

SECRETARY OF STATE'S OFFICE ORGANIZATIONAL CHART AND OVERVIEW OF DIVISIONS

Secretary of State's Office provides the following information in its
Program Evaluation Report and Agency Overview presentation

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Agency's Governing Body

The Secretary of State is a Constitutional Officer elected by the people of South Carolina. The Secretary of State does not have a separate governing body. The applicable provision from the State Constitution is below.

S.C. Constitution Article VI. Officers. Section 7. Elective offices; terms; duties; compensation.

There shall be elected by the qualified voters of the State a Secretary of State, an Attorney General, a Treasurer, a Superintendent of Education, Comptroller General, Commissioner of Agriculture, and an Adjutant General who shall hold their respective offices for a term of four years, coterminous with that of the Governor. The duties and compensation of such offices shall be prescribed by law and their compensation shall be neither increased nor diminished during the period for which they shall have been elected.

Qualifications and Duties of Director and Governing Body

Governing Body – Qualifications and Duties

None. The Secretary of State is a Constitutional Officer elected by the people of South Carolina and does not have a separate governing body.

Agency Director - Qualifications

The Secretary of State is the agency director. The qualifications for a constitutional officer, and in particular, the Secretary of State, are included below.

Summary

- Possesses the qualifications of an elector, including being 18 years old or older and registered to vote.
- Not convicted of felony under state or federal law.
- Not convicted of, or pled guilty to, tampering with a voting machine, fraudulent registration or voting, bribery at elections, procuring or offering to procure votes by bribery, voting more than once at elections, impersonating a voter, or swearing falsely at elections/taking oath in another's name.
- Does not deny the existence of a Supreme Being.
- Does not hold two offices of honor or profit.
- Has taken the oath of office provided in the State Constitution.

Specific Constitutional Provisions

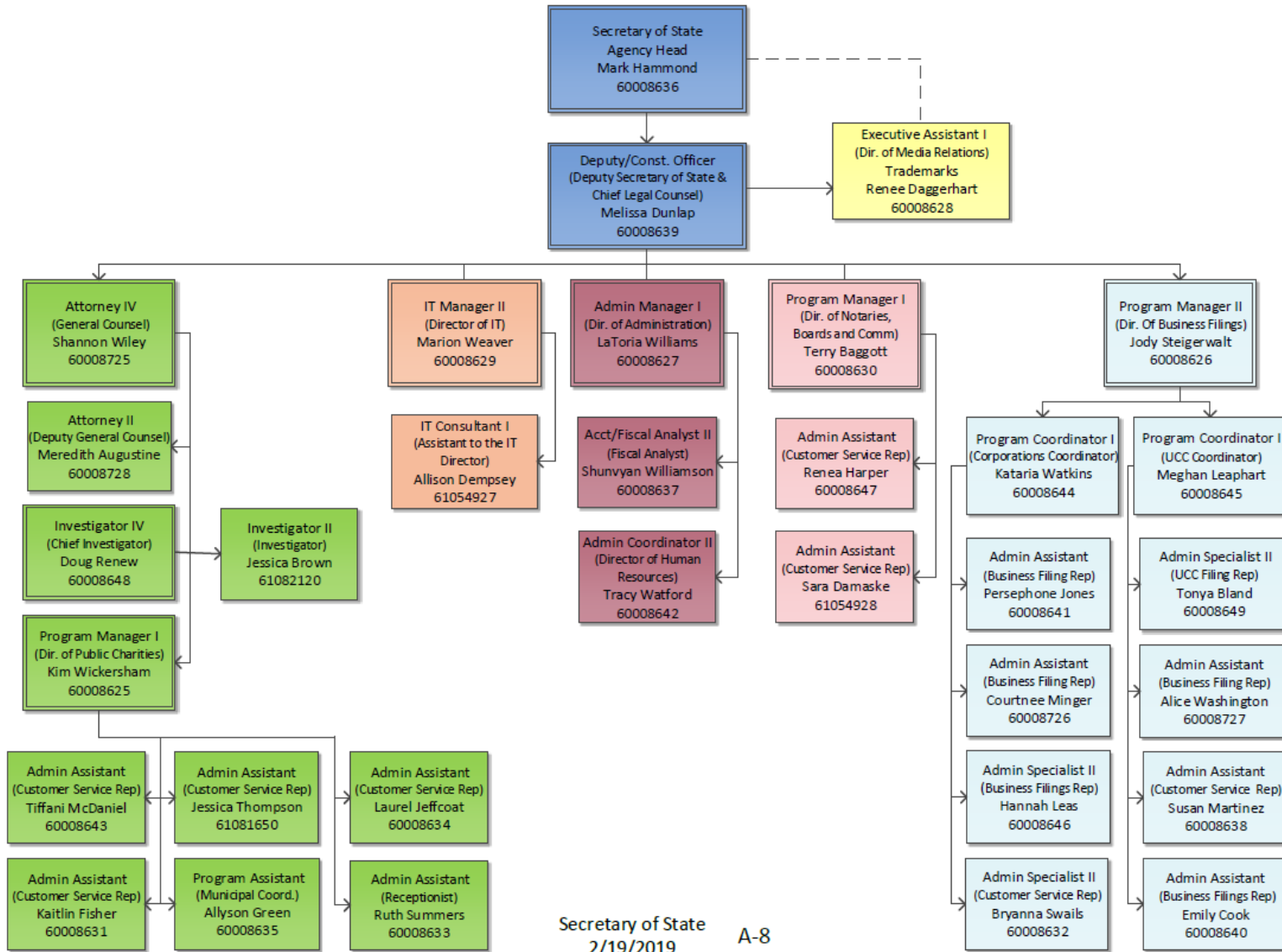
- S.C. Constitution Article VI. Section 1: No person may be popularly elected to and serve in any office in this State or its political subdivisions unless he possesses the qualifications of an elector, is not disqualified by age as prescribed in this Constitution, and has not been convicted of a felony under state or federal law or convicted of tampering with a voting machine, fraudulent registration or voting, bribery at elections, procuring or offering to procure votes by bribery, voting more than once at elections, impersonating a voter, or swearing falsely at elections/taking oath in another's name, or has not pled guilty or nolo contendere to these offenses. However, notwithstanding any other provision of this Constitution, this prohibition does not apply to a person who has been pardoned under state or federal law or to a person who files for public office fifteen years or more after the completion date of service of the sentence, including probation and parole time, nor shall any person, serving in office prior to the ratification of this provision, be required to vacate the office to which he is elected. No person may be elected or appointed to office in this State for life or during good behavior, but the terms of all officers must be for some specified period except officers in the militia.
- S.C. Constitution Article VI. Section 2: No person who denies the existence of the Supreme Being shall hold any office under this Constitution.
- S.C. Constitution Article VI. Section 3: No person may hold two offices of honor or profit at the same time. This limitation does not apply to officers in the militia, notaries public, members of lawfully and regularly organized fire departments, constables, or delegates to a constitutional convention.
- S.C. Constitution Article VI. Section 4: The Governor, Lieutenant Governor, and all other officers of the State and its political subdivisions, before entering upon the duties of their respective offices, shall take and subscribe the oath of office as prescribed in Section 5 of this article.
- S.C. Constitution Article VI. Section 5: Members of the General Assembly, and all officers, before they enter upon the duties of their respective offices, and all members of the bar, before they enter upon the

practice of their profession, shall take and subscribe the following oath: “I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected, (or appointed), and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States. So help me God.”

Agency Director - Duties

State law does not outline any specific duties for the Secretary of State, separate from the responsibilities of the Office of the Secretary of State outlined in statute. The responsibilities of the Office of the Secretary of State are listed in the Deliverables chart of this report.

Organizational Flow Chart



Secretary of State
2/19/2019 A-8

Overview of Divisions

Division of Business Filings

Corporations/Business Entity Filings
Uniform Commercial Code Filings

Division of Public Charities & Municipalities

Charities Filings and Enforcement
Professional Fundraiser Filings and Enforcement
Nonprofit Raffle Filings and Enforcement
Public Education on Wise Charitable Giving
Municipalities

Division of Investigations & Trademarks

Enforcement of Solicitation of Charitable Funds Act and Raffle Violations
Counterfeit Goods Enforcement & Education
Trademark Filings

Division of Notaries

Notaries Public
State Boards and Commissions
Apostilles and Authentications
Executive Orders and Ratified Acts

Division of Administration & Internal Operations

Budgetary Operations
Finance
Human Resources

Division of Information Technology

Daily Operations and Desktop Support
Application Support and Development
Business Continuity
Agency Website

Legal Division

Supports All Divisions Daily
Provides Legal Services throughout Agency
Assists with Project Management, including IT Projects
Handles All Freedom of Information Act Requests