, with subsequent succession to the offices of Vice President and President. **There is a two-term limit for the office of President (per the SCC Bylaws, Article III, Section 8)***

- Minimum membership requirement: Eight (8) most recent, consecutive years of SCC membership in good standing
- Must have served:
 - On the national Board of Directors as Secretary, Treasurer, or Area Director; **OR**
 - As a Chapter Chair **AND** made significant leadership/service contributions at the national level within the last 3 years on either COSA, Education, Governance, or Membership Committee

Secretary: *Secretary is a two (2) year commitment; must serve out the term in its entirety before assuming another elected board position.*

- Minimum membership requirement: Six (6) most recent, consecutive years of SCC membership in good standing
- Must have served:
 - A full term as Area Director; **OR**
 - A full term as national Treasurer; **OR**
 - As an elected local Chapter Officer **AND** made significant leadership/service contributions at the national level within the last 3 years on any national committee

Treasurer: *Treasurer is a two (2) year commitment; must serve out the term in its entirety before assuming another elected board position.*

- Minimum membership requirement: Six (6) most recent, consecutive years of SCC membership in good standing
- Must have served:
 - At least one full term (2 years) on the national Audit & Finance Committee **AND**
 - A full term as Area Director; **OR**
 - A full term as national Secretary; **OR**
 - A full term as Chapter Chair or Chapter Treasurer
- Preference given to candidates with accounting/finance/business background or experience

Directors

Area Director: *Area Director is a three (3) year commitment; must serve out the term in its entirety before assuming another elected board position. **No Area Director may serve consecutive terms on the Board, even if they would be representing another Area.***

- Minimum membership requirement: Three (3) most recent, consecutive years of SCC membership in good standing
- Must have held the following Chapter leadership position(s):
 - 1 full term of service as a Chapter Chair; **OR**
 - 2 full years of service as a Chapter Officer or Chapter Board Member

Campaign Policy Acknowledgement:

All candidates are required to read, sign, and submit the Campaign Policies and Guidelines adopted by SCC and agree to adhere to them. Candidates who violate policy shall be removed from the ballot; if the election is taking or has taken place and a violation is subsequently made known, the ballots cast for that candidate shall be invalidated.

Election Results Policy:

SCC HQ provides only the total number of votes cast and certified in published election results. Individual candidate vote tallies and the percentage of votes are not disclosed to anyone. Only the name of the winning candidate for each seat in the election shall be announced.

Vice President-Elect

The Vice President-Elect supports the Vice President and President in the implementation of the Society's strategic plan. The Vice President-Elect shall also:

- Assume the duties of the President or Vice President, as appropriate, in the absence or incapacity of one or both.
- Represent the Society at the request of the President.
- Serve as a member of the Committee on Scientific Affairs (COSA).
- Serve as the Chairperson of the Governance Task Force.
- Serve as officer liaison to assigned committees.
- Have such other powers and duties incident to the office of Vice President-Elect prescribed by the Board of Directors, the Executive Committee, or the Bylaws.

Time commitment: HIGH (6-8 hours per month)

Term commitment: total of **four years** with one year each as VP-elect, VP, President and Immediate Past President board service

Participation requirements: Monthly officer calls; quarterly board meetings, attendance at annual meeting; attend assigned committee meetings; chair committees as assigned; leverage connections for sponsorship and other financial support for SCC

Perks: complimentary annual meeting registration & up to 4 nights comp hotel; travel reimbursement within policy (when not company-supported)

Treasurer

The Treasurer shall be responsible for monitoring the fiscal affairs of the Society and is tasked with carrying out the policies and directions of the Board of Directors. The Treasurer shall also:

- Have power to disburse such funds of the Society as shall be required in the conduct of its affairs and the carrying on of its activities.
- Have authority to sign any check, draft, or other order of the Society for the payment of money.
- Work, in conjunction with the accounting firm, auditors, and staff to prepare financial statements for the Board of Directors and the Executive Committee in such form and frequency as they may direct.
- Develop and maintain the appropriate budgetary procedures; oversee and authorize the expenditure of funds; and ensure that all funds, physical assets, and other property of the Society are administered with care.
- Review and approve/deny Chapters' Mid-Year and Year-End Financial Report submissions.
- Serve as the Chairperson of the Audit & Finance Committee.
- Serve as officer liaison to assigned committees.
- Have such other powers and duties incident to the office of Treasurer prescribed by the Board of Directors, the Executive Committee, or these Bylaws.

Time commitment: HIGH (6-8 hours per month)

Term commitment: **two years**

Participation requirements: Monthly officer calls; quarterly board meetings, attendance at annual meeting; review of chapter financial reports 2x/year; attend assigned committee meetings; chair committees as assigned; leverage connections for sponsorship and other financial support for SCC

Perks: complimentary annual meeting registration & up to 4 nights comp hotel; travel reimbursement within policy (when not company-supported)

Secretary

The Secretary shall perform all such duties associated with the office of Secretary of a non-profit under the laws of the State of Delaware including, but not limited to:

- Keep, or provide for keeping of, official minutes of all meetings of the Board of Directors, the Executive Committee, and meetings of the Voting Members.
- Provide for the secure custody and safeguard of the Certificate of Incorporation and any other corporate documents of the Society.
- Oversee the election process and certification of ballot results.
- Record and communicate to the members all resolutions of the Board of Directors or any such other information as the Board of Directors, the Executive Committee, or the President shall direct.
- Serve as officer liaison to assigned committees.
- Have such other powers and duties incident to the office of Secretary prescribed by the State of Delaware, the Board of Directors, the Executive Committee, or these Bylaws.

Time commitment: HIGH (6-8 hours per month)

Term commitment: **two years**

Participation requirements: Monthly officer calls; quarterly board meetings, attendance at annual meeting; attend assigned committee meetings; chair committees as assigned; leverage connections for sponsorship and other financial support for SCC

Perks: complimentary annual meeting registration & up to 4 nights comp hotel; travel reimbursement within policy (when not company-supported)

Area Director

The Area Directors function as elected representatives of the Chapters in their Areas. Two Area Directors shall be elected for each Area. The Senior Director for an Area is determined by the earliest election-to-office date. All Area Directors shall be General Members in good standing. Area Directors are required to:

- Participate in all Board of Directors meetings;
- Plan and facilitate Area Council meetings;
- Communicate frequently with Chapters within their respective Area;
- Act as a liaison between the national office, Board of Directors, and their respective Chapters; and
- Perform other duties, projects, or assignments as approved by the Board of Directors.

Time commitment: HIGH (4-6 hours per month)

Term commitment: **three years**

Participation requirements: Monthly officer calls; quarterly board meetings, attendance at annual meeting; attend assigned committee meetings; chair committees as assigned; leverage connections for sponsorship and other financial support for SCC

Perks: complimentary annual meeting registration & 1 night comp hotel; travel reimbursement within policy (when not company-supported)