

Williston-Elko Business, Education & Community Partnership (BEC) By-laws

Article I - Name

The name of the organization shall be the Williston-Elko Business, Education & Community Partnership (BEC).

Article II - Purpose

The corporation is organized for the purpose of supporting the activities necessary or appropriate to produce and develop a quality workforce for the Barnwell County region of South Carolina. The corporation shall accomplish this purpose by connecting students, parents, and educators to career opportunities through business partnership, training, and use of available resources. The corporation shall be operated exclusively for the foregoing purpose. The activities of the corporation shall be consistent with its purpose of addressing the workforce needs of Barnwell County by bringing together business and education interests, expertise, and resources of the Barnwell County Chamber of Commerce, the school district of Williston-Elko #29 and higher education institutions. The roles of the corporation will include, but not be limited to, setting policy; providing the overall governance through oversight of the appointment of committee members and the appointment, supervision, and evaluation of the corporation's executive director; development of partnerships between business and education; working to secure funding for the corporation; working to remove legislative and administrative barriers to cooperation; advocacy of partnership initiatives; and facilitating the education of the community to the need for, and support of, workforce initiatives.

Article III - Board of Directors

Section 3.1 General Powers and Authority of the Board. All corporate powers shall be exercised by or under the authority of, and the affairs of the corporation

managed under the direction of, the Board of Directors. Each director is expected to attend at least two (2) functions sponsored by the corporation each year.

Section 3.2 Composition, Number, Term, and Qualifications.

- (a) The number of directors of the corporation shall be ten (10).
- (b) Three (3) of the directors shall consist of individuals selected from the business sector. Two (2) of the three (3) business directors shall be the Chairman and Vice Chairman.

(c) Three (3) of the directors shall consist of individuals selected from the education sector. The three directors from the education sector will be the Williston-Elko School District #29 Superintendent, the Williston-Elko School District #29 Director of Finance and a student of the Williston-Elko School District #29.

(d) Two (2) of the directors shall consist of individuals selected from the community sector. The two directors from the community sector will be a representative from the Williston-Elko faith-based sector and Parent of a student within the Williston-Elko School District #29.

(e) Two (2) of the directors shall consist of individuals selected from the government sector. The two directors from the government sector will be (1) representative from the Town of Williston town council and (1) a representative from the Barnwell County council.

Section 3.3 Resignation of Business Directors. A business director may resign by delivering written notice to the Chair of the corporation. A resignation is effective when the notice is received unless the notice specifies a later effective date.

Section 3.4 Removal of Business Directors. A business director may be removed with or without cause by the directors. The Board shall do so by giving written notice of the removal to the director to be removed and the corporation's Chair. A removal is effective when the notice is provided to the director to be removed unless the notice specifies a future effective date.

Section 3.5 No Compensation. The Board of Directors shall not be compensated for their services as such, but may be reimbursed for all out-of-pocket expenses

incurred in performing their services as directors provided that the expense is approved by the Board and proper substantiation of the expense is provided.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a Chairman, Vice Chairman, Secretary, and Treasurer.

- a. **Chairman.** The Chairman, a representative of the Business sector, shall preside over meetings of the organization and executive board, serve as the primary contact for the organization, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice Chairman.** The Vice Chairman, a representative of the business sector, shall assist the Chairman and carry out the Chairman's duties in his or her absence or inability to serve.
- c. **Secretary.** The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the Board of Directors and Committee members. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. **Treasurer.** The Treasurer, the Williston- Elko School District #29 Director of Finance, shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the April meeting annually. The nominating committee shall select a candidate for each office with an expiring term and present the slate at the annual meeting. At that meeting, nominations may also be made from Board of Directors and committee members. Voting shall be by voice vote if a slate is presented.

Section 4. Terms of Office. Officers are elected for three year terms in the same office. Each person elected shall hold only one office at a time. The initial Board of Directors composition will consist of a one (1) year term for Business Representative 1, a two (2) year term for Business Representative 2 and a three (3) year term for Business Representative 3 to ensure adequate representation from the business sector and staggered expiration of terms of office. The representatives from the Business sector will then remain on the three (3) year term allowance as other officer. The term of office for the Government Sector representatives for City and County Council, along with the Education sector representatives of the Williston-Elko School District Superintendent and Director of Finance are contingent upon the maintaining of the appointed governmental and/or employment status.

Section 5. Vacancies. If there is a vacancy in the office of Chairman, the vice Chairman will become the Chairman. At the next regularly scheduled meeting, a new vice Chairman will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V - Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Monday of each month at 4:00 p.m., in the Williston-Elko School Media Center. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the Chairman, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer or phone calls.

Section 3. Quorum. The quorum shall be 8 members of the organization.

Article VI - Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII - Finances

Section 1. A tentative budget shall be drafted prior to July 1 by the Director of Finance, for the upcoming fiscal year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information for BEC activities.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on all checks. Authorized signers shall be the Chairman, Vice Chairman and Treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed during the Williston-Elko School District #29 annual external financial audit. A report of the audit findings and reports for BEC related activities will be presented to the Williston-Elko BEC Board of Directors by the Director of Finance.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Article VIII - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article VIII - Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article X - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

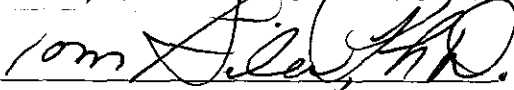
Article XI - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by two-thirds vote of those present, assuming a quorum.

Signed and Adopted on the 10th day of February, 2014.



Bob Bruns, Williston-Elko BEC Chairman



Tom Siler, Williston-Elko School District #29 Superintendent

Bob Bruns, Chair
National Beverage Screen Printers, Inc.

Cathy Smith, Vice Chair
Williston School District

Ferlecia Cuthbertson, Secretary
Parent

Joni McDaniel, Treasurer
Lower Savannah REC

Marty Martin
Community Member

Pete Grady
Community Member

Latrecia Hicks
Dayco Products, LLC

Michael Benjamin
Energy Solutions

Kelvin Davis
Bi-Lo

Jamie Wooten
Winfield Heights

Shannon Mundy
SC Department of Employment and Workforce

Anna Johnson
Shaw Areva MOX Services

Freddie Houston
County Council

Dr. Tom Siler
Williston School District

Williston School District
Leadership Team