

## Sharing Our Success (SOS) Submission Form

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Chapter Name:	South Carolina
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Chapter Membership Size:	Medium (101-299)
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Chapter Contact Person:	Jada Addison
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Email Address:	president@atdsouthcarolina.org
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Phone Number:	
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Chapter Board Position:	President
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Chapter Website URL:	<a href="https://www.atdsouthcarolina.org/">https://www.atdsouthcarolina.org/</a>
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Submission Title:	Bygones and Bylaws: Moving Forward Together
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What did you do? (a 2-3 sentence summary of your effort):	Our Bylaws were in need of a major overhaul - they had not been reviewed thoroughly since their inception. Additionally, there were no standard operating procedures in place to help shape a Bylaws review. Finally, a formal Bylaws committee was formulated to help revamp, reshape and bring the Bylaws up to date with present standards and industry updates.
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Who benefitted from this effort (Target Audience) Check all that apply:	<input type="checkbox"/> Chapter Members <input type="checkbox"/> Board Members <input type="checkbox"/> Chapter Volunteers <input type="checkbox"/> Chapter Sponsors <input type="checkbox"/> Chapter Partners <input type="checkbox"/> Potential Chapter Members
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**Why did you do it? What chapter needs were addressed?**

The last review of our chapter's Bylaws, approved by the large membership body, was conducted on 8/31/20. During the ALC in San Diego (2023), discussions arose concerning the integration of Diversity and Inclusion into our chapter's culture and review of a chapter's Bylaws. Recognizing the need for updated bylaws, the President-Elect took the initiative to assemble a Bylaws Committee.

Over the course of two months, the committee, comprising of the President-Elect, the VP of the Upstate, a Past President, and three general body members all with diverse backgrounds, races, genders, and ages, diligently reviewed the existing bylaws. Several issues came to light, including grammatical errors, ambiguous clauses, and inconsistencies in procedures.

Seeking guidance from ATD National and consulting with the VP of Finance regarding financial reviews, the committee navigated through the complexities of the review process. They also revised the mission/vision statement to align with industry standards and sought input from a DEI consultant (who is also a chapter member) for a more inclusive approach.

Upon presenting the recommendations to the board, a decision was made to incorporate them into the Bylaws. To ensure democratic approval, the changes were included in the end-of-year survey for voting by the general membership body, which subsequently approved the updates. These changes were then reflected on the chapter's website, effective 1/1/24.

The revisions not only modernized our Bylaws but also established a standard operating procedure for succession, ensuring the smooth transition of leadership roles.

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**What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)**

As a result of our efforts:

1. Per majority vote, the Bylaws were amended to include an updated vision/mission (now known as a purpose statement).
2. Per membership vote, the Bylaws were amended to include a diversity and inclusion statement. This diversity and inclusion statement was reviewed and vetted by another member who is an established DEI consultant.
3. Per membership vote, the Bylaws have been updated to update grammar and redundant statements.
4. One of the general body members who was a part of the Bylaws Committee and who has never previously been a part of a Bylaws committee, has now decided to use her expertise and become a board member for another entity.
5. One of the general body members who was a part of the Bylaws Committee is now on the Communications team for the chapter (so we gained a volunteer).
6. We were able to create a standard operating procedure.
7. We were able to include the bylaws vote as a part of the end of the year survey instead of sending it out separately potentially curtailing survey fatigue.

**What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)**

After attending ALC in San Diego (2023) and attending a session related to DEI, we decided that it was important to review our Bylaws thoroughly and possibly embed it with DEI principles.

I specifically sought out three general body individuals with diverse backgrounds who may not have previously volunteered in other capacities to be a part of the Bylaws committee, along with a fellow board member and a Past President who had extensive knowledge of the chapter's history. Together we created the Bylaws committee and I led the effort as the President-Elect. We met together over a period of about three months to review the existing Bylaws. We learned about why we were doing business under another name, we incorporated a diversity and inclusion statement into the Bylaws to align with the culture, we reviewed our mission and vision statement was clear and aligned with industry standard (repurposing it to be a purpose statement) and updated it for, inconsistencies and grammar. Additionally, I created the standard operating procedure so that future board members would have it readily available for the next Bylaws review (in two years).

After all recommendations were presented and approved by the Board, I then decided to add the proposed updates into the End of the Year survey to the entire general body using QuestionPro. QuestionPro allowed me to do a comparison between the new and recommended changes and members of the general body voted on the recommendations. All recommendations were accepted based on the majority vote and the new Bylaws have been posted to our chapter's website.

<b>Is there anything you would do differently?</b>	1. We met periodically for several months via Google Meet. We had lots of technical issues with Google Meet so we ended up meeting via WebEx. 2. This took a lot of time and effort because there were no procedures in place. If there was anything I'd do differently, I would say start working on it in May during the year in which a Bylaws review will take place.
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<b>When did you start working on this effort?</b>	Jun 02, 2023
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<b>When did this effort go live?</b>	Jan 01, 2024
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<b>Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.</b>	40
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<b>What resources did you use? Check all that apply:</b>	Volunteers Board Members ATD Resources
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<b>How many volunteers were you able to recruit?</b>	We had a total of seven main volunteers who worked on this effort. Six made up the Bylaws committee and it consisted of myself (Jada Addison - President Elect), Kasey McClure (VP of the Upstate), Katie Heskett (general body member), Jessica McCrea (general body member), Elmer Castro (general body member), and Perceffenessee Cantey (Past President). Betty Parker, who is another member offered ad hoc support as it related to the diversity and inclusion statement which was incorporated into the Bylaws.
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<b>Which board positions were involved in the effort?</b>	2 board members (President-Elect and VP of the Upstate) were primarily involved in this effort but all 8 board members at the time had to review and vote on the proposed recommendations prior to them being sent to the general body since this was a major overhaul of the existing Bylaws.
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<b>Select the ATD resources you used. Select all that apply:</b>	National Advisors for Chapters (NAC)
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<b>Do you have any additional insights to share with other chapters implementing this effort?</b>	It is important to inform the general body of updates throughout the process. We informed them during fall learning event sessions that a Bylaws review was underway and we informed them during our Fall conference that they were going to have to vote on the Bylaws update. I used our end of the year survey that was created through QuestionPro to add the Bylaws recommendations. I also kept the board abreast during the process and provided them with an audio teaser of how important it was to review the Bylaws and why the changes were being proposed.
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**Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)**

<https://www.formstack.com/admin/download/file/16037990661>

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**additional supporting documents:**

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**How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:**

Chapter Leader  
ATD Chapter Leaders Conference (ALC)  
National Advisors for Chapters (NAC)  
NAC Area Call  
Leader Connection Newsletter (LCN)  
Chapter Relations Manager (CRM)  
Chapter Leader Day (CLD)  
Success Series

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**Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.**

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Yes