

# **ARTICLE I TITLE**

This association shall be officially known as the "Southern Circulation Managers' Association" and shall operate under the motto of fair play, fraternity, and knowledge. The object of this association shall be the mutual enlightenment of members and the furtherance of the best interest of the circulation department of the newspapers represented in the membership.

# **ARTICLE II GOVERNMENT**

## **SECTION 1 - GOVERNING BODY:**

The government and Management of this association shall be vested solely in the "Board of Directors" and said board shall be in the complete charge of all association affairs, funds, and property.

## **SECTION 2- BOARD MEMBERSHIP:**

The board of directors shall be composed of six officers (five if one person holds both offices of secretary and treasurer), the board chairperson, the director at large, the NAA representative, the vendor liaison person and twelve state directors for a total membership of twenty-two (or twenty-one if one person is both secretary and treasurer).

## **SECTION 3-OFFICERS:**

The officers shall be a president, first vice president, second vice president, third vice president, secretary and treasurer. If ordered by the board, one person may hold both offices of secretary and treasurer.

## **SECTION 4 - DIRECTORS:**

The board chairperson, the director at large, the NAA representative and the vendor liaison person shall be members of the board during their term of office.

## **SECTION 5 - STATE DIRECTORS:**

There shall be two directors from each of the six states represented in the membership for a total of twelve state directors who shall be members of the board during their term of office.

## **SECTION 6 - QUALIFICATION:**

To serve as an officer or member of the board, a person must be in good standing as a regular, active member of the association and have made known their desire to serve. (The vendor liaison person serves on the board as an associate member)

## **SECTION 7- APPROVAL:**

All actions of any officer, director, or committee member shall be subject to approval or rejection of the board of directors.

## **ARTICLE III DUTIES AND RESPONSIBILITIES OF OFFICERS AND DIRECTORS**

### **SECTION 1- PRESIDENT:**

As the chief executive officer, the president shall preside at all association meetings, except the board of director's meeting, make interim vacancy appointments and call any special association meeting. The president, along with the other officers and the board of directors, shall control the affairs of the association. The president shall appoint all committee chairpersons as provided in Article VII, of the by-laws. It is also the responsibility of the president to provide leadership to the organization and follow through and make sure all officers, directors, and committee chairpersons are fulfilling their responsibilities and performing all duties that the board of directors have assigned.

### **SECTION 2- FIRST VICE PRESIDENT:**

Shall be in charge of the program for meetings of the board or the association, serve as president when the president is absent or disabled and also serve as chairperson of the program committee. Details and responsibilities of the program committee chairperson are outlined in the procedure manual. The first vice president will report to the board of directors and membership at association meetings and shall perform other duties that the board may assign.

### **SECTION 3- SECOND VICE PRESIDENT:**

Shall be in charge of all advertising for the association, report to the board of directors and membership at association meetings and shall perform other duties that the board may assign.

### **SECTION 4- THIRD VICE PRESIDENT:**

Shall act as membership chairperson and sergeant-at-arms. The third vice president will market SCMA to non-members by initiating two mailings per year to publishers and circulation directors promoting SCMA; it's efforts and benefits. Detailed duties and responsibilities of the membership chairperson and sergeant-at-arms are outlined in the procedure manual. The third vice president shall also perform other duties that the board may assign.

### **SECTION 5- SECRETARY:**

Shall maintain association records, handle correspondence and printing, notify members of meeting, mail supplies to new members, and shall act as editor of all programs, the buyer's guide, the newsletter, and all other notices or bulletins. The secretary shall submit a report of the work at each board or association meeting. The secretary shall be reimbursed for expenses incurred in the operation of the office and shall receive an additional annual fee and expense allowance to be established by the board and shall perform such other duties as the board may assign.

### **SECTION 6- TREASURER:**

Shall maintain association's financial records and shall be in charge of association funds and pay association bills from proper invoices or vouchers. Shall deposit association funds in a bank and funds in excess of necessary current operating capital in a savings agency under the name of the "Southern Circulation Managers Association" with all depositories to be approved by the board. The treasurer will submit a report of the work at each board or association meeting along with the records, which shall be subject to audit, and shall perform such other duties as the board may assign. If current association bills should exceed operating capital, the treasurer may secure funds from other sources with the consent of the president and board chairperson. Should the treasurer be unable to perform said duties, the board may empower the president or secretary to sign association checks on a temporary basis. The treasurer shall be reimbursed for office operation expenses and shall receive an additional annual fee to be established by the board.

### **SECTION 7 - SECRETARY-TREASURER:**

If the board shall stipulate that the same person may hold both offices of secretary and treasurer, the duties, expenses and benefits of both offices as described in section five and six of this article shall accrue to this one person.

**SECTION 8 - BOARD CHAIRPERSON:**

Shall preside at all meetings of the board of directors as outlined in Article IX, serve as member of the nominating committee and shall perform such other duties as the board may assign.

**SECTION 9- DIRECTOR AT LARGE:**

Shall serve as member of the board, as chairperson of the nominating committee and perform such other duties as the board may assign.

**SECTION 10- NAA REPRESENTATIVE:**

Shall serve as a member of the board, shall represent this association on the NAA board of directors and shall perform such other duties as the board may assign.

**SECTION 11- VENDOR LIAISON:**

Shall serve as a member of the board and act as a liaison between SCMA and the associate members and vendors.

**SECTION 12- STATE DIRECTORS:**

Shall serve as a member of the board, and work with the third vice president in matters relative to member and non-member activities, supply newsletter items, assist in managing general association affairs, and perform such other duties as the board may assign.

**ARTICLE IV  
ELECTION AND TENURE**

**SECTION 1- OFFICERS:**

All officers shall be elected by a majority vote of the membership present at the association meeting and shall serve a term of one year or until their successor has been elected or appointed and officially installed in office.

**SECTION 2- BOARD CHAIRPERSON:**

Automatically and without ballot, the immediate past president shall become the board chairperson and shall serve a one year term or until his successor has been appointed and officially installed in office.

**SECTION 3- DIRECTOR AT LARGE:**

Automatically and without ballot, the immediate past board chairperson shall become director at large and shall serve a one year term or until a successor has been appointed and officially installed in office.

**SECTION 4 - NAA REPRESENTATIVE:**

The board shall elect a delegate to represent this association on the NAA board of directors and said delegate shall serve a term of two years or until their successor has been elected or appointed and officially installed in office. NAA Representative may only serve two terms total. Term begins on January 1 following election or sooner if position vacant.

**SECTION 5 – VENDOR LIAISON:**

Shall be elected by the associate members (vendors) to serve a two year term or until a successor has been installed in office, unless otherwise specified in these by-laws. Notification of the day and time of the vendor meeting to elect the new vendor liaison person will be posted in the vendor display area by the outgoing vendor liaison person.

**SECTION 6 - STATE DIRECTORS:**

Shall serve a term of two years or until their successor has been elected, or appointed, and officially installed in office. They shall serve staggered terms so that in each state each year, there shall be one incumbent director and one new director. There shall never be more than two directors from one state and no more than six, or one from each state elected in any one year, except to fill a vacancy.

**SECTION 7- COMMITTEE MEMBERS:**

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws. The same person shall not serve more than three consecutive terms in the same committee assignment.

**SECTION 8 - ELECTION PROCEDURE:**

All elective officers and directors shall be elected at the annual conference, on a day designated by the executive committee. The day and time of the election will be posted at the registration table and shall be announced to the membership at the opening session. The officers and directors shall be elected by a majority vote of those active and life members present and voting. The nominating committee shall select a candidate or candidates for each elective office that is becoming vacant and shall submit a preliminary report to the membership at the opening session of the annual conference. The nominating committee chairperson shall place nominees in official nomination at election time on the day of the elections as posted. Nominations for any office may also be made from the floor.

**SECTION 9-INSTALLATION:**

At the annual banquet, at the day and time determined by the executive committee, the incumbent president shall administer the following oath of office to all new officers and directors, and shall then transfer the president's gavel and the conduct of the meeting to the incoming president:

*I do hereby solemnly swear that I shall uphold and abide by the purpose, motto, and by-laws of the Southern Circulation Managers Association and that I shall do my very best to discharge the duties of my office in a faithful, conscientious and satisfactory manner, so help me God.*

**ARTICLE V  
MEMBERSHIP**

**SECTION 1- ACTIVE (REGULAR) MEMBERSHIP:**

Shall be employed in an executive or manager position by a newspaper or a newspaper company with direct or indirect circulation responsibilities for a daily or weekly newspaper delivered in any of the states of Alabama, Florida, Georgia, Louisiana, Mississippi, or Tennessee. Newspapers or newspaper company executives with a circulation of less than 70% paid are not eligible for membership in SCMA. Should an officer, state director or committee chairperson be transferred out of a qualifying SCMA state, but continue to be employed at a newspaper with direct or indirect circulation responsibility, with board approval, they may be allowed to complete their progression or term if they have the desire to serve SCMA.

**SECTION 2-ASSOCIATE MEMBERSHIP:**

May be a former SCMA member, may be employed on a daily newspaper outside SCMA's jurisdiction, or may work with a related industry. In special cases, persons not eligible under the rules may be accepted by a unanimous vote of the board and a majority vote of the membership. Such members shall pay the same dues and fees as active members, may attend meetings, shall receive SMCA printed material, but shall not have the right of voice, vote, or hold office.

**SECTION 3- LIFE MEMBERSHIP:**

May be awarded to any worthy person who has served the association as an officer, director, or committee member and who is no longer eligible for active membership, after the application has been properly submitted and approved by a two-thirds favorable vote of the board and the membership in that order. In special deserving cases, eligibility requirements may be waived by a unanimous vote of the board and the membership. Such members shall pay no annual dues and shall be entitled to all association privileges except the right to hold office.

**SECTION 4- SPECIAL MEMBERSHIP:**

Whenever a desire to find a solution to an unusual situation, a special class or classes may be established by a unanimous vote of the board and the membership with the proviso that criteria relative to dues, fees, and association privileges shall be established by the board at the time the special membership is granted.

**SECTION 5 - MEMBERSHIP APPLICATIONS:**

Membership applications shall be submitted to the membership chairperson and/or the secretary.

When the application is received by the secretary, the prospect shall become a provisional member and shall start receiving the newsletter. Provisional members shall be voted on and inducted at the next association meeting and shall then become a full member and receive a copy of the by-laws and procedure manual and a membership certificate. Membership certificates will be mailed to those new members who may not be present at the annual meeting.

**ARTICLE VI  
MEETINGS**

**SECTION 1-ASSOCIATION MEETINGS:**

The association shall hold one annual meeting unless otherwise specified by the board.

**SECTION 2- BOARD MEETINGS:**

The board of directors shall hold a minimum of two meetings annually, one at the beginning and one at the conclusion of the annual conference, unless otherwise specified by the board.

**SECTION 3- SPECIAL MEETINGS:**

When necessary, the president may call a special meeting of the board provided all persons entitled to attend are properly notified.

Such special meetings may be conducted by conference call if so determined by the president, provided all persons entitled to attend are properly notified.

**SECTION 4 - MEETING PLACE:**

The board shall establish the date, place, and time of all board or association meetings and the secretary shall properly notify all persons entitled to attend.

**ARTICLE VII  
COMMITTEES**

**SECTION 1- NOMINATING COMMITTEE:**

The nominating committee shall be composed of the three immediate past presidents, if still active members, with the director at large acting as chairperson. If any specified member is unable to serve, the past president that is still an active member, immediately preceding the past three, shall replace them.

**SECTION 2-A.B.C. COMMITTEE:**

The board shall select and the president shall appoint a delegate to represent this association in all matters dealing with the Audit Bureau of Circulations and shall serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

**SECTION 3- STANDING COMMITTEES:**

The president shall appoint the following regular standing committees: auditing, by-laws, convention city, local committee, education/training, promotion, life/necrology, postal, and publicity.

**SECTION 4 - SPECIAL COMMITTEES:**

When necessary, the president may establish, appoint, and instruct special committees for special assignments whose members shall serve the normal term or until the special project has been completed.

**ARTICLE VIII  
GENERAL PROVISIONS**

**SECTION 1- DUES:**

Membership dues shall be payable one year in advance. The amount of said dues and/or other fees shall be established by the board and approved by the membership.

**SECTION 2- OTHER FEES:**

The board shall establish a meeting registration fee and all persons who attend or participate in said meeting shall be required to pay the registration fee, unless otherwise stipulated by the board.

**SECTION 3- MEMBERSHIP YEAR:**

The association membership year shall start on September 1st and end on August 31st of the following year.

**SECTION 4 - QUORUM:**

For a meeting of the board of directors, a simple majority of qualified board members present shall constitute a legal quorum. A minimum of twenty-five active regular members present shall constitute a legal quorum for an association meeting.

**SECTION 5- ADJOURNMENT:**

If no legal quorum is present at any meeting, or for other good reasons, said meeting may be adjourned to a new time, place, and date as decided by those members present with the same effect as if the meeting had been held at the original time, place, and date.

**SECTION 6 -RESIGNATIONS:**

Resignations should be submitted in writing to the secretary, and, when accepted by the board, shall operate as a forfeiture of all rights and privileges in the association.

**SECTION 7 - SUSPENSION:**

Any member whose dues are in arrears three months may be denied participation in association affairs; and, if any member shall be one year in arrears, said delinquent member shall have forfeited their membership and shall be dropped from the association membership roll.

**SECTION 8- EXPULSION:**

After careful consideration and by unanimous vote, the board shall have the authority to censure, suspend, or expel any member for failure to pay dues, willful violation of these by-laws, or for conduct detrimental to SCMA. In addition, and by unanimous vote, the board shall have the authority to request the resignation from their post of any officer, director, or committee member for the above reason or for failure to perform the duties of the office in a satisfactory manner. Such action by the board shall be notified in writing in advance of such action, and granted a hearing if desired by said member, prior to the effective date of such action.

**SECTION 9-VACANCIES:**

If a vacancy should occur in any office, on the board of directors or on any committee, the president shall appoint a replacement to complete the term. If the office of president should become vacant, the first vice president shall act as president for the balance of the term, but such interim service shall not affect or replace the upcoming full term as president.

**SECTION 10- TIE VOTE:**

The presiding officer at any meeting shall not vote on any procedural matter except to break a tie, but shall vote on the election of officers and directors.

**SECTION 11- VOTING:**

At any legal meeting of the board or association, each qualified member present shall be entitled to one vote. Proxy votes are prohibited. A majority vote shall prevail at all meetings unless otherwise specified in these by-laws. Reference to majority, two thirds, or unanimous vote shall mean of those members present. In an emergency, the board of directors may vote by mail or telephone ballot, if ordered by the president.

**ARTICLE IX  
ORDER OF PROCEDURE AT  
BOARD OF DIRECTORS' MEETING**

1. Roll call
2. Establish quorum
3. Minutes of last meeting
4. Report of president
5. Report of secretary-treasurer
6. Reports of other officers
7. Committee reports
8. Special reports
9. Unfinished business
10. General business
11. New business
12. Additional special business
13. Announcement of next meeting
14. Adjourn

**ARTICLE X  
ORDER OF PROCEDURE AT  
BOARD OF DIRECTORS' MEETING**

**SECTION 1 – NEW MEMBERS:**

New members shall be accepted, voted, and inducted at any association meeting if their application is in good order and has been received by the secretary prior to the start of said meeting. At the first board meeting, the third vice president shall read the list of prospective new members, and move they be accepted, and the board must approve by majority vote. At the first general membership business meeting, the third vice president shall read the list and move they be accepted, whether present or not. The president should ask and receive a second motion, and the membership must approve by a majority vote. After acceptance, membership certificates shall be distributed. If new members are not present, the membership certificates may be mailed.

**SECTION 2- LIFE MEMBERSHIP:**

Life memberships may be granted at any association meeting under the following conditions: The committee chairperson shall present the nominee(s), if any, at the first board meeting along with their recommendation. Both the board and membership, in that order, in accordance with the provisions of Article V, Section 3, of these by-laws, must then approve the nominee. The membership shall vote on life memberships at the first general business session, along with the vote on new members.

**SECTION 3- BY-LAWS CHANGES:**

Changes in the by-laws may be completed at any association meeting. The committee chairperson shall present the proposed changes at the first board meeting, and both the board and the membership must approve said changes in the prescribed manner. The membership shall vote on by-law changes at the first general business session of the meeting.

**SECTION 4- METHOD OF ELECTION:**

1. If there is only one nominee for the post, the president should ask if there are other nominations.
2. If there are not additional nominations for the post, there should be a motion that the nominations be closed. Wait for the motion to be seconded.
3. If the motion passes, announce the nominee elected.
4. Ask the nominee to stand and identify themselves by name, state, newspaper and office elected to.
5. Invited elected officers to speak if they wish.
6. If there are two or more candidates, a secret ballot must be held.
7. Election of any candidate requires a majority vote.
8. If only one nominee for each post, directors may be elected as a group.
9. If no candidate is available the president shall appoint a member to the post.

**SECTION 5- ORDER OF ELECTION:**

1. Officers shall be voted on in the following order:
  - A. Third vice president, or any elective office with two or more candidates: Hold a secret ballot vote, appoint counting committee, pass out ballots to qualified voters, and retain ballots in the event of a question. Follow section 4 procedures.
  - B. When there are two or more candidates, the presiding officer may invite each candidate to speak on his behalf, and may also permit only one seconding speech for each candidate.
2. Second vice president: Follow section 4 procedure. Invite candidate to speak.
3. Secretary/Treasurer: Follow section 4 procedure. Invite candidate to speak.
4. First vice president: Follow section 4 procedure. Invite candidate to speak.
5. President: Follow section 4 procedure. Should insist that the president say a few words.
6. Directors: If there is only one nominee for each post. they may be elected as a group. Have them stand and identify each by name, newspaper and state. Follow section 4 procedure. Invite candidate to speak.
7. Announce the winner of any race with two or more candidates, and ask them to speak if they wish.

**ARTICLE XI  
EMERGENCY PROVISION**

If the board of directors should be confronted with a really serious, critical emergency situation which requires immediate corrective action, and which might not be covered or might be prohibited in these by-laws, the board may declare emergency under this section by a unanimous vote of board members present and voting. Corrective measures may be adopted or a section of these by-laws may be temporarily waived by a unanimous vote of board members present and voting.

# *Southern Circulation Managers' Association*

## PROCEDURE MANUAL

### **PRESIDENT**

#### **DESCRIPTION:**

See by-laws, Article III, Section 1.

As the chief executive officer, the president shall preside at all association meetings, except the board of director's meeting, make interim vacancy appointments, and call any special association meeting. The president, along with the other officers and the board of directors, shall control the affairs of the association. The president shall appoint all committee chairpersons as provided in Article VII section 3, of the by-laws. It is also the responsibility of the president to provide leadership to the organization and follow through and make sure all officers, directors, and committee chairpersons are fulfilling their responsibilities and performing all duties that the board of directors has assigned.

#### **GENERAL FUNCTIONS:**

The president shall preside at all meetings of the association, with the exception of the board of directors meetings, and, along with the other officers and the board of directors, shall control the affairs of the association. At the discretion of the president, an award may be presented at the annual banquet to a deserving member.

#### **RESPONSIBILITIES:**

1. Appoint all committee chairpersons as provided in the constitution and by-laws.
2. Preside at all meetings with the exception of board of director's meetings.
3. Follow through and make sure all officers, directors, and committee chairpersons are fulfilling their responsibilities.
4. Appoint any interim vacancies of officers, directors, or committee chairpersons.
5. Perform all duties that the board of directors may assign.

## **FIRST VICE PRESIDENT**

### **DESCRIPTION:**

See by-laws, Article III, Section 2.

Shall be in charge of the program for meetings of the board or the association, serve as president when the president is absent or disabled. Also, to serve as chairperson of the program committee. Details and responsibilities of the program committee chairperson are outlined below. The first vice president will report to the board of directors and membership at association meetings and shall perform other duties that the board may assign.

### **RESPONSIBILITIES:**

1. Assume the responsibilities of the presidency should the president be absent or disabled.
2. Serve as chairperson of the program committee. (See program committee chairperson description).
3. Perform any and all duties that the board may assign.
4. Report to the board of directors and membership at the association meetings.

## **SECOND VICE PRESIDENT**

### **DESCRIPTION:**

See by-laws, Article III, Section 3.

Shall be in charge of all advertising for the association, report to the board of directors and membership at association meetings and shall perform other duties that the board may assign.

### **RESPONSIBILITIES:**

1. Discharge the duties of the first vice president in case of absence or disability.
2. Serve as advertising chairperson for one year. (See advertising chairperson description).
3. Report to the board of directors and membership at the association meetings.

## **THIRD VICE PRESIDENT**

### **DESCRIPTION:**

See by-laws, Article III, Section 4.

Shall act as membership chairperson and sergeant-at-arms. The third vice president will market SCMA to non-members by initiating two mailings per year to publishers and circulation directors, promoting SCMA; its efforts and benefits. Detailed duties and responsibilities of membership chairperson and sergeant-at-arms are outlined later in this procedure manual.

### **RESPONSIBILITIES:**

1. Recruit new members for SCMA within our organization. Market SCMA to non-members and members that are not active in SCMA. Initiate two direct mailings per year to publishers and circulation directors, promoting SCMA; its efforts and benefits.
2. Present new members to the board of directors for approval, and forward payments of dues to the secretary-treasurer.
3. Present new members individually at the association meetings and make proper application for vote of acceptance or rejection of the new applicants.
4. Be responsible for getting new members acquainted with the group. The third vice president should work with the secretary & treasurer to supply each state director with a listing of each state's members and non-members to use in soliciting membership and also assist in maintaining accurate membership records.
5. Identify new members by ribbon, badge, or other outstanding identification so leaders and members can make them feel welcome and needed.
6. Report to the board of directors at each pre-convention board meeting.
7. Be responsible for "door prizes" to be given away at the annual conference. Solicit (via mail outs) door prizes from members, advertisers, local businesses, etc.
8. Exercise their sergeant-at-arms responsibility, (See sergeant-at-arms description) in promoting atmosphere for a successful meeting.
9. Work with program chairperson and plan a new member breakfast on the opening day of the association meeting.
10. Report to the membership at the association meetings.
11. Work with the secretary to secure articles for the newsletter from the state directors.

## **SECRETARY**

### **DESCRIPTION:**

See by-laws, Article III, Section 5

### **SECRETARY:**

Shall maintain association records, handle correspondence and printing, notify members of meeting, mail supplies to new members, and shall act as editor of all programs, the buyer's guide, the newsletter, and all other notices or bulletins. The secretary shall submit a report of the work to each board or association meeting. The secretary shall be reimbursed for expenses incurred in the operation of the office and shall receive an additional annual fee and expense allowance to be established by the board and shall perform other duties that the board may assign.

### **GENERAL FUNCTIONS:**

The secretary is responsible for all records, correspondence, minutes, printing, and any other duties assigned by the board of directors. The secretary is a paid staffer of SCMA.

### **RESPONSIBILITIES:**

1. Work with the treasurer to keep the membership and other roster changes up to date.
2. Maintain a mailing list of members, past presidents and assist the membership committee.
3. See that all forms including letterheads, envelopes, advertising account invoices, statements, etc. are printed and sent to the officers, directors, and committee chairpersons on request.
4. Answer all correspondence as soon as possible and maintain close relationships with secretaries of other associations. Exchange Newsletters with other sectionals.
5. Know the constitution and by-laws so that all matters are done in accordance with the same.
6. Take minutes at the board of directors meetings and report the minutes of the preceding meeting. Take minutes of the general sessions.
7. Maintain a list of all new applicants for membership. See that an address list is made at once so that applicants will start receiving correspondence.
8. Maintain a list of all members and guests attending the conventions.
9. Assist the local host chairperson and the program chairpersons in making arrangements with the hotel.
10. Ensure that a copy of the buyer's guide is mailed to all members prior to the convention. Buyer's guides will also be given to members upon registration. Bring all extra copies of the buyers guide to the convention and see that the second vice president has extra copies for advertising solicitation.
11. Assist the second vice president in advertising solicitation, writing letters to advertisers, updating on publication status.
12. Prepare and send addressed envelopes of membership to officers and committee chairpersons upon request.
13. Report to the board of directors at the pre-convention board meeting.
14. Report to the membership at the association meetings.

## **TREASURER**

### **DESCRIPTION:**

See by-laws, Article III, Section 6.

### **TREASURER:**

Shall maintain association financial records, be in charge of association funds and pay association bills from proper invoices or vouchers. Shall deposit association funds in a bank and funds in excess of necessary current operating capital in a savings agency under the name of "Southern Circulation Managers' Association" with all depositories to be approved by the board. Shall submit a report of the work to each board or association meeting, along with the records, which shall be subject to audit, and shall perform other duties that the board may assign. If current association bills should exceed operating capital, the treasurer may secure funds from other sources with the consent of the president and board chairperson. Should the treasurer be unable to perform said duties, the board may empower the president or secretary to sign association checks on a temporary basis. The treasurer shall be reimbursed for office operation expenses and shall receive an additional annual fee to be established by the board.

### **GENERAL FUNCTIONS:**

The treasurer is responsible for all financial records, billings, monies, and any other duties assigned by the board of directors. The treasurer is a paid staffer of SCMA.

### **RESPONSIBILITIES:**

1. Coordinate with the 2<sup>nd</sup> vice president who gathers all ads for the buyer's guide, makes the layout for the printer and handles printing.
2. The treasurer will keep the membership and other roster changes up to date and handle the billing and collecting for all ads in the buyer's guide.
3. Pay all bills of the association upon presentation of proper vouchers and maintain complete records of deposits including amount, date, and source of income. Balance bank statements each month and maintain all records for the auditing committee.
4. Obtain a gift for the outgoing president. Contact the spouse or close associate to determine an appropriate and desired gift. Check on gift for visiting dignitaries at the convention.
5. Work with the program chairperson and the local chairperson at conventions and see that the registration desk has enough change, instruct clerks on registration procedures, check page tallies and verify totals and take responsibility for funds collected. Control the buffet and banquet tickets on hand for those who have not yet registered; also see that invited guests have complimentary tickets.
6. Know the constitution and by-laws so that all matters are done in accordance with the same.
7. Prepare a detailed report of all the financial transactions of the association and meet with the auditing committee semi-annually along with all records pertaining to the affairs of the association and all supporting vouchers, checks, bank statements, deposits and savings account books. Keep savings account up to date with all interest posted.
8. Prepare and deliver at each board of directors meeting and association meeting, a report of the financial condition of the association, including all income, disbursements, cash on hand, savings and net worth of the association.
9. Obtain properly signed signature cards for the checking account at the association meeting or as needed.
10. Maintain a list of all new applicants for membership and provide secretary a copy of same so that applicants will start receiving correspondence.
11. Maintain a list of all members and guests attending the conventions.

12. Assist the local host chairperson and the program chairpersons in making arrangements with the hotel. Sign the contract along with the program chairperson, making sure all areas are adequately covered.
13. Mail out copies of the buyers guide to all members prior to the convention. Buyer's guides will also be given to members upon registration. Bring all extra copies of the buyers guide to the convention and see that the second vice president has extra copies for advertising solicitation.
14. Assist the second vice president in advertising solicitation, writing letters to advertisers, updating on publication status. Keep track of the space reserved, advertising dollars and reservations for future publications. Answer all questions from the advertisers with regard to position, cut costs, color requirements, etc.
15. Report to the board of directors at the pre-convention board meeting.
16. Report to the membership at the association meetings.

## **BOARD OF DIRECTORS CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 2.

Automatically and without ballot, the immediate past president shall become the board chairperson and shall serve a one year term or until a successor has been appointed and officially installed in office.

### **GENERAL FUNCTIONS:**

See by-laws, Article III, Section 8.

Shall preside at all meetings of the board of directors as outlined in Article IX, serve as member of the nominating committee and shall perform other duties that the board may assign.

### **RESPONSIBILITIES:**

- I. Serve as a member of the nominating committee.
2. Perform any duties assigned by the board of directors.
3. Serve as chairperson of the past president committee (See duties of past president committee chairperson).

## **DIRECTOR-AT-LARGE**

### **DESCRIPTION:**

See by-laws, Article IV, Section 3.

Automatically and without ballot, the immediate past board chairperson shall become director-at-large and shall serve a one year term or until a successor has been appointed and officially installed in office.

### **GENERAL FUNCTIONS:**

See by-laws, Article III, Section 9.

Shall serve as member of the board, as chairperson of the nominating committee and perform other duties that the board may assign.

**RESPONSIBILITIES:**

1. Attend all regular meetings.
2. Chair the nominating committee and give committee's report at the pre-convention board meeting.
3. Give nominating committee report to general membership at annual meeting.
4. Serve as chairperson of the achievement committee.  
(See duties of achievement committee).

## **STATE DIRECTORS**

**DESCRIPTION:**

See by-laws, Article IV, Section 6.

Shall serve a term of two years or until their successor has been elected, or appointed, and officially installed in office. They shall serve staggered terms so that in each state each year, there shall be one incumbent director and one new director. There shall never be more than two directors from one state and no more than six, or one from each state, elected in any one year except to fill a vacancy.

**GENERAL FUNCTIONS:**

See by-laws, Article III, Section 11.

Shall serve as a member of the board, and work with the third vice president in matters relative to member and non-member activities, supply bulletin news, assist in managing general association affairs, and perform such duties as the board may assign.

**RESPONSIBILITIES:**

1. Keep SCMA secretary informed of any news happening in their respective state.
2. Inform the president of any matters pertaining to SCMA that membership from their state would like to have done.
3. Work with convention city chairperson to help secure convention sites in their states.
4. Inform the necrology chairperson of any deaths of SCMA members.
5. Attend all SCMA board of directors meetings.
6. Consider, endorse and submit membership applications from the respective states to the third vice-president.

## **NAA REPRESENTATIVE**

**DESCRIPTION:**

See by-laws, Article IV, Section 4.

The board shall elect a delegate to represent this association on the NAA board of directors, and said delegate shall serve a term of two years or until their successor has been elected or appointed and officially installed in office. NAA Representative may only serve two terms total. Term begins on January 1 following election or sooner if position vacant.

**GENERAL FUNCTIONS:**

See by-laws, Article III, Section 10.

Shall serve as a member of the board, shall represent this association on the NAA board of directors and shall perform other duties that the board may assign.

**RESPONSIBILITIES:**

1. Attend all NAA circulation meetings at his/ her newspaper's expense. May request up to \$2000 travel expense budget from SCMA board.
2. Take up all matters with the NAA circulation council, which SCMA members have requested.
3. Provide the secretary of SCMA with written reports of NAA activities.
4. Keep SCMA members informed of NAA circulation council activities, meetings, etc.
5. Attend the annual SCMA board of directors meeting and give a report.

## **VENDOR LIAISON REPRESENTATIVE**

**DESCRIPTION:**

See by-laws, Article IV, Section 5.

Shall serve as a member of the board and be elected by the associate members (vendors) to serve a two year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

**GENERAL FUNCTION:**

The vendor liaison representative shall attend all board meetings to act as a liaison between the SCMA and the vendors and associate membership.

**RESPONSIBILITIES:**

1. Attend all board meetings.
2. Assist the program chairperson in coordinating the vendor display area.
3. Vocalize the concerns and recommendations of the associate members to the board of directors at all meetings.

## **BOARD OF DIRECTORS**

**DESCRIPTION:**

See by-laws, Article II, Section 2.

**The board of directors shall be composed of six officers (five if one person holds both offices of secretary and treasurer), the board chairperson, the director at large, the NAA representative, the vendor liaison person and twelve state directors for a total membership of twenty-two (or twenty-one if one person is both secretary and treasurer).**

**GENERAL FUNCTIONS:**

See by-laws, Article II, Section 1.

The government and management of this association shall be vested solely in the "Board of Directors" and said board shall be in the complete charge of all association affairs, funds, and property.

The board of directors shall hold a minimum of two meetings annually, one at the beginning, and one at the conclusion of the association meeting, unless otherwise specified by the board.

**RESPONSIBILITIES:**

1. Attend all regular meetings.
2. Select the place and date for all meetings.
3. Have the final decision on all policy making.
4. Vote on all official membership business.
5. Expel any member who has willfully or carelessly violated any provisions of the by-laws and/or Constitution.
6. Pass on all applications for memberships.
7. Periodically review and study the annual dues and the general financial structure of the entire organization. They must pass on any recommendations for change in the financial structure, either revenue or expenditures.
8. Call a special meeting at its discretion to discuss special subjects.
9. Assist officers in the running of SCMA whenever called upon.

## Special Duties of Presiding Officers

**Program Chairperson**

**First Vice-President**

**Advertising Chairperson**

**Second Vice-President**

**Sergeant-at-Arms**

**Third Vice-President**

**Membership Chairperson**

**Third Vice-President**

**Past Presidents Committee  
Chairperson**

**Board of Directors Chairperson**

**Achievement Committee  
Chairperson**

**Director-at-Large**

## **PROGRAM CHAIRPERSON**

### **DESCRIPTION:**

The first vice president shall act as chairperson of this Committee and shall serve for one year. It is the function of the program chairperson to produce the entire program for SCMA meetings. They may delegate the social and entertainment portion to the local chairperson. The program chairperson is responsible to the president and the board of directors.

### **RESPONSIBILITIES:**

1. Plan the program for the entire meeting. Select the topics and the methods of presentation.
2. Arrange the time for each phase of the program, allowing time for necessary business functions (as conducted in previous years) and arranging time to keep the program alive and diversified.
3. Select, invite, and confirm the speakers and participants in the program. It is the direct responsibility of the program chairperson to make sure the participants on the program are present and on time.
4. Appoint workshop and round table group chairpersons
5. Invite special guests such as NAA representatives, publishers of hometown newspapers, etc. These are to be invited in writing.
6. Furnish rough copies of the proposed program to the president and other board members for approval.
7. Obtain approval from the executive board for expenses.
8. Keep local host chairperson informed of the entire program and of any needs for visual aids at the convention, such as projectors, overhead, VCR equipment, etc.
9. Keep the secretary of SCMA informed of the status of the program.
10. Finalize plans at the pre-convention arrangements meeting six to eight weeks before the convention.
11. Report to the board of directors at the pre-convention board meeting.
12. Sign the contract with the hotel, along with the secretary-treasurer, making sure all areas are adequately covered. Arrange for complimentary suite for the president and complimentary room for the secretary and treasurer.
13. Select a suitable room for the advertisers display booths.
14. Work with the executive committee at the pre-convention planning meeting selecting proper meeting rooms, social rooms, and menus for the functions that are planned.
15. Secure a firm commitment with the hotel and see that advance registration cards and brochures for the members and advertisers are supplied. Coordinate all of these activities with the local host and the SCMA secretary.
16. Make sure the local host has personnel available for the registration desk.
17. The executive committee must approve all arrangement and expenses.

## **ADVERTISING CHAIRPERSON**

### **DESCRIPTION:**

The second vice president shall act as chairperson of this committee and shall serve for one year.

### **GENERAL FUNCTIONS:**

The advertising chairperson must manage the solicitation and processing of all advertising for the SCMA Buyer's Guide, newsletter classified ads, and procurement of sponsorships.

### **RESPONSIBILITIES:**

1. Head the solicitation of all advertising for the convention buyer's guidebooks.
2. Coordinate all their efforts with the secretary and treasurer and will arrange for printing and mailing.
3. Make salespeople of all SCMA members. Advise them of potential advertisers and deadline dates and provide them with all necessary forms and information to enable them to effectively solicit advertising.
4. Have forms prepared and printed for the solicitation of advertising, with at least two mailings per year.
5. Maintain an up-to-date listing of advertisers, former advertisers, and prospective advertisers, and pass this list along to their successor.
6. Check advertiser registration at each convention and introduce advertising representatives at the general meeting.
7. Write copy for the buyer's guide, requesting members to utilize the buyer's guide and to patronize advertisers.
8. Report to the board of directors at the pre-convention board meeting.
9. Present advertising committee report at the convention's general meeting.
10. Supply the secretary and treasurer with a list of sponsors and their commitments.
11. Solicit businesses to advertise on the back cover of the newsletter.

## **SERGEANT-AT-ARMS**

### **DESCRIPTION:**

The third vice president shall act as chairperson of this committee and shall serve for one year.

### **GENERAL FUNCTIONS:**

The sergeant-at-arms shall be the keeper of the SCMA state flags, the United States flag, the gavel and bell at all meetings, and assist all officers and Committee heads. The sergeant-at-arms is charged with the responsibility of pre-convention planning necessary to assure an orderly and professional convention.

**RESPONSIBILITIES:**

1. Arrive at meetings and conventions in sufficient time to place the flags in the meeting room and notify the other officers of readiness to serve.
2. Follow SCMA by-laws and rules regarding those who are eligible to attend meetings and business sessions of the convention and enforce the same.
3. See that tickets are available and are properly distributed for door prizes and supervise the drawing.
4. Be available to all officers, committee chairpersons and guests to assure that accommodations, social, and business affairs are handled in an orderly manner.
5. Work with associate member representative and program chairperson to make sure all displays for advertisers' exhibits are properly removed by their owners at the announced time.
6. Assist the various officer, committee chairpersons, convention secretary with physical equipment for conducting a successful meeting.

**MEMBERSHIP COMMITTEE CHAIRPERSON**

**DESCRIPTION:**

See by-laws, Article III, Section 3.

The third vice president shall serve as membership committee chairperson and shall serve for one year.

**GENERAL FUNCTIONS:**

The membership committee chairperson will market and promote SCMA membership and benefits to all non-members.

**RESPONSIBILITIES:**

1. Recruit new members for SCMA within our organization. Market SCMA to non-members and members that are not active in SCMA. Initiate two direct mailings per year to publishers and circulation directors, promoting SCMA; it's efforts and benefits.
2. Present new members to the board of directors for approval and forward payments of dues to the secretary-treasurer.
3. Present new members individually at the association meetings and make proper application for vote of acceptance or rejection of the new applicants.
4. Be responsible for getting new members acquainted with the group. The third vice president should work with the secretary-treasurer to supply each state director with a listing of each state's members and non-members to use in soliciting membership and also assist in maintaining accurate membership records.
5. Identify new members by ribbon, badge, or other outstanding identification so leaders and members can make them feel welcome and needed.
6. Report to the board of directors at each pre-convention board meeting.
7. Work with program chairperson and plan a new member breakfast on the opening day of the association meeting.
8. Report to the membership at the association meetings.

## **PAST PRESIDENTS' COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

The board chairperson should automatically be the chairperson of this committee during the term of office.

### **GENERAL FUNCTIONS:**

The past presidents' committee chairperson shall serve the association as may be deemed advisable by the officers and directors and provide ready assistance and support to the president and the officers.

### **RESPONSIBILITIES:**

1. Work with the program chairperson and plan a luncheon at the association meetings for the past presidents.
2. Help with convention as the officers and directors may deem necessary.
3. Promote good will.
4. Give special attention to all new members of SCMA.
5. Reflect a good image of the association and all its activities.
6. Be the "eyes and ears" for the board, for the betterment of the convention, its programs and the association.
7. Report to the board of directors at the pre-convention board meeting.

## **ACHIEVEMENT COMMITTEE CHAIRPERSON**

(For Clarence W. Bevinger Award)

### **DESCRIPTION:**

Director-at-large should automatically be the chairperson of this committee during the term of office.

### **GENERAL FUNCTIONS:**

The achievement committee chairperson shall seek out persons who, through giving unselfishly of their time, energy and effort have reflected credit on the Southern Circulation Managers' Association and the circulation profession as a whole. Further, the chairperson shall recommend these people to the executive committee for this special award.

**RESPONSIBILITIES:**

1. Receive recommendations for awards from other SCMA members.
2. Consider the merits of the recommendations.
3. Discuss the award with the executive committee.
4. Provide the executive committee with a full account of merits of the individual.
5. Assist the executive committee in any capacity it may deem advisable in the preparation and presentation of the award.
6. Report recommendations to the executive committee during the pre-convention meeting.
7. Make sure the secretary has an award plaque on hand at the convention. All that should be added at this time is the name of the winner.
8. The executive committee and the achievement committee chairperson should not reveal the name(s) of person(s) being considered prior to the announcement of the recipient at the annual banquet.

## **COMMITTEES**

**DESCRIPTION:**

See by-laws, Article IV, Section 7.

**SECTION 7 - COMMITTEE MEMBERS:**

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless specified in these by-laws. The same person shall not serve more than three consecutive terms in the same committee assignment.

**Legal**

**Nominating Committee**

**Audit Bureau of Circulations Committee**

**Auditing Committee**

**By-Laws Committee**

**Convention City Committee**

**Life/Necrology Committee**

**Promotion Committee**

**Postal Committee**

**Local Convention Host Committee**

**Training and Education Committee**

**Publicity Committee**

**Carrier of the Year Committee**

NOTE: All reports given at board meetings should have supporting written copies.

NOTE: The president has the prerogative of appointing any committee to serve during their one-

year term of office. See by-laws, Article VII, Section 4 "Special Committees"

## **NOMINATING COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article VII, Section I.

The nominating committee shall be composed of the three immediate past presidents, if still active members, with the director-at-large acting as chairperson. If any specified member is unable to serve, they shall be replaced by the past president immediately preceding the past three, if still an active member.

### **RESPONSIBILITIES:**

1. Solicit all past presidents for suggestions and recommendations.
2. Encourage the more capable and interested members of SCMA to prepare themselves for positions of responsibility by participation in association activities.
3. The nominating committee's report at a convention should include a summary of work done and specific nominations for officers and directors.
4. Report to the board of directors at the pre-convention board meeting.

## **AUDIT BUREAU OF CIRCULATIONS COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article VII, Section 2.

The board shall select and the president shall appoint a delegate to represent this association in all matters dealing with the Audit Bureau of Circulations. Appointee shall serve a one-year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS:**

The Audit Bureau of Circulations Committee Chairperson should attend the annual ABC meetings and keep abreast of ABC rules or any anticipated changes. May request up to \$2000 travel expense budget from SCMA board.

### **RESPONSIBILITY:**

The chairperson should prepare a report for the board of directors. This report is to be given at the pre-convention board of directors meeting. This is also to be read in the opening meeting when the president calls for it, along with the other committee reports. Keep SCMA members informed of ABC activities, meetings and issues that affect our membership. This should be through regular articles in the SCMA newsletter.

## **AUDITING COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS:**

Once a year, the auditing committee chairperson should verify the audit of the accounts of the treasurer. This should be done prior to the SCMA convention.

### **RESPONSIBILITY:**

The chairperson should prepare an audit report for the board of directors. This report is to be given at the pre-convention board of directors meeting. This is also to be read in the opening meeting when the president calls for it, along with the other committee reports.

## **BY-LAWS COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTION:**

To be aware of details of association by-laws and to serve as a procedural parliamentarian.

### **RESPONSIBILITIES:**

1. Assure that by-laws are followed at all general meetings.
2. Solicit and present any suggested changes to the executive board for guidance and then to the board of directors.

See by laws, Article X, Section 3.

Changes in the by-laws may be completed at the meeting. The committee chairperson shall present the proposed changes at the first board meeting, and said changes must be approved by both the board and the membership in the prescribed manner. The membership shall vote on by-laws changes at the first general business session of the meeting.

See by-laws, Article XI

If the board of directors should be confronted with a really serious, critical emergency situation which requires immediate corrective action, and which might not be covered or might be prohibited in these by-laws, the board may declare emergency under this section by a unanimous vote of board members present and voting. Corrective measures may be adopted or a section of these by-laws may be temporarily waived by a unanimous vote of board members present and voting.

## **CONVENTION CITY COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS:**

The convention committee chairperson should solicit and consider meeting site recommendations and present them to the board of directors for a decision.

### **RESPONSIBILITIES:**

The convention chairperson should solicit and consider meeting site recommendations and present them to the board of directors for a decision.

The requirements for meeting sites are as follows:

1. Adequate lodging.
2. Adequate facilities to complement the program.
3. Assure there is suitable space for registration in the hotel.
4. Make sure that social rooms are available, according to the program arranged.
5. Secure a commitment from the host newspaper as to the amount of participation they are willing to furnish from their organization.

## **LIFE/NECROLOGY COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS - LIFE MEMBERSHIP:**

Report at the board meetings their recommendations for members who deserve to be voted in as life members.

### **RESPONSIBILITIES:**

1. Solicit recommendations from SCMA members of people who deserve life membership.
2. Those people recommended should not be active members of SCMA at the time of the recommendation.

See by-laws, Article X, Section 2.

Life memberships may be granted at association meetings under the following conditions: The committee chairperson shall present the nominee(s), if any, to the first board meeting along with their recommendation. Both the board and membership, in that order, in accord with the provisions of Article V, Section 3, of these by-laws, must then approve the nominee. The membership shall vote on life memberships at the first general business session, along with the vote on new members.

**GENERAL FUNCTIONS - NECROLOGY:**

The chairperson shall also see that an expression of sympathy is given to the family of any member who passes away or has a serious illness.

**RESPONSIBILITIES:**

1. Maintain communications with SCMA members asking them to keep the chairperson informed of serious illness or the death of any members.
2. Immediately notify all officers of the association of any death or serious illness of a member or associate member.
3. The secretary of SCMA should be notified so that proper sympathies may be expressed to the family of the deceased member.
4. The necrology chairperson should work with the SCMA secretary so flowers, fruit basket or cards, (as appropriate) should be sent.
5. Give a report to the board of directors and to the membership at the meetings of any member's death or serious illness.

**PROMOTION DISPLAY COMMITTEE CHAIRPERSON**

**DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

**GENERAL FUNCTIONS:**

The promotion display committee chairperson should establish the rules for the current year's convention competition including subject matter, size of the displays, awards, classifications, deadline dates, etc.

**RESPONSIBILITIES:**

1. Promote participation in the awards program through the mail, direct contact, and the SCMA Newsletter well in advance of the convention. (This will enable the members to have more time to accumulate the material).
2. Send members all the necessary information such as rules, categories of entry, deadlines, and special instructions involving submission of entries well in advance.
3. Arrange entries at the convention and supervise the displays of all entries during the meetings.
4. Select three judges of the entries (These judges should not be active or associate members of SCMA).
5. Arrange for the awards and present them to the winners.
6. Periodically review awards program and recommend changes to the president.

**POSTAL COMMITTEE CHAIRPERSON**

**DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

**GENERAL FUNCTIONS:**

To keep the SCMA members acquainted with all postal and related legislative changes.

**RESPONSIBILITIES:**

- I. Read and study all materials (mail out, etc.) pertaining to postal regulations.
2. Attend special meetings and/or obtain minutes of meetings pertaining to this subject.
3. Be prepared to give a report to the membership at the convention, upon the presidents' request.

**LOCAL HOST COMMITTEE CHAIRPERSON**

**DESCRIPTION:**

The local host committee chairperson is appointed by the host newspaper and serves during the convention in this area.

**GENERAL FUNCTIONS:**

The local host chairperson assists the program chairperson in making local presentations for the functions of the meeting. Being a local resident, they assume many of the duties assigned to the program chairperson.

**RESPONSIBILITIES:**

1. Optionally, arrange for the entertainment of the spouses under the direction of the program chairperson. The entertainment can include sightseeing, a shopping tour, luncheons, etc.
2. Optionally, arrange for members to play golf, tennis, and other appropriate activities.
3. Depending on the location of the meeting, arrange for convention registrations, press coverage, etc.
4. Keep the program chairperson and the secretary of SCMA informed of any and all activities pertaining to this convention.
5. Perform any other functions delegated to them by the program chairperson and the executive board.
6. Be on hand throughout the entire meeting to aid in the convention running smoothly.
7. Set up and supervise the registration desk and work closely with personnel to work the desk.
8. Greet SCMA members and their guests. Welcome them to the convention and supply information about the hotel, restaurants in the city and other activities of interest while in the city.
9. Work very closely with the program chairperson and others responsible for taking care of speakers and other guests. Arrange for transportation from the airport or terminal to the convention site.
10. Confirm all arrangements prior to guests' arrival.
11. Report to the board of directors at the pre-convention board meeting.

**EDUCATION/TRAINING COMMITTEE CHAIRPERSON**

**DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a two year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

**GENERAL FUNCTIONS:**

To develop education/training programs, meetings, and make recommendations to the board for special projects and seminars.

**RESPONSIBILITIES:**

1. Develop and coordinate education/training seminars for SCMA members and their staffs.
2. Inform SCMA members of education/training efforts from outside our region and, if possible, arrange for our participation.
3. Monitor and promote NAA circulation efforts related to education/training.

## **VENDOR LIAISON REPRESENTATIVE**

### **DESCRIPTION:**

See by-laws, Article IV, Section 5.

Shall be elected by the associate members (vendors) to serve a two year term or until a successor has been installed in office, unless otherwise specified in these by-laws. Notification of the day and time of the vendor meeting to elect the new vendor liaison person will be posted in the vendor display area by the outgoing vendor liaison person.

### **GENERAL FUNCTION:**

The vendor liaison representative shall attend all board meetings to act as a liaison between the SCMA and the vendors and associate membership.

### **RESPONSIBILITIES:**

1. Attend all board meetings.
2. Assist the program chairperson in coordinating the vendor display area.
3. Vocalize the concerns and recommendations of the associate members to the board of directors at all meetings.

## **PUBLICITY COMMITTEE CHAIRPERSON**

### **DESCRIPTION:**

See by-laws, Article IV, Section 7.

Shall be appointed by the president and serve a one year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS:**

The publicity committee chairperson should keep SCMA members informed of events throughout the country.

### **RESPONSIBILITY:**

1. Contact with other sectional officers to exchange newsletters and ideas.
2. Notify all newspaper publications of articles of interest from SCMA member newspapers.
3. Notify all industry-related organizations/publication of SCMA events and meetings.
5. Solicit news items from SCMA members.

## **CARRIER OF THE YEAR CHAIRPERSON**

### **DESCRIPTION:**

The board shall select and the president shall appoint a delegate to represent this association in all matters dealing with the Carrier of the Year selection for SCMA and NAA. Appointee shall serve a one-year term or until their successor has been installed in office, unless otherwise specified in these by-laws.

### **GENERAL FUNCTIONS:**

The Carrier of the Year Chairperson should be able to serve on NAA's Carrier of the Year Committee and create interest and excitement among SCMA members to participate and celebrate carrier of the year nominees/winners.

### **RESPONSIBILITY:**

1. Attend NAA carrier of year judging at own newspaper's expense
2. Take up all matters with the NAA circulation council, which SCMA members have requested.
3. Provide the secretary of SCMA with written articles and materials soliciting participation in carrier of year nominations in the SCMA newsletter.
4. Select judges for the SCMA contest. Announce the winners in the SCMA newsletter
5. Attend the annual SCMA board of directors meeting and give a report

# **ORDER OF PROCEDURE for KEY FUNCTIONS**

## **Order of Procedure At Opening Business Session**

1. President calls meeting to order --thanks convention sponsors for activities thus far in the convention.
2. President calls local host to podium to welcome attendees and introduces publisher or general manager of host newspaper, if appropriate.
3. President thanks local publisher/general manager and presents gift.
4. President invites spouses to be excused, if desired, to meet for optional spouses activity. President then presents report of activities and announces the report of officers to begin.
5. President calls chairman of the board to give report. Chairman then introduces secretary/treasurer to give report.
6. Secretary/treasurer gives report and introduces third vice president.
7. Third vice president gives report, reads off names of new member applicants and makes the motion for the new member candidates to be accepted into the organization. The president restates the motion and asks for it to be seconded. Once seconded, the president asks the membership to vote and welcomes new members into the group. The president then asks the second vice president to give report.
8. Second vice president gives report.
9. President introduces the following committee heads to give their reports:
  - \* Training/educational committee chairperson
  - \* NAA representative
  - \* ABC committee chairperson
  - \* Auditing committee chairperson
  - \* By-laws committee chairperson
  - \* Convention city committee chairperson
  - \* Life membership/necrology committee chairperson
    - Life Chairperson makes motion for general membership to grant life membership to candidates approved by the board of directors.
    - President restates motion, asks for a second. Once seconded, asks general membership for comments and discussion then calls for vote.
  - \* Promotional display committee chairperson
  - \* Postal/legislative committee chairperson
  - \* Publicity committee chairperson
  - \* Vender Liaison
  - \* Local host committee chairperson
10. President responds about committee reports and turns program over to second vice president.
11. Second vice president discusses the time and location of the next meeting session and asks all associate members to come forward for the parade of advertisers.
12. After the parade of advertisers, the president thanks the sponsors of upcoming events, which a suitable forum is not available, such as for coffee breaks, and adjourns business meeting.

## **Order of Procedure at Awards Banquet**

1. President calls luncheon to order and recognizes luncheon sponsors and past presidents.
2. President asks a pre-designated person to give the invocation.
3. Lunch.
4. First vice president resumes meeting by introducing the host of the golf tournament for the golf awards.
5. Golf awards are presented.
6. First vice president introduces the promotional display committee chairperson.
7. Promotional display committee report.
8. First vice president introduces the local host of the next convention.
9. Next convention preview is made.
10. President makes closing remarks and adjourns luncheon.

## **Order of Procedure at Annual Banquet**

**(Note: If the banquet is not held on the last night of the convention, items 10 through 13 may be moved to the awards luncheon)**

1. President announces dinner and thanks banquet sponsors.
2. President asks a pre-designated person to give the invocation.
3. President announces dinner to be served and door prizes to be given away.
4. Third vice president gives away last of door prizes.
5. Vendor liaison announces winners of any vendor contests.
6. Dinner.
7. President resumes program with introduction of head table and new officers.
8. Second Vice President introduces past presidents and thanks all of the convention sponsors again.
9. President presents any special awards - William C. Green, Jr. Award or Bevinger Award.
10. President asks officers to stand in front of head table and swears them in.
11. President makes closing remarks and hands over gavel to incoming president.
12. Incoming president (optionally) presents a gift to outgoing president.
13. Incoming president makes remarks and adjourns convention by ringing the bell.