

SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
Standard Operating Procedures

**Procedure:** Chairperson–Chapter Development Committee

**Number:** SOP-C3

**Authority:** SCCA Constitution and By-Laws – Article V

**Effective Date:** February 28, 2003

**Revises Previous Date:** November 7, 2001

It shall be the duty of the Chapter Development Committee to assist with the development of South Carolina Correctional Association local chapters across the state through information, guidance, and leadership.

1. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.)
2. This committee will update the existing Chapter Development Handbook, to include ongoing revisions as approved by the Board of Directors, and will provide a revised copy to aid in chapter development upon request.
3. The Chapter Development Committee will ensure that chapters receive a copy of the SCCA Constitution and Bylaws, will act as liaison between chapters and the Association’s Board, and will assist chapters with policies and procedures in accordance with the Constitution and Bylaws.
4. The Committee Chairperson will maintain a copy of valid SCCA Chapter Affiliate Contracts, in addition to activity and financial reports for each chapter in an appropriately organized binder that will be forwarded to the incoming Chapter Development Committee Chairperson at the beginning of his/her term of office. Revised handbook(s) will also be furnished for incoming Chapter Development Committee Chairpersons. Ensure that the quarterly and annual financial reports are received from the State Treasurer in a timely manner.
5. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.
6. The Committee Chairperson, in the event a chapter becomes inactive, will ensure that the dissolution of the chapter is handled in an appropriate manner and that all records are turned over to the SCCA Treasurer. The Chapter Development Committee Chairperson will ensure that any funds remaining in the Chapter’s account will be turned over to the State Chapter Treasurer.