

**BY- LAWS  
OF  
SOUTHERN CALIFORNIA  
PUBLIC POOL OPERATORS ASSOCIATION**

**ARTICLE I**

**NAME AND PURPOSE**

**Section I. Name**

The name of the association shall be Southern California Public Pool Operators Association.

**Section II. Goals and Objectives**

The goals and objectives for which this association is formed are:

1. To provide a forum where professionals come together for an exchange of ideas (networking professionals).
2. To provide a leadership role in the establishment of standard care in aquatics.
3. To provide education and training in aquatics.
4. To provide experts and resources in aquatics.
5. Convene ad hoc committees to deal with mutual concerns in aquatics.

**Section III. Non-Profit Status**

Said corporation/organization is organized exclusively for charitable, educational, religious or scientific, purposes, within the meaning of section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

**ARTICLE II**

**MEMBERSHIP**

**Section I. Qualifications**

Membership is open to all persons or agencies, public or private, having interest in promoting the purpose of the association.

**Section II. Voting Members**

All members, whether individual, agency or associate members, shall have voting privileges.

**Section III. Dues**

Every member joins association by submitting an application and paying annual member dues, meeting dues, and service charges accordingly. The annual dues will be as follows:

1. Individual: \$20.00
2. Agency: \$30.00
3. Associate Member: \$60.00
4. Meeting Dues: minimum \$12
5. Service Charges: (1) charges as stipulated by electronic payment service provider, and (2) \$3.00 per paper invoice as issued by SCPPOA Treasurer

Provision: Fees can be raised or lowered by:

1. Initiation from the Board of Directors;
2. Approval by General Membership.

### **ARTICLE III**

#### **BOARD OF DIRECTORS**

##### **Section I. Board of Directors**

The affairs of this association will be administered by a Board of Directors who shall operate in compliance with these bi-laws. The Board of Directors shall consist of the officers of the association.

##### **Section II. Powers**

Subject to limitations imposed by law, or these bi-laws, all powers shall exercise under the authority of, and the business and affairs of, or this association shall be controlled by, the Board of Directors, without limiting any such power or authority, the Board of Directors shall have the following powers:

1. To determine this association's objectives and formulate plans designed to meet them.
2. To establish policies for administering the affairs of this association.
3. To adopt and control the operation, budget, and financial plan of this association and assure the conduct of the financial affairs on a responsible basis in accordance with established policies.
4. To control, manage and maintain the property and files of the association.
5. To select and remove officers of this association and prescribe powers and duties for them.
6. No Director shall have financial interest in any contract or transaction entered into by the association. Any contract or transaction entered in violation of this section is avoidable at the discretion of the Board of Directors.

##### **Section III. Liability**

No person who is a Director of this association shall be personally liable for debts, liabilities or obligations of this association.

### **ARTICLE IV**

#### **OFFICERS**

##### **Section I. Officers**

The Officers of this association shall be:

Outgoing President

President

Vice President

Secretary

Treasurer

Member at Large

Social Media Coordinator

## Section II. **Terms**

Terms of Office shall be one year, with elections to be held each March, with the exception of the Treasurer and Web Master. The Treasurer's term of office shall be three years. The Social Media Coordinator shall be appointed by the board for a term of three years. New Board Members shall take office in August of each year. The Board of Directors shall be composed of members from differing agencies and/or vendor members.

## Section III. **Automatic Advancement at the End of a Term**

Provided a Board of Directors has a desire to advance, ideally, Secretary shall advance to Vice President and Vice President shall advance to President. In the event there is more than one vacancy on the Board of Directors at the end of the term, any board member, except the Member at Large and Social Media Coordinator, shall have the right to choose which office, if any, they desire to ascend to. Automatic advancement at the end of the term shall not apply to the Member at Large or Social Media Coordinator offices. Vacancies following automatic advancement at the end of a term shall be filled by holding an election.

## Section IV. **Quorum**

A quorum for the Board of Directors meetings shall be a majority of the total directors present, provided there is a minimum of 4 directors present.

## Section VI. **Vacancies**

1. A Director shall give notice to the Board of Directors of the intent to resign from the Board of Directors.
2. Upon failure of any member of the Board of Directors to perform his or her duties as a Director, he or she may be removed as a Director by the remaining Board of Directors.
3. The Board of Directors shall have the power to appoint a replacement for any Director vacancy on the Board of Directors by reason of death, resignation, removal, or otherwise. The appointed Director shall hold office during the remainder of the vacating Director's term. At the conclusion of the term, a nomination and election by the general membership will fill the office.

## Section VII. **Duties**

Without limiting any power or duty, the Officers shall have the following duties:

1. **Outgoing President**
  - a) Advisor position to guide current board and to provide continuity between boards.
2. **President**
  - a) Assist the Vice President in choosing topics and obtaining guest speakers.
  - b) Conduct monthly meetings.
  - c) Assign committees.
  - d) Act as a spokesperson.
  - e) Promote the goals and objectives of the Association.
  - f) Promote membership renewal, recruit new members and otherwise ensure the continued growth of the Association.

### **3. Vice President**

- a) Choose topics, obtain speakers and choose meeting locations.
- b) Use all available resources to plan agenda.
- c) Act in capacity of President in case President is unavailable.

### **4. Secretary**

- a) Take minutes of all meetings, general membership and Board of Directors meetings.
- b) Receive and distribute correspondence of this Association.
- c) Pay debts and bills (Accounts Payable).
- d) Receive donations.

### **5. Treasurer**

- a) Maintain bank account.
- b) Collect all dues and fees (Accounts Receivable).
- c) Maintain accounting ledger (itemizes accounts receivable and payable).
- d) Prepare annual financial report (due in April)
- e) File State tax filing form and pay annual fee to the Secretary of State before July 1<sup>st</sup> each year
- f) File 990n E post card with Federal government annually before May 15<sup>th</sup> of each year
- g) Provide information and coordinate with authorized person(s)/organization responsible for maintenance of SCPPOA 501(c)(3) status

### **6. Member at Large:**

- a) Attend all Board of Directors' Meetings
- b) Represent the general membership.
- c) The Member at Large shall not have had prior service as a member of the Board of Directors.

### **7. Social Media Coordinator:**

- a) Set up and maintain the SCPPOA web site.
- b) Post meeting notices and minutes in a timely manner.
- c) Make changes as requested by the Board of Directors
- d) Work with CPRS Aquatic section's webmaster to help facilitate dissemination of information to all members
- e) Update the Social Media SCPPOA accounts with relevant and timely information (Twitter, Facebook, etc.).
- f) Serve as a member of the Board of Directors

## **ARTICLE V**

### **COMMITTEES**

#### **Section I. Standing Committees**

The President of the Association shall appoint the following committees each year:

1. Nominating and Election Committee
2. Awards Committee
3. Scholarship Committee
4. Finance Committee
5. Salary/Fee Survey Committee

6. Directory Committee
7. Workshop Committee
8. Lifeguard Competition Committee
9. Website Committee
10. Sponsorship Committee

## Section II. **Committee Composition**

The Chair of the committee shall be designated by the President of the Association. A minimum of one member of the Board of Directors shall serve on each committee.

## Section III. **Committee Goals and Procedures**

Without limiting any such goal or procedures, the committees shall have the following goals and procedures.

### 1. **Nominating and Election Committee**

- a) To ensure fairness in the nomination and election process.
- b) No more than two members of this committee shall be on the Board of Directors.
- c) To be eligible to serve as an Officer of the Association, a member must be in good standing, paid dues, actively participated in the monthly programs and have a willingness to perform duties of the office.
- d) The Committee shall notify the membership, no later than the first Friday in February that nominations for officers are invited. The Committee shall be responsible for determining eligibility of nominees and conducting the election. All nominees must consent to their nomination.
- e) The Secretary shall prepare and send an e-mail to each member qualified to vote, no later than the first Friday in March, a ballot carrying the names of the candidates. A notation on the ballot shall specify the agency (to prevent more than one person casting a ballot from the same agency) and the date by which the ballot is to be returned. Names shall be listed on the ballot in alphabetical order. Candidates may submit written statements to be enclosed with the ballot.
- f) The Board of Directors shall consist of members from differing agencies and/or vendor members. Only one member per agency or vendor can serve on the Board of Directors at a time. In the event that a member of the Board of Directors has a change of employment after their term has begun, resulting in two Board Members from the same agency serving on the Board, the other members of the Board will determine the best course of action. Members from the same agency may be nominated for board positions. However, if at the conclusion of the election, multiple members from the same agency are elected, the agency will make the determination as to who will rescind their nomination.
- g) Results of the election shall be announced at the Awards and Installation meeting in April.
- h) The Secretary shall be chair or co-chair of this committee.

### 2. **Scholarship Committee**

- a) To ensure fairness in the nomination and selection process.
- b) Scholarship nominees shall be active, dues paying members in good standing. Active is further defined by stating that a representative of the agency must have attended

- at least 70% of the past seven SCPPOA meetings; however, individual applicants personally meeting this requirement will be given priority consideration.
- c) Nominees shall be able to demonstrate financial need in the community (ies) they serve and/or budget limitations of education and travel.
  - d) Nominees shall submit a letter of application and resume to the Scholarship Committee for review of the nominee's qualifications.
  - e) The Scholarship Committee shall select qualified nominees and invite them to an interview by the committee. The interview shall evaluate the following criteria:
    - 1) Ability to act as an Association representative.
    - 2) Financial need.
    - 3) Educational need.
    - 4) Commitment to speak at a general membership meeting following the event attended.
  - f) Recipients' name shall be submitted to the Secretary for inclusion in the next year's directory.
  - g) The Scholarship Committee shall select a quality aquatics school or conference to which the recipient is eligible for. This selection is submitted to the Board of Directors for approval by quorum.
  - h) Amount of scholarship available is to be determined by the Finance Committee and submitted to the Board of Directors for approval by quorum.
  - i) Members of the Board of Directors are eligible to apply for scholarships. However, those choosing to do so may not participate in the scholarship committee and shall excuse themselves from voting on and rating other scholarship candidates.
  - j) The Past President shall be chair or co-chair of this committee.

### 3. Awards Committee

- a) To recognize meritorious achievement in aquatics and/or outstanding service to the Association.
- b) The committee shall consist of a chairperson plus a panel of additional members chosen by the chairperson.
- c) The committee shall notify the members no later than the December Meeting that nominations for award recipients are invited.
- d) Nominations shall be submitted on prescribed (by the Board of Directors) forms. The forms shall be attached to a description of the criteria for each award.
- e) The committee shall be responsible for determining eligibility of Nominees.
- f) The Association has the following award programs: The Citation Award, Honorary Life Membership Award, Future Leader Award, and Presidential Appreciation Award (for the outgoing president only).
- g) Award shall be determined as follows:
- h) Presenter for **CITATION, HONORARY LIFE MEMBERSHIP, and FUTURE LEADER** Awards shall be designated by simple majority of the Awards Committee.
- i) Presenter of the **PRESIDENTIAL APPRECIATION** award shall be designated by quorum of the Board of Directors.

j) Awards Criteria

1. **CITATION AWARD** to be awarded for outstanding service in the aquatic field.

- A) The candidate need not be a member of SCPPOA.
- B) Experience: No requirement
- C) Service: outstanding contribution to the general field of public aquatic programs and the profession. This contribution must be of such significance as to affect public aquatics on a local or regional level.

Such Contribution may be:

1. SCPPOA committee work over a period of one or more years having to do with aquatic or recreation field.
2. Author of articles accepted and published by local, state, or national magazines or websites.
3. Outstanding contribution through service as a professional or volunteer.
4. Through active support of SCPPOA, CPRS, the American Red Cross or other professional groups associated with aquatics, thereby furthering the cause of aquatics.
5. Through certain professional methods or devices have recruited personnel for the aquatic field.
6. Through education and/or by inspiration over a period of years to such an extent as to warrant recognition by aquatic people in the field.
7. Through the development of equipment, apparatus or design and layout of areas.
8. As a donor of property, money, scholarship, gifts, equipment or facilities which advances the aquatic movement.
9. Establishes procedure, method of precedent which furthers the cause of aquatics.
10. Upon retirement after five or more years as an active member of SCPPOA.

2. **HONORARY LIFE MEMBERSHIP AWARD:** To be awarded for distinguished service in the aquatic field.

- A) The candidate must be or have been a member of SCPPOA.
- B) Experience: minimum of ten (10) years as a lifeguard, Supervisor or administrator, or a combination of these in the general field of public or private park and recreation or aquatics field in California.
- C) Service: contributions should be rendered through SCPPOA to the general aquatic field. The contribution should be in the nature of service.
- D) Character: fine moral character.
- E) Candidates must have met at least five (5) conditions listed below:
  1. An office holder in SCPPOA.
  2. Served on a SCPPOA committee.
  3. Outstanding leadership in some special field connected with aquatics.
  4. Committee work over a period of one year or more with SCPPOA or an affiliated organization such as the American Red Cross or CPRS.

5. Five or more addresses before recreation aquatic groups, conventions, assemblies, radio, TV presentations and such other gatherings held in the promotion of aquatic recreation, sports training and safety.
  6. Contributing articles for handbooks, manuals, newspapers or magazines interested in aquatics.
  7. Carrying on research that helps promote the aquatic phase of recreation or the profession.
  8. Author or coauthor of one or more books on aquatics.
  9. Author of five or more articles accepted and published by magazines of state or scope, or brought out in monograph form.
- F) The Awards Committee may, by unanimous vote, award an Honorary Award to an individual who does not meet five (5) of the conditions listed in E. Such action should rarely, if ever, happen. The same applies to letters B and C of the above criteria.
- G) Recipients' name shall be submitted to the Secretary for inclusion in the next year's directory. Extreme care shall be taken that all recipients of this award continue to receive mailings and all other membership benefits.
- 3. FUTURE LEADER AWARD:** To be awarded to a young aquatics professional who has demonstrated exemplary leadership traits and plan to pursue a career in aquatics. Recipients will also receive a scholarship (amount to be determined by the scholarship committee) to attend an aquatics conference or training.
- A) The candidate must be employed part-time or seasonally by a SCPPOA agency member.
  - B) Experience: minimum of three (3) years as a lifeguard, or supervisor, or a combination of these in the general field of public or private aquatics.
  - C) Service: Candidate should have a tangible track record of motivating and inspiring fellow employees and team members to carry out visions, special events, or programs. Candidates may also exhibit leadership through involvement in extracurricular activities, community services, and academic achievement within Aquatics.
- 4. PRESIDENTIAL APPRECIATION AWARD:** To be awarded by a quorum of the Board of Directors in Appreciation of service as president. To be presented at the Installation and Awards banquet held annually in April. No other criteria other than satisfactory service in the office of president.

Award Description

**1. CITATION AWARD**

Wording:

SCPPOA

CITATION AWARD

Presented to

(Name)

For Outstanding Service

in Aquatics

(YEAR i.e. 2012)



## 2. HONORARY LIFE MEMBERSHIP AWARD

Wording:

SCPPOA

HONORARY LIFE MEMBERSHIP AWARD

Presented to

(Name)

For: (personalize, i.e. Furthering the Cause of Safety In Aquatics)

And For Outstanding Service To

SOUTHERN CALIFORNIA PUBLIC POOL OPERATORS ASSOCIATION

(YEAR i.e. 2012)

## 3. FUTURE LEADER AWARD

Wording:

SCPPOA

FUTURE LEADER AWARD

Presented to

(Name)

SOUTHERN CALIFORNIA PUBLIC POOL OPERATORS ASSOCIATION

(YEAR i.e. 2012)

## 4. PRESIDENTIAL APPRECIATION AWARD

Wording:

Presented To

PRESIDENT

(NAME)

(SCPPOA year, i.e. 2011-2012)

SOUTHERN CALIFORNIA PUBLIC POOL OPERATORS ASSOCIATION

**NOTE 1:** The Honorary Life Membership Award is the highest award made by SCPPOA, and it behooves all Awards Committees to keep this in mind.

**NOTE 2:** The Awards Committee shall also distribute Certificates of Appreciation to speakers, patrons (donors to the Association), and other nonmembers who may assist the association with its goals and objectives.

k) The Past President shall be chair or co-chair of this committee.

## 4. Finance Committee

- a) To ensure fiscal responsibility, integrity and accuracy.
- b) A Finance Committee shall consist of at least two members of the Board of Directors, one of which must be the Treasurer.
- c) The Finance Committee shall advise on financial matters and be responsible for an annual audit of the financial records of the Association.
- d) The Committee may recommend pilot programs. Expenditures of funds to be approved by the Board of Directors.
- e) The Finance Committee shall determine the amount available for the Annual Scholarship Committee
- f) Finance Committee shall meet at least twice per year.
- g) The Treasurer shall be chair or co-chair of this committee.

#### **5. Salary/Fee Survey Committee**

- a) To provide members with information relating to salaries, fees and charges. To be completed before the end of December.
- b) On even years a Salary/Fee Committee shall be appointed which includes fees and charges.
- c) Provides Secretary with final written report for distribution.

#### **6. Directory Committee**

- a) To provide members with a tool to facilitate the networking process.
- b) The Directory Committee shall collect from the Treasurer a listing of all members with address and telephone numbers. The list should differentiate between agency, individual and associate members. Individuals do not receive an agency listing or mention of their agency unless they have paid the agency membership.
- c) In addition, the directory shall contain the following historical information:
  - 1. Listing of Past Presidents
  - 2. Current Board of Directors
  - 3. Citation Award Recipients
  - 4. Honorary Life Members
  - 5. Scholarship Recipients
- d) The Directory Committee shall compile the above information and have it printed in directory form. The directory shall then be given to the Secretary for distribution.
- e) The directories are to be distributed to members annually, no later than February of each year.
- f) The Secretary shall be chair or co-chair of this committee.

#### **7. Workshop Committee**

- a) To provide an affordable educational opportunity for members to improve job performance, enhance career mobility and promote safety and excellence in aquatics.
- b) Workshops shall address the needs of both the entry level employee as well as the experienced administrator.
- c) A survey should be conducted and completed by December to indicate to the committee topics of interest to the members, if needed.
- d) The workshop topic shall be announced by February, at which point, registration forms will be made available.
- e) Participants in the workshop shall be given an opportunity to evaluate the workshop at its conclusion.
- f) Workshop to be held annually, preferably in the spring, however not in conflict with other conferences.

#### **8. Lifeguard Competition Committee**

- a) To provide agencies an avenue to network in a competitive environment.
- b) The committee shall be comprised of one board member as chairperson and a minimum of two representatives from the membership. Committee must include one representative from a large agency and one representative from a small agency.
- c) The committee is responsible for securing the competition site, awards, and mailing of the entry form.
- d) Competition is to be held in July or August annually.

- e) The Lifeguard Competition rules and regulations will be distributed to the members no later than the April meeting each year.
- f) The committee can change the rules and regulations annually with a majority vote and a quorum of Board of Directors approval.
- g) All expenses related to the competition must have prior quorum approval from the Board before expenses are incurred.

#### **9. Website Committee**

- a) To provide members with a tool to facilitate the networking process and the capability of accessing information from the organizations website.
- b) The committee shall be comprised of the Member at Large and the Social Media Coordinator.
- c) The committee shall post all information distributed to the general membership.
- d) Posting on the website shall include the officers of SCPPOA and their contact information, vendors, and links to aquatic related sites.
- e) Website shall be updated no less than monthly
- f) The Social Media Coordinator shall be chair or co-chair of this committee.

#### **10. Sponsorship Committee**

- a) To provide vendor members an opportunity to sponsor SCPPOA at three levels (Gold, Silver, and Bronze).
- b) The committee shall be comprised of the President and Treasurer.
- c) Levels of Sponsorship and benefits shall be as follows:
  - a. Bronze Level (\$200): Sponsor log included on Welcome Screen at monthly meeting. Sponsor catalog and branded giveaway item on sponsor table at April meeting.
  - b. Silver Level (\$350): Everything included in bronze tier plus sponsor logo on the back cover of the annual directory.
  - c. Gold Level (\$500): Everything included in the silver tier plus ½ page advertisement in the annual directory. Table tents with logo displayed on tables at the annual social. Opportunity for a 5 minute presentation at the April meeting.
- d) Funds raised through the sponsorship program shall be used to fund SCPPOA Scholarships and the annual social.
- e) The President shall be chair or co-chair of this committee.

## **ARTICLE VI**

### **FINANCES**

#### **Section I. Income**

It is not intended that the organization shall make a profit and all funds derived from admission charges, donations and dues shall be used to carry out the purposes of the Association. Membership dues can be established or deleted at any time at the discretion of the Board of Directors and approval of the general membership.

No part of the net earnings of the corporation/organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that

the corporation/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of the corporation/organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation/organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### **Section II. Bank Account**

The funds of the organization shall be maintained by the Treasurer under the direction of the Board of Directors. All disbursement there from shall be made as directed and approved by the Board of Directors.

#### **Section III. Compensation**

The officers of the Board of Directors shall receive no compensation. They may be reimbursed for certain actual expenses incurred, provided the expenses have been pre-approved by a quorum of the Board of Directors. Mileage and travel to meetings and obligations as a result of serving as an officer are examples of expenses not to be reimbursed. Postage, office supplies and printing requirements of the Association may be reimbursed with prior approval.

### **ARTICLE VII**

#### **MISCELLANEOUS**

#### **Section I. Amendments**

The Board of Directors may amend this Association's by-laws at a regular meeting of the Board of Directors, and amendments shall be adopted at such meetings upon receiving a quorum vote to the Directors authorized to serve on the Board of Directors at the time of the amendment. The Board of Directors may amend this Association's by-laws at a regular meeting of the Board of Directors, and amendments shall be adopted at such a meeting upon receiving a quorum majority vote of the general membership.

#### **Section II. Distribution of Assets on Dissolution**

The property of this Association is irrevocably dedicated to educational purposes and no part of the net income of this organization shall ensure the benefit of any Director, officer or member thereof to the benefit of any private person. Upon the dissolution or winding up of the Association, its assets, remaining after payment or provision of payment of all debts and liabilities of the Association shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

### Section III. **Unpermitted Activities**

Notwithstanding any other provision of these articles, the corporation/organization shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

## **ARTICLE VIII**

### **INDEMNIFICATION**

Every person who is or has been a director, officer, employee, member or agent of the Association shall be indemnified and held harmless by the Association for any claim, action or proceeding, which may be brought against such person for activities in which such person engaged in good faith while associated with the corporation.

### **DEFINITIONS**

#### Section I. **Individual/Student Membership**

Those persons whose agencies do not wish to become a member or those persons who are not associated with an agency and whom have an interest in promoting the purpose of the Association.

#### Section II. **Agency Members**

Individual aquatic units affiliated with nonprofit public/private agencies.

#### Section III. **Associate Member**

Commercial Vendors

#### Section IV. **Meetings**

Meetings should be the first Thursday of every month between the months of September and April. The last meeting should be the first Friday of the month (April). Exceptions can be made if other events would prevent the majority of members attending.

Location: To be rotated on a monthly bases (at the discretion of the Board of Directors) to acquaint members with other aquatic facilities. Having meetings consistently at the same locations should be avoided.

The Agency host is responsible for:

1. Reserving the facility and having it available from 10:30 a.m. - 2:00 p.m.
2. Posting signs to direct members to the correct location
3. Coordinate with Secretary on RSVP and speaker needs
4. Provide lunch to members and try to keep food costs to \$10.00-\$12.00 per person
5. Submit all receipts to Treasurer for reimbursement

## Section V. **Annual Events**

The Association will conduct the following annual events:

### **1. Vendor Meeting:**

It will be up to the discretion of the Executive Board to hold a Vendor's fair if there is enough interest and participation from area Vendor's. The organization will be responsible for the following:

- a) Location
- b) Speaker
- c) Coordination vendors displays
- d) Conducting Meeting

### **2. Workshop:**

- a) Sponsor an educational workshop
- b) Format to be flexible
- c) To be held annually preferably in the spring, however not in conflict with other conferences.

### **3. Past President's Meeting:**

- a) To include Board of Directors and all Past Presidents.
- b) Meeting to discuss the goals and objectives of the Association and any problems

### **4. Board Meeting:**

- a) Board will meet prior to each monthly meeting and throughout the summer if needed

### **5. Installation/Awards:**

- a) To be held in April
- b) Format to be flexible

Approved by SCPPOA General Membership 10/5/17

Signature of President:



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Frances Caron

Signature of Vice President:



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Stacy Swanson