

By-Laws

North Carolina Social Services Association

With Amendments Enrolled Through June 30, 2009

Article I

Articles of Incorporation

The name and location of the principal office, and the purpose of the Corporation shall be set forth in the Articles of Incorporation; and these By-Laws, the powers of the Corporation and its Directors and its officers and members, and all matters concerning the conduct and regulation of the business of the Corporation shall be subject to such provisions in regard thereto, if any, as set forth in the Articles of Incorporation; and the Articles of Incorporation are hereby made a part of these By-Laws. Hereinafter the corporation body shall be referred to as the Corporation of the Association.

Article II

Purpose and Objectives

Section I. Purpose.

The North Carolina Social Services Association shall be a voluntary, not for profit organization, the purpose of which shall be to promote the advancement of the social condition of all those served by the social services system in North Carolina through the promotion of a positive image of social services, enhancement of public esteem for individuals employed by departments of social services and external partners across the state, development of results-based policy and practices, response to social crises through the application of policy and through charitable donations, development of education and educational support through the offering of and/or promotion of training and scholarships to ensure the continuing education of its members and employees of departments of social services, and through partnership with other organizations pursuing the same objectives and goals.

Section II. Objectives.

The objectives of this Association shall be to:

- a. Promote the growth and development of the Association and the active participation in its affairs by all members.
- b. Encourage the coordination of efforts of personnel and agencies engaged in social services activities to achieve optimum efficiency and economy of administration that will result in the greatest benefit to the people served.
- c. Foster the highest standards of professionalism for those personnel in and entering the field of social services by:

- (1) Engaging in programs of research, education, and evaluation conducive to improving standards of performance.
 - (2) Promoting broad personnel principles designed to enhance opportunities in the social services field.
 - (3) Assisting in the recruitment of highly qualified personnel for social services careers.
 - (4) Cooperating in the provision of educational programs for in-service and formal training.
- d. Offer encouragement and lend assistance to appropriate agencies as they carry out their coordinated planning for administration of social services.
- e. Work toward public understanding, acceptance and support of social services in North Carolina by:
- (1) Interpreting, explaining and clarifying the principles of social services.
 - (2) Responding to public interest in social services and particularly by cooperating with community activities in the field.
 - (3) Promoting, encouraging, and delineating possible roles for volunteer assistance in social services activity.
 - (4) Exploring the possibility for integration of sub-professional supportive activities in social services.
- f. Maintain an active interest in all matters pertaining to all levels of employment and education in social services and to develop a liaison with organizations engaged in such matters with a view to improving the quantity and quality of social services.
- g. Cooperate in studies, research projects, programs and demonstrations aimed at efficiency, effectiveness, and economy and make available such information as will assist the membership of the North Carolina Social Services Association.
- h. Act in an advisory capacity to all law-making and policy-making bodies in order that such authorities may be fully apprised of existing conditions, problems, and needs within the field of social services. To respond to requests from such agencies and authorities for aid and assistance in the solution of such conditions, problems and needs.
- i. Establish such future goals and purposes as the membership may adopt in response to changing conditions and influences in the field of social services and to keep in focus the needs of the people served.

- j. Provide adequate financing for the Association to implement its objectives and purposes.

Article III

Organization

Section I. The North Carolina Social Services Association shall be composed of the following:

- a. The State Association, whose offices, Executive Board and staff shall coordinate the work of the Districts, Local Chapters, and direct the affairs of the Association.
- b. The Districts, which shall be the basic organization of the Association and shall be organized by groupings of counties within the State to afford centrality for meetings and reasonable equality of membership population. The Executive Board of the Association shall from time to time examine the basic organization of the Districts and effect such changes as may be required to preserve desired centrality for the meetings and equal membership.
- c. The Local Chapter, which shall be the grass roots organizational structure of the Association in those counties which choose to establish and maintain such, shall be organized by the joining together of members within an individual county to form an organizational structure, with the Agency Director's approval, for local members to plan and work together to positively influence Association affairs at all levels. The Executive Board of the Association shall from time to time examine the basic organization of Local Chapters and effect such changes as may be required to preserve the integrity of the Association.
- d. The committees and commissions which shall be set up to further the objectives of the Association.

Section II. The State Association is empowered to establish a state headquarters from which the affairs of the Association may be administered.

Section III. The organization and operation of the Districts and Local Chapters shall be in accordance with these By-Laws.

Section IV. Any group of NCSSA members, who wish to pursue areas of special interest, as they apply to specific areas of expertise within the overall framework of the provision of human services, may petition the Executive Board to become a Specialty Chapter of the Association. The petition shall be signed by 10 individual members who should be representative of the four DSS Regions. This group shall be composed of members of NCSSA who wish to develop Specialty Chapters in order to address program goals/needs of their specific areas of expertise more directly. Upon approval of

the Executive Board, the Specialty Chapter shall proceed with organization according to Article X, Specialty Chapters.

Article IV

Members and Membership

Section I. Classes of Membership

There shall be four (4) classes of membership in this Association.

- a. Active Membership. Active membership is divided into sub-classes as follows:
 - (1) Individual DSS Active. Any person with an appointive or employee affiliation with a Local, State, or Regional Social Service Agency shall be eligible for Individual DSS Active Membership.
 - (2) Individual Non-DSS Active. Any person not employed with a Social Service Agency, but who has an interest in the purposes and activities of the Association shall be eligible for Individual Non-DSS Active Membership. At no time shall the membership exceed more than thirty percent (30%) Individual Non-DSS Active.
- b. Honorary Membership. A one year Honorary Membership may be accorded to any person, but not more than two (2) in any fiscal year, who in the determination of the Executive Board has performed outstanding services toward the advancement of social services in the State of North Carolina, or has served as a past officer of this Association and is no longer eligible for membership under Section I.a.(1). set forth above.
- c. Contributing Membership. Any person applying for membership and desiring to monetarily contribute any amount in excess of the state dues may apply as a Contributing Member.
- d. Honorary Life Membership. A Lifetime Honorary Membership may be accorded to any person who in the determination of the Membership Committee and the Executive Board has performed outstanding services toward the advancement of social services in the State of North Carolina and the North Carolina Social Services Association.

Section II. Denial, Rejection of Renewal or Termination of Membership

The Executive Board by two-thirds (2/3) vote of those present at any meeting called, and in its own discretion, in the best interest of the Association may deny, reject renewal or terminate membership to any individual or agency. The reasons for any of the above actions shall be stated in writing and filed with the Secretary.

Article V

Membership Dues

Section I. Dues

Membership dues shall be paid annually for the fiscal year and shall be due and payable on the 1st of July of each year.

- a. The dues for Individual Membership shall be set annually by the Executive Board. New employees employed after January 1, shall pay dues in the amount of 50% of the annual dues for the remainder of the fiscal year. No other full time employee may join for 50%, but must pay the full amount of the annual dues when joining at any time during the year.
- b. The dues for Agency-Active Membership shall be set annually by the Executive Board. Agency Active Membership dues shall provide Individual Membership in the Association for the County Director and each of the members of the County Board of Social Services. If the county has a 3-member Board, the dues shall be four times the annual Individual Membership rate, and if the county has a 5-member Board, the dues shall be six times the annual Individual Membership rate. Membership for the Director is included. Agencies other than County Departments of Social Services shall be eligible for Agency-Active Membership in the Association at the rate of six times the annual Individual Membership rate which will provide membership for six individuals.
- c. Students (high school, technical and college), who are not DSS salaried employees, who have as a primary career-aim, social services, and are classified no less than half-time students, shall be eligible for membership for one fiscal year with dues of 50% of the annual Individual Membership rate.
- d. Honorary members shall not be assessed dues.
- e. Local Chapters shall not assess members for dues in addition to the Annual State Association dues.
- f. Retirees from DSS shall be eligible for membership for one fiscal year with dues of 50% of the annual individual Membership rate.
- g. Membership dues are non-refundable once they have been received and processed by the NCSSA State Office.

Section II. Membership dues may be adjusted from time to time by appropriate action of the Executive Board of the Association. When the adjusted amount exceeds the previous figure by 20%, a vote of the membership is required.

Article VI

Rights, Privileges, and Obligations of Members

Section I. Privileges and rights of the members of the State Association are as follows:

- a. Active Membership.
 - (1) Individual Active. These members are entitled to the full rights and privileges of the organization as listed below:
 - a. The right to vote on all matters pertaining to the membership.
 - b. Eligibility to elective and appointive office in the Association.
 - c. Admission to and participation in Association meetings.
 - d. Eligibility for appointment on committees and commissions of the Association.
 - e. Receipt of Association publications.
 - f. All Association services and resources available to the membership.
- b. Honorary Membership. These members are entitled to the following rights and privileges.
 - (1) Admission to and participation in Association meetings.
 - (2) Eligibility for appointment on committees and commissions of the Association.
 - (3) Receipt of Association publications.
 - (4) All Association services and resources available to the membership.
- c. Contributing Membership. These members are entitled to the rights and privileges as set forth in Section I.b. (Honorary Membership). Should the member be eligible for any additional classification, such as Active Membership-Individual DSS Active, they are entitled to all rights and privileges afforded both classifications.

Section II. Obligations of Membership

Members of the Association shall be subject to the following obligations:

- a. Payment of annual membership dues each year.
- b. Active support and promotion of the stated objectives and goals of the Association.
- c. Cooperation with Association officers, representatives and committees through personal service in furthering the program of the Association.
- d. Conformity with the Code of Professional Ethics of the Association.
 - (1) Members of NCSSA will be expected to accept full responsibility for their actions; to be thinking, professional, involved members of this organization; to be personal advocates for the upgrading of their job and the up-building of their agency and client advocates.
 - (2) Each member will assist each client in the discovery, development and utilization of his capacities for the fullest attainment of his goals. In all relations between employees and a department or agency, there will be courtesy, dignity and respect for integrity.
 - (3) In the relationship with co-workers, there should always be a professional attitude based on honesty, fairness, courtesy, open-mindedness and sincerity. Every possible means, including active participation in local programs and projects, should be used to provide the opportunity for personal growth and self-evaluation.
 - (4) It is essential that the worker remain professional in his job, and objective and unprejudiced in dealing with the clientele. All information secured from or regarding the client should be kept confidential and used only for his benefit. All workers will show respect and consideration from the client's point of view and for preservation of his self-respect.

Section III. Revocation of Rights and Privileges

The rights and privileges of any member may be terminated or suspended by action of the Executive Board for action prejudicial to the best interests of the Association.

Article VII

Meetings and Voting

Section I. Place for Holding Meetings

All meetings of the membership shall be held in North Carolina in such place as shall be designated in the notice of the meeting.

Section II. Annual Meeting

There shall be an Annual Meeting of the membership during the fiscal year at a time and location to be ordered by the Executive Board. The State Program Committee is responsible for planning the Annual Meeting.

Section III. Order-of-Business

The Order-of-Business and Parliamentary Procedure for the conduct of such business shall be laid down in "Robert's Rules of Order, Revised", when not in conflict with these By-Laws. The Order-of-Business may be altered or suspended at any meeting by a majority vote of the members present.

Section IV. Special Meetings

Special meetings of the membership may be called by the Executive Board or upon the written request of at least one-twentieth (1/20) of the membership.

Section V. Quorum

The business at the Annual Meeting of the Association and at any Special Meeting, after proper notice has been mailed to each member giving the date and place of the meeting, shall be carried out by those members present.

Section VI. Appointment By Proxy

- a. The Association shall permit proxy voting for any officer of the Association at the State, District, Local and Specialty Chapter levels.
- b. State and District Officers shall appoint proxies to members of the State Executive Board, with at least one of the proxy appointments being a State Officer. Local chapter officers shall appoint proxies to local chapter officers within the same chapter.
- c. The appointment of a proxy is revocable by the officer (a revocable appointment of a proxy is revoked by the person appointing the proxy by: (1) attending the meeting and voting in person, or (2) by signing and delivering to the Secretary authorized to tabulate proxy votes a written statement that the appointment of the proxy is revoked.).

- d. The Secretary of the State, District, Local and Specialty Chapters monitor proxy votes.
- e. Proxy appointments are always valid for the duration of the fiscal year in which they have been enacted (each fiscal year will require a new proxy appointment).
- f. An officer may appoint a proxy to vote or otherwise act for him or her by signing an appointment form. An electronic mail (email) or other form of wire or wireless communication appearing to have been transmitted by an officer or a photocopy or equivalent reproduction of a writing appointing one or more proxies is deemed a valid appointment form.

Article VIII

Districts

Section I. Purposes. The purposes of the Districts are as follows:

- a. To provide a local action body in support of State Association purposes and objectives and through which all members may participate in the affairs of the Association.
- b. To provide an operational and administrative unit through which the State Association may conduct its operations and through which the membership may assist in the formulation of Association policy.

There shall be eight (8) Districts to be known as the Northeastern, Southeastern, North Central, South Central, North Piedmont, South Piedmont, Northwestern, Southwestern and such others as the Executive Board may establish, and shall be composed of the counties indicated below:

1. Northeastern: Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Halifax, Hertford, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, Washington.
2. Southeastern: Beaufort, Carteret, Craven, Greene, Hyde, Jones, Lenoir, Onslow, Pamlico, Pitt, Wayne.
3. North Central: Chatham, Durham, Franklin, Granville, Harnett, Johnston, Lee, Nash, Vance, Wake, Warren, Wilson.
4. South Central: Bladen, Brunswick, Columbus, Cumberland, Duplin, Hoke, Moore, New Hanover, Pender, Robeson, Sampson, Scotland.
5. North Piedmont: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Orange, Person, Randolph, Rockingham, Stokes, Surry, Yadkin.

6. South Piedmont: Anson, Cabarrus, Catawba, Gaston, Iredell, Lincoln, Mecklenburg, Montgomery, Richmond, Rowan, Stanly, Union.
7. Northwestern: Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Cleveland, McDowell, Mitchell, Rutherford, Watauga, Wilkes, Yancey.
8. Southwestern: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Polk, Swain, Transylvania.

Section III. District Membership

Persons whose membership in the Association is based on an employment status shall be eligible for membership in the District where employed. Other members shall belong to the District in which they reside with the exception of students and their District shall be determined by the location of their school.

Section IV. Dues

There shall be no additional dues paid by reason of District Membership. A portion of the dues paid to the State Association by the District Membership shall be returned to the District organization to defray expenses incidental to operation not to exceed \$100 per year per District. Any unexpended balance shall be returned to the State Treasurer within thirty (30) days of the date of the completion of the meeting for which the \$100 was requested, along with a financial report.

Section V. District Officers

The officers of the District shall be a President, Vice-President, and a Secretary. The Vice-President shall automatically succeed to the Office of President. The President and Vice-President shall function as the District Officers and as representatives to maintain necessary liaison between the District and State Association.

Section VI. District Committees

The District President shall appoint the following District Committee Chairpersons who will serve terms from July 1 through June 30, with one exception. The exception is the Membership Recruitment Specialist who shall be appointed by the Vice-President to serve from April 1 through March 31.

The District President shall also seek to obtain membership from each county in the District for these committees.

- a. By-Laws and Resolutions
- b. Public Relations and Publications
- c. Personnel
- d. Legislative
- e. Nominating
- f. Membership
- g. Education

The committee chairperson shall serve as a member of the corresponding state committee. In counties where there are established Local Chapters, the authority to choose District committee members shall rest with the Local Chapter.

Section VII. Terms of Office

- a. District Officers and members of the District Committees shall serve for a term of one year, or if appointed to fill a vacant position, until the expiration of the term of such position. The President and Vice-President shall not be eligible to succeed themselves but shall be eligible for any other elective or appointive position. District Officers shall serve from July 1 through June 30 of the following year, to coincide with the term of office for State Officers.
- b. A duly elected Vice-President serves out the unexpired term of a President, who vacates the position and automatically succeeds to the Office of President to complete the term to which he was elected.
- c. In the case of simultaneous vacancies of both the President and Vice-President, the State President will call a special election in the District in which it occurs.
- d. A vacancy in a District Office occurs when an individual has been elected and installed into an office but then may change their place of employment that moves them out of the jurisdiction of their elected office.

Section VIII. Nominations and Elections

All District Officers shall be elected by vote of the District membership. The election of District Officers shall be as follows:

- a. The President of the District shall appoint by July 1, a Nominating Committee Chairperson to represent the District on the State Nominating Committee and to carry out the District election process.
- b. The Nominating Committee Chairperson contacts either the Chapter President or the Membership Recruitment Specialist in each county in the District for a District Nominating Committee Representative.
- c. The Nominating Committee, through each county representative, shall canvass the District membership for nominations. All nominations of candidates shall be made by the Spring District Meeting by notification to the Chairperson of the District Nominating Committee.
- d. The Nominating Committee shall prepare a slate of those names submitted for the Offices of Vice-President and Secretary who shall be subject to election by the membership. In the event the Vice-President is appointed, rather than elected, the Offices of President, Vice-President, and Secretary shall be subject to the election process.

- e. The Nominating Committee shall prepare a ballot in the month of May to be distributed to all eligible members via mailings and/or internet postings and/or email transmissions. Members will be instructed of the date of the designated State/District Election Day(s) and the procedures for casting votes based upon the balloting method chosen by the Nominating Committee. Should voting be conducted via paper ballots mailed to each county, members will be further instructed to return the ballots to the Chairperson of the Nominating Committee postmarked not later than one (1) day following the designated State/District Election Day(s). Any ballot received that is not in compliance with the instructions shall be voided. Should voting be conducted via electronic votes via the internet, the voting shall be made available to all members for a period of one (1) week, such week being specified as a period including five (5) days, with weekend days and holidays not counting toward the stated five (5) days.
- f. Election to District Office shall be by plurality of votes cast. Members of the Executive Board will cast secret ballots to break any tie vote. The ballots must be returned to the Nominating Committee within fifteen (15) working days after the tie becomes known.
- g. The Nominating Committee will announce the results of the election to the District membership. The newly elected officers shall assume their duties July 1.

Section IX. Duties of District Officers

- a. **President:** The President shall preside at all District meetings and shall serve as a member of the Executive Board of the State Association. The President shall keep the State President informed as to any action which merits consideration of the Executive Board. It shall be the duty of the President to serve on the State Budget Committee. He shall appoint the District Nominating Committee Chairperson and all other special committees for the District, except the Membership Recruitment Specialist. If the position of Vice-President or Secretary becomes vacant during the year, through resignation or absence, he shall have the authority to appoint a replacement to serve the balance of the unexpired term.
- b. **Vice-President:** The Vice-President shall serve as an aide to the District President and upon the resignation or absence of the District President, the Vice-President shall automatically assume the position of the District President.

The appointed Vice-President shall not automatically assume the position of the District President but would not be excluded for nomination to that position. The Vice-President shall serve as a member of the Executive Board of the State Association and as a member of the State Program Committee.

The Vice-President shall appoint the Membership Recruitment Specialist by April 1.

- c. Secretary: The Secretary shall keep minutes of the District Meetings and shall send copies of the minutes to the District President, State President, and Chapter President or Membership Recruitment Specialist in each county in the District. The replacement of the Secretary will be consistent with other succession patterns of other District Officers.

Section X. Meetings

District Organizations shall meet at least semi-annually at a time, date and place to be announced by the District President. Programs shall be planned by the District Planning Committee assigned by the District President and the State Program Committee.

Article IX

Local Chapters

Section I. Purposes. The purposes of Local Chapters are as follows:

- a. To provide a local action body in support of State and District Association purposes and objectives and through which all members at the local level may participate in the affairs of the Association.
- b. To provide an operational and administrative unit at the local level through which the State and District Association may conduct its operations and through which the local membership may participate in the formulation of Association policy, as well as all other Association activities.

Section II. Local Chapter Organization

- a. A Local Chapter is composed of NCSSA members within the County DSS Agency and the County-At-Large who have decided to work toward common purposes or goals, as permitted under NCSSA's State By-Laws and who have the full support of the DSS Agency Director. A Local Chapter provides the structure for increasing the quality and quantity of communication within an agency, as well as a structure through which the local members can become involved with each other in organized activities without having to attend all of the Association's meetings, which require travel time and money, often costly to the county.
- b. The Local Chapter structure in conjunction with the District structure provides the best mechanism possible within the Association to:
 - 1. Pull the membership together.
 - 2. Educate the membership as to how NCSSA is organized and its functions.
 - 3. Keep the membership informed on what is happening at all levels of the Association.

4. Assist the membership in getting to know one another better and in gaining a greater appreciation of the role performed by each one through planned professional and social activities.
 5. Provide support and assistance to the Agency Director on those projects which are mutually beneficial.
 6. Enhance communication throughout the local agency.
 7. Create and support a team spirit.
 8. Provide feedback to Local, District, and State Officers on various issues.
 9. Achieve maximum support of the Association.
 10. Achieve maximum Association membership from agency staff and the local citizen population.
 11. Educate local decision makers on all of the various programs and functions of the Department of Social Services.
 12. Keep the Agency Director informed on issues affecting staff members.
- c. Leadership is very important to establishing and managing a Chapter. The leadership's interest in and support of the purposes of the Association are important. The individual selected to serve as President and Vice-President of the Chapter should be capable of and willing to communicate with the total membership and should have a good relationship with the Director and administrative staff of the agency. The President and Vice-President should have good organizational and planning skills and should also be creative.
- d. NCSSA members within an agency who are interested in forming a Local Chapter should first form a Steering Committee. This committee should then meet with the Agency Director to express their interest in forming a Local Chapter and to request the Director's approval. Upon the Director's approval, the Steering Committee should draft and send a "Letter of Intent to Establish a Chapter" to the NCSSA State President with copies to the State Vice-President and the Administrative Director. Upon receipt of the letter, the State President will name a contact person from the Executive Board to assist the Steering Committee. Only one Chapter per County is permitted.
- e. The Steering Committee also serves as the initial Nominating Committee. Chapter officers should be elected from within the local membership. The Chapter officers should serve for the balance of the fiscal year (7/1 – 6/30) in which they are elected or through the end of the following fiscal year, as may be determined by the Steering Committee. A new set of candidates should be selected to run for office in the following fiscal year and each fiscal year thereafter.
- f. The elected officers are responsible for:
1. Developing the Chapter's By-Laws within the framework of the State Association's By-Laws.
 2. Planning the Chapter meetings.
 3. Carrying out the annual election process.

- 4. Conducting Chapter business in a timely manner.
- g. The name of the Chapter must be that of the County where based.
- h. A copy of the By-Laws should be filed with the Administrative Director in the State Office. Revisions should also be filed with the Administrative Director, when they are completed.
- i. Local Chapter meetings are not to be scheduled in conflict with State or District NCSSA meetings.
- j. The District President is to serve as the liaison between the Chapter Officers and State Officers.
- k. The State President presents the Chapter's Letter of Intent to the Executive Board for approval. Upon approval, the President presents the Local Chapter with a "Certificate of Authorization", effective as of the date of the Executive Board approval.

Section III. Local Chapter Membership

- a. May be any member of NCSSA in the County.
- b. Any active NCSSA member shall be entitled to vote, to hold office, to participate in the affairs of the Chapter, and to receive all Association publications.

Section IV. Dues

There shall be no additional dues paid by reason of Local Chapter membership. The Chapter must raise any funds needed for operation through fund-raising projects.

Section V. Local Chapter Officers

The officers of the Local Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer. The Offices of Secretary and Treasurer may be combined in the Secretary's office, at the option of the Chapter. The Vice-President shall automatically succeed to the Office of President, unless the Chapter has opted to elect all officers annually. The Chapter President shall function as the liaison between the Chapter and the District/State Officers.

Section VI. Local Chapter Committees

The Local Chapter President shall appoint the following Chapter Committee Chairpersons who will serve terms from July 1 through June 30, with one exception. The exception is the Membership Recruitment Specialist who shall be appointed by the Vice President to serve from April 1 through March 31.

- a. By-Laws and Resolutions
- b. Public Relations and Publications

- c. Personnel
- d. Legislative
- e. Nominating
- f. Membership
- g. Program
- h. Education

The Committee Chairpersons shall serve as a member of the corresponding District Committees, if one exists.

The above committee structure may vary at the option of the Chapter, as defined in their By-Laws.

At the beginning of each fiscal year, the State NCSSA President shall submit to the President of the North Carolina Association of County Directors of Social Services a list of verified, active NCSSA members in good standing to be included as official voting members of the Economic Services Committee. Local Chapter Presidents are encouraged to identify and submit names of candidates for appointments to their District President, who will forward the name(s) to the State President. The State President shall also seek input from the NCSSA Co-Chairs of the Economic Services Committee in making these appointments. Efforts will be made to insure a good representation from counties across the State. The work of this committee has a substantial impact on the development of policy and procedures affecting programs administered by local Departments of Social Services.

The State President of NCSSA will also seek to have designated NCSSA members attend the Adult Services, Children’s Services and Day Care Committees to achieve feedback to the NCSSA Executive Board and will utilize the appointment process outlined above for the designation of such members.

Section VII. Terms of Office

- a. Local Chapter officers shall serve for a term of one year, or if appointed to a vacant position, until the expiration of the term of such position. The President and Vice-President shall not be eligible to succeed themselves but shall be eligible for any other elective or appointive position. Chapter officers shall serve from July 1 through June 30 of the following year, to coincide with the term of office for District and State Offices or as otherwise specified in the Chapter’s By-Laws.
- b. A duly elected Vice-President may serve out the unexpired term of a President, who vacates the position, and would automatically succeed to the Office of President to complete the term to which he was elected.
- c. In the case of simultaneous vacancies of both President and Vice-President, the District President may be called upon by the Chapter to assist in holding a special election, if assistance is needed.

Section VIII. Nominations and Elections

All Chapter Officers shall be elected by vote of the Chapter membership. The election of Chapter Officers shall be as follows:

- a. The President of the Chapter shall appoint a Nominating Committee by July 1 consisting of a chairperson and at least two other members.
- b. The Nominating Committee shall canvass the Chapter membership for nominations. All nominations of candidates shall be made prior to April 30 each year. Each nomination must be accompanied by written statements from the nominee giving his consent to becoming a candidate, as well as from his Department Director giving approval. There must also be a written statement from the Membership Recruitment Specialist certifying current membership.
- c. The Nominating Committee shall seek to prepare a slate of those names (at least two names for each office) submitted for the Offices of Vice-President, Secretary and Treasurer who shall be subject to election by the membership. In the event the Vice-President is appointed, rather than elected, all three (3) offices in the Chapter shall be subject to the election process.
- d. The Nominating Committee shall prepare a ballot in the month of May to be distributed to all eligible members via mailings and/or internet postings and/or email transmissions. Members will be instructed of the date of the designated State/District Election Day(s) and the procedures for casting votes based upon the balloting method chosen by the Nominating Committee. Should voting be conducted via paper ballots mailed to each county, members will be further instructed to return the ballots to the Chairperson of the Nominating Committee postmarked not later than one (1) day following the designated State/District Election Day(s). Any ballot received that is not in compliance with the instructions shall be voided. Should voting be conducted via electronic votes via the internet, the voting shall be made available to all members for a period of one (1) week, such week being specified as a period including five (5) days, with weekend days and holidays not counting toward the stated five (5) days.
- e. Election to Chapter Office shall be by plurality of votes cast. The ballots must be returned to the Nominating Committee within fifteen (15) working days after the tie becomes known. Members of the Executive Board will cast secret ballots to break any tie vote.
- f. The Nominating Committee will submit the official election results to the Chapter President and announce the results of the election to the Chapter membership, unless otherwise directed by the Chapter President. The newly elected officers shall assume their duties July 1.

Section IX. Duties of Local Chapter Officers

- a. **President:** The President shall preside at all Chapter meetings. The President shall keep the District President informed as to any action which merits consideration by the State Executive Board and/or one or

more of the State Committees. He shall appoint all committee chairpersons except the Membership Recruitment Committee and Program Committee Chairpersons. If the positions of Vice-President, Secretary or Treasurer become vacant during the year, through resignation or absence, he shall have the authority to appoint a replacement to serve the balance of the unexpired term.

- b. Vice-President: The Vice-President shall serve as an aide to the President and upon the resignation or absence of the President, the Vice-President shall automatically assume the position of the President. The appointed Vice-President shall not automatically assume the position of the President but would not be excluded for nomination to that position. The Vice-President shall appoint the Membership Recruitment Specialist by April 1.
- c. Secretary: The Secretary shall keep minutes of all Chapter meetings and send copies of the Minutes to the Chapter President and other chapter officers, the District President, the State President, and the Administrative Director, and any others designated by the Chapter President.
- d. Treasurer: The Treasurer shall receive and have in charge all moneys and securities belonging to the Chapter or collected in its name and shall disburse or otherwise deal with the same, as shall be ordered by the Chapter's Executive Board. He shall keep an accurate account of all moneys received and disbursed by the Chapter, and shall generally perform such duties as may be required of him by the Executive Board. He shall make a written report to the Chapter membership and State Treasurer, via the form provided by the NCSSA State Office, each July and January, of all moneys received and disbursed by him. On the expiration of term of office, he shall turn over to the incoming President an account of all moneys and properties of the Chapter in his hand.
- e. Executive Board: Constituted by the elected Chapter officers, the Immediate Past President and appointed Committee Chairpersons, if desired, or as otherwise specified in the Chapter's By-Laws. The Executive Board is responsible for overseeing the overall activity and operation of the Chapter, as carried out through the committee structure for the benefit of the Chapter membership and the Association. Upon termination of Chapter sponsorship, the Executive Board determines the disposition of funds on hand, according to Section X financial guidelines.

Section X. Chapter Finances

- a. A Local Chapter must raise funds to support its financial needs. A Chapter is not eligible to receive funds from its District's Operation Fund or the State Treasury.

- b. All funds raised by a Local Chapter are to be utilized for operating expenses of the Chapter, charitable purposes, or social events for Chapter members and/or potential members.
- c. Any funds raised for a charitable purpose must be used for that purpose.
- d. Any private donations to the Chapter must be utilized for the purpose intended, if one is stated. If a purpose is not stated, the funds are to be used as indicated in item b. above.
- e. All Chapter expenditures must be approved in advance by the Chapter's Executive Board or as otherwise defined by the Chapter's By-Laws.
- f. A savings and/or checking account shall be established in a local area bank for the maintenance of all Chapter funds. The signature of two elected officers in the Chapter are required for the withdrawal of funds from savings or the writing of checks on the Chapter's bank account. The Federal ID number of NCSSA, which is needed to open a checking account is available upon request from the NCSSA State Office.
- g. Accurate and detailed financial records must be kept by the President for a period of five (5) years on all financial transactions of the Chapter.
- h. The Semi-Annual Financial Report and one (1) copy must be submitted to the NCSSA State Office by January 31 and July 31 of each year giving an accurate account of all receipts and all expenditures of the Chapter for the 6-month period to January 1 and July 1. A copy of that report is also sent to the County DSS Director. One copy must be filed with the Chapter's receipts and bank statements. The State Executive Board's approved Chapter Financial Reporting Form is to be used. If there have been no financial transactions for the six (6) month period, a Report should still be submitted and such should be noted on the Report.
- i. Complete cooperation must be given by the Chapter officers to the State Association's Treasurer, Administrative Director, and/or members of the State's Executive Board, when requests for information are made.

Section XI. Meetings

A Chapter should meet at least quarterly at a time, date and place announced by the Chapter President. Program shall be planned and carried out by the Committee charged with that responsibility.

Section XII. Termination of Chapter Sponsorship

When a Chapter ceases to have organized activities and fails to have an annual election process to replace its officers, the appropriate District President shall recommend to the State Executive Board, after first consulting with the Agency Director and obtaining his approval, that the Chapter's authorization be terminated and specify the reasons, until such time that activity resumes and restoration of authorization is requested. The Chapter must return its "Certificate of Authorization" to the State President for holding,

once termination has been approved and the Chapter has been so notified by the State President.

Article X

Specialty Chapters

Section I. Purposes. The purposes of Specialty Chapters are as follows:

- a. To provide a local action body in support of State and District Association purposes and objectives and through which all members at the local level may participate in the affairs of the Association.
- b. To provide an operational and administrative unit at the local level through which the State and District Association may conduct its operations and through which the local membership may participate in the formulation of Association policy, as well as all other Association activities.

Section II. Specialty Chapter Organization

- a. A Specialty Chapter is composed of NCSSA members who have decided to work toward common purposes or goals, as permitted under NCSSA's State By-Laws. A Specialty Chapter provides the structure to recommend legislative programs and policy needs for the program area of their concern to be considered by the Executive Board or the total membership.
- b. The Specialty Chapter structure provides the best mechanism possible within the Association to:
 1. Pull the membership together.
 2. Educate the membership as to how NCSSA is organized and its functions.
 3. Keep the membership informed on what is happening at all levels of the Association.
 4. Assist the membership in getting to know one another better and in gaining a greater appreciation of the role performed by each one through planned professional and social activities.
 5. Enhance communication throughout the local agency.
 6. Create and support a team spirit.
 7. Provide feedback to Local, District and State Officers on various issues.
 8. Achieve maximum support of the Association.
 9. Achieve maximum Association membership from agency staff and the local citizen population.
- c. Leadership is very important to establishing and managing a Chapter. The leadership's interest in and support of the purposes of the

- d. NCSSA members within an agency who are interested in forming a Specialty Chapter should first form a Steering Committee. This committee should then meet with the State Executive Committee to express their interest in forming a Specialty Chapter and to request approval. Upon the Executive Committee's approval, the Steering Committee should draft a "Letter of Intent to Establish a Specialty Chapter" to the NCSSA State President, with copies to the State Vice-President. The Administrative Director will assist the Steering Committee in the formation of the Chapter.
- e. The Steering Committee will be responsible for notifying the membership of the formation of the Specialty Chapter and the opportunity for interested parties to participate. Interested parties must acknowledge their intent of joining the Specialty Chapter within the timeframe designated by the Steering Committee, thus enabling them to participate in the initial election process.
- f. The Steering Committee also serves as the initial Nominating Committee. Chapter officers should be elected from within the established Chapter membership. The Chapter officers should serve for the balance of the fiscal year (7/1 – 6/30) in which they are elected or through the end of the following year, as may be determined by the Steering Committee. A new set of candidates should be selected to run for office in the following fiscal year and each fiscal year thereafter, according to Article X, Section VII.
- g. The elected officers are responsible for:
 - 1. Developing the Chapter's By-Laws within the framework of the State Association's By-Laws.
 - 2. Planning the Chapter meetings.
 - 3. Carrying out the annual election process.
 - 4. Conducting Chapter business in a timely manner.
 - 5. Reporting Chapter activities and events to the Executive Board at the regularly scheduled Board Meetings.
- h. The Chapter's By-Laws must be completed within three months after the State Executive Board approves its Letter of Intent and Chapter officers are elected. A copy should be filed with the Administrative Director in the State Office. Revisions are also filed with the Administrative Director, when they are completed.
- i. Specialty Chapter meetings are not to be scheduled in conflict with State or District NCSSA meetings.

- j. The Chapter President is to serve as the liaison between the Chapter Membership and State Officers.

Section III. Specialty Chapter Membership

- a. May be any member of NCSSA.
- b. Any active NCSSA member shall be entitled to vote, to hold office, to participate in the affairs of the Chapter, and to receive all Association publications.

Section IV. Dues

There shall be no additional dues paid by reason of Chapter Membership. The Chapter may raise any funds needed for operation through fund-raising projects, or request consideration for funding from the Executive Board.

Section V. Specialty Chapter Officers

The officers of the Specialty Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer. The Offices of Secretary and Treasurer may be combined in the Secretary's office, at the option of the Chapter. The Vice-President shall automatically succeed to the Office of President, unless the Chapter has opted to elect all officers annually. The Chapter President shall function as the liaison between the Chapter and the District/State Officers.

Section VI. Terms of Office

- a. Specialty Chapter officers shall serve for a term of one year, or if appointed to fill a vacant position, until the expiration of the term of such position. The President and Vice-President shall not be eligible to succeed themselves but shall be eligible for any other elective or appointive position. Chapter officers shall serve from July 1 through June 30 of the following year, to coincide with the term of office for District and State Offices or as otherwise specified in the Chapter's By-Laws.
- b. A duly elected Vice-President may serve out the unexpired term of a President, who vacates the position, and would automatically succeed to the Office of President to complete the term to which he was elected.
- c. In the case of simultaneous vacancies of both President and Vice-President, the District President may be called upon by the Chapter to assist in holding a special election, if assistance is needed.

Section VIII. Nominations and Elections

All Chapter Officers shall be elected by vote of the Chapter membership. The election of Chapter officers shall be as follows:

- a. The President of the Chapter shall appoint a Nominating Committee consisting of a chairperson and at least two other members.
- b. The Chapter Nominating Committee shall canvass the Chapter membership for nominations. All nominations shall be made prior to April 30 of each year. Each nomination must be accompanied by written statements from the nominee giving his consent to becoming a candidate, as well as from his Department Director giving approval. There must also be a written statement from the Membership Recruitment Specialist certifying current membership.
- c. The Chapter Nominating Committee shall seek to prepare a slate of those names (at least two names for each office) submitted for the Offices of Vice-President, Secretary and Treasurer who shall be subject to election by the membership. In the event the Vice-President is appointed, rather

- d. The Chapter Nominating Committee shall prepare a ballot in the month of May to be distributed to all eligible members via mailings and/or internet postings and/or email transmissions. Members will be instructed of the date of the designated State/District Election Day and the procedures for casting votes based upon the balloting method chosen by the Nominating Committee. Should voting be conducted via paper ballots mailed to each county, members will be further instructed to return the ballots to the Chairperson of the Nominating Committee postmarked not later than one (1) day following the designated State/District Election Day. Any ballot received that is not in compliance with the instructions shall be voided. Should voting be conducted via electronic votes via the internet, the voting shall be made available to all members for a period of one (1) week, such week being specified as a period including five (5) work days, with weekend days and holidays not counting toward the stated five (5) days.
- e. Election to Specialty Chapter Office shall be by plurality of votes cast. These ballots must be returned to the Nominating Committee within fifteen (15) working days after the tie becomes known. Members of the Executive Board will cast secret ballots to break any tie vote.
- f. The Nominating Committee will submit the official election results to the Chapter President and announce the results of the election to the Chapter membership, unless otherwise directed by the Chapter President. The newly elected officers shall assume their duties July 1.

Section IX. Duties of Specialty Chapter Officers

- a. **President:** The President shall preside at all Chapter meetings. The President shall keep the State President informed as to any action which merits consideration by the State Executive Board and/or one or more of the State Committees. If the positions of Vice-President, Secretary or Treasurer become vacant during the year, through resignation or absence, he shall have the authority to appoint a replacement to serve the balance of the unexpired term.
- b. **Vice-President:** The Vice-President shall serve as an aide to the President and upon the resignation or absence of the President, the Vice-President shall automatically assume the position of the President. The appointed Vice-President shall not automatically assume the position of the President but would not be excluded from nomination to that position.
- c. **Secretary:** The Secretary shall keep minutes of all Chapter meetings and send copies of the Minutes to the Chapter President and other chapter officers, the State President, and the Administrative Director, and any others designated by the Chapter President.

- d. **Treasurer:** The Treasurer shall receive and have in charge all moneys and securities belonging to the Chapter or collected in its name and shall disburse or otherwise deal with the same, as shall be ordered by the Chapter's Executive Board. He shall keep an accurate account of all moneys received and disbursed by the Chapter, and shall generally perform such duties as may be required of him by the Executive Board. He shall make a written report to the Chapter membership and State Treasurer via the form provided by the NCSSA State Office, each July and January, of all moneys received and disbursed by him. On the expiration of term of office, he shall turn over to the incoming President an account of all moneys and properties of the Chapter in his hand.
- e. **Executive Board:** Constituted by the elected Chapter officers, the Immediate Past President and appointed Committee Chairpersons, if desired, or as otherwise specified in the Chapter's By-Laws. The Executive Board is responsible for overseeing the overall activity and operation of the Chapter, as carried out through the committee structure for the benefit of the Chapter membership and the Association. Upon termination of Chapter authorization, the Executive Board determines the disposition of funds on hand, according to Section IX financial guidelines.

Section IX. Chapter Finances

- a. A Specialty Chapter must raise funds to support its financial needs. A Chapter may request consideration for funding from the Executive Board.
- b. All funds raised by a Specialty Chapter are to be utilized for operating expenses of the Chapter.
- c. Any funds raised for a charitable purpose must be used for that purpose.
- d. Any private donations to the Chapter must be utilized for the purpose intended, if one is stated. If a purpose is not stated, the funds are to be used as indicated in item b. above.
- e. All Chapter expenditures must be approved in advance by the Chapter's Executive Board or as otherwise defined by the Chapter's By-Laws.
- f. A savings and/or checking account shall be established in a local area bank for the maintenance of all Chapter funds. The signatures of two elected officers in the Chapter are required for the withdrawal of funds from savings or the writing of checks on the Chapter's bank account. The Federal ID number of NCSSA is needed to open a checking account and can be obtained from the NCSSA State Office.
- g. Accurate and detailed financial records must be kept by the President for a period of five (5) years on all financial transactions of the Chapter.
- h. The Semi-Annual Financial Report and one (1) copy must be submitted to the NCSSA State Office by January 31 and July 31 of each year giving an accurate account of all receipts and all expenditures of the Chapter for

the 6 month period to January 1 and July 1. One copy must also be filed with the Chapter's receipts and bank statements. The State Executive Board's approved Chapter Financial Reporting Form is to be used. If there have been no financial transactions for the six (6) month period, a Report should still be submitted and such should be noted on the Report.

- i. Complete cooperation must be given by the Chapter officers to the State Association's State Treasurer and/or members of the State Executive Board, when requests for information are made.

Section X. Members

A Chapter should meet at least quarterly at a time, date and place announced by the Chapter President. Programs shall be planned and carried out by the Committee charged with that responsibility.

Section XII. Termination of Specialty Chapter Sponsorship

When a Chapter ceases to have organized activities and fails to have an annual election process to replace its officers, the Chapter President last serving the Chapter shall recommend to the State Executive Board, after first consulting with the Executive Committee and obtaining their approval, that the chapter's authorization be terminated and specify the reasons, until such time that activity resumes and restoration of authorization is requested. In the event that the Chapter President last serving the Chapter is unable or unwilling to submit the request on behalf of the Chapter, the Executive Committee may, at its discretion, based upon the inactivity of the Chapter, recommend to the Executive Board that the chapter's authorization be terminated and specify the reasons, until such time that activity resumes and restoration of authorization is requested. The Chapter must return its "Certificate of Authorization" to the NCSSA State Office for holding, once termination has been approved and the Chapter has been so notified by the State President.

Article XI

Executive Board

Section I. Composition

The Executive Board of the Association shall be composed of the President, the First Vice-President (President-Elect), the Second Vice-President, the Immediate Past President, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Presidents and Vice-Presidents of the eight (8) designated Districts for a total of twenty-four (24) Board Members. The President of the North Carolina Association of County Directors of Social Services, Inc. shall be invited to serve as an ex-officio member of the Executive Board. The Administrative Director and Executive Counselor shall also serve as ex-officio members.

Section II. Term

A Board Member shall serve on the Board for the period of time of his duly elected office.

Section III. Vacancies

When a vacancy occurs among the members of the Executive Board, because of death, resignation, inability to serve, or termination of employment in the field of Social Services, the following replacement procedures shall be followed:

- a. When a vacancy is one of the offices (President, First Vice-President, Second Vice-President, Immediate Past President, Secretary, Secretary-Elect, Treasurer, or Treasurer-Elect) of the Association, the Executive Board shall appoint a duly qualified member to serve until expiration of the remaining term of office.
- b. When the vacancy is one of the District Presidents or Vice-Presidents, the normal order of replacement as prescribed in Article VII. Section IX., a. and b., shall apply.

Section IV. Powers and Duties

The Executive Board shall have the powers and duties to:

- a. Execute all the powers of the Association, except such as are conferred upon the members and the officers by law, by the Articles of Incorporation and these By-Laws.
- b. Hold as Trustees and Directors all real and personal property of the Association with full power to use, hold, bargain, sell and convey, lease, mortgage, or otherwise deal with, improve, or dispose of said property for the use and benefit of the Association.
- c. Appoint an Administrative Director and other members of the professional staff of the Association, fix their compensation and require such bonding as is deemed necessary.
- d. Authorize the execution of contracts and other agreements necessary to the efficient conduct of the business of the Association.
- e. Approve the financial budget and the annual auditing of the accounts of the Treasurer, Treasurer-Election or Administrative Director and require the publication of the summary.
- f. Fix the amount of the membership dues. If the amount set exceeds the previous dues by more than 20%, a vote of the membership is required.
- g. Designate and announce publicly the time and place of the Annual Meeting of the Association, before the time of the meeting.

- h. Determine policies governing the administrative services and publications of the Association.
- i. Approve the appointment of chairpersons and other personnel of standing and special committees and commissions.
- j. Determine and assign duties of special committees.
- k. Approve the formation, discontinuance or realignment of the Districts at any time such changes become desirable and/or necessary for the furtherance of the Association purposes.
- l. Designate the State President and the Administrative Director as the spokespersons for the North Carolina Social Services Association. Each should be empowered to respond spontaneously, except to policy statements which should be made jointly after conferring with one another. In the event a satisfactory statement cannot be reached between the two parties, the issue should be referred to not less than a quorum of the Executive Board, and a decision made in not less than twenty-four hours. This referral can be made by telephone.

Section V. Regular Meetings

The regular meetings of the Executive Board should be held at least once a quarter. A regular meeting of the Executive Board may be held without call or formal notice immediately after and at the same place as the Annual Meeting of the members, or a special meeting of the members held in a place of such Annual Meeting.

Section VI. Special Meetings

Special meetings of the Executive Board may be held at any time and any place when called by the State President or by five or more Board Members, reasonable notice thereof being given to each Board Member by the Secretary or Secretary-Elect.

Section VII. Quorum

At any meeting of the Executive Board, one-half plus one (fifty-one percent [51%]) of the Board Members then in office shall constitute a quorum for the transaction of business. When a quorum is present at any meeting, the affirmative vote of a majority of the Board Members present and voting on the question, shall, except where a larger vote is required by law, by the Articles of Incorporation, or by these By-Laws, decide any questions brought before such meeting.

Article XII

Executive Committee

Section I. Members

The Executive Committee shall consist of the President, the First Vice-President, the Second Vice-President, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Immediate Past President, and Administrative Director and Executive Counselor serving as ex-officio members.

Section II. Powers and Duties

The Executive Committee shall have the power between meetings of the Executive Board, and in the absence of a quorum of the Board, to take final action consistent with established policies of the Association in a matter which the Executive Committee determines to be urgent, and such action shall be reported to the Board by electronic mail and/or postal mail; all other action shall be subject to confirmation of the Executive Board at its next meeting or shall be submitted to the Board members for confirmation by electronic mail or postal mail vote, whichever procedure the Executive Committee may deem necessary. The Executive Committee is responsible for participating in an Annual Performance Appraisal of all employees responsible to the Executive Board, as directed by the President. The Committee shall perform other duties as the Board may direct.

Removal of Officers and Committee Members. Upon a finding by a member of the Executive Committee of the Association that an elected officer or appointed committee member of the Association is not fulfilling his duties, the Executive Committee shall have the power to communicate with the officer in regard to his intention toward the office, to request his resignation or remove him from office by notification to the member and in the case of a District officer or committee member, the District President, and in the case of a State officer or committee member, the State President and in the case of a District President or State President, the District Vice-President or State First Vice-President and Second Vice-President, shall be notified. The member may appeal the Executive Committee's decision to the North Carolina Social Services Association State Personnel Committee, who shall make a recommendation to the Executive Board, whose decision shall be final.

Section III. Quorum and Voting

A majority of the members of the Executive Committee shall constitute a quorum and a majority of those members present at a meeting shall prevail on all questions.

Article XIII

State Officers

Section I. General

The officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Secretary-Elect, a Treasurer, a Treasurer-Elect, and an Administrative Director. The Offices of Secretary and Treasurer and/or Secretary-Elect and Treasurer-Elect may be combined or at the discretion of the Executive Board may be replaced by an Executive Secretary whose work shall be compensated, according to a rate to be established by the Board.

Section II. Election of Officers

- a. For the purpose of organization, the President, the First Vice-President, the Second Vice-President, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect shall serve one year. The First Vice-President shall automatically succeed as President and the Second Vice-President shall automatically succeed as First Vice-President. The Secretary-Elect shall automatically succeed the Secretary. The Treasurer-Elect shall automatically succeed the Treasurer. Thereafter, the Second Vice-President, Secretary-Elect, and Treasurer-Elect shall be elected annually in the manner and for terms prescribed by Article XIV and XV of these By-Laws.
- b. A duly elected Second Vice-President may serve out the unexpired term of the First Vice-President and would automatically succeed to the office of First Vice-President and President to complete the term to which he was elected. A sitting First Vice-President may serve out the unexpired term of the President and would automatically succeed to the Office of President to complete the term to which he was elected.
- c. A duly elected Treasurer-Elect may serve out the unexpired term of the Treasurer and would automatically succeed to the Office of Treasurer to complete the term to which he was elected.
- d. A duly elected Secretary-Elect may serve out the unexpired term of the Secretary and would automatically succeed to the Office of Secretary to complete the term to which he was elected.

Section III. Vacancies in Office

Any vacancy in the Office of President, Vice-President, Secretary, Secretary-Elect, Treasurer or Treasurer-Elect occurring during their term of office shall be filled by the Executive Board for the unexpired term. A Vice-President who has been appointed to fill an unexpired term shall not automatically succeed to the Office of President.

Article XIV

Duties of Officers

Section I. President

The President shall act as Chairperson of the Executive Board and shall preside at meetings of the Executive Board and of members. The Chairperson shall appoint all special committees and designate the persons to serve as chairperson of all committees, unless otherwise specified by the By-Laws and that said term of office shall coincide with the term of office of committee members, as specified by the By-Laws. He shall countersign with the Administrative Director deeds, and other formal instruments and shall perform such other duties as may from time to time be assigned to him by the Executive Board. He, along with the Administrative Director, shall be the official representative and spokesperson for the Association. Prior to June 30 of each year, the President shall conduct a Performance Appraisal with the Administrative Director to systematically assess the Administrative Director's (and any other employee responsible to the Executive Board) work performance during the past year. To conduct this Appraisal, the President appoints a committee comprised of the Executive Committee and no less than four other members of the Executive Board and/or Chairmen of the State Committees, who have worked closely, during the past year, with the position to be evaluated. A group process is used with each member of the committee completing a separate Appraisal. The individual evaluations will then be consolidated to form one official Appraisal Form. The method of consolidation used will be at the discretion of the committee. The committee reviews the official Appraisal results with the employee at a time and place designated by the President. The Appraisal Instrument is developed and periodically reviewed by the Personnel Committee and approved by the Executive Board. Upon completion of his term of office, he shall be designated by the title of Immediate Past President and in that capacity shall automatically become a member of the Executive Committee and the Executive Board for one (1) year, unless he shall decline to serve in such capacities.

Section II. First Vice-President

The First Vice-President shall exercise the duties of the President in his absence and such other duties as the President shall assign to him. In the event that the President, First Vice-President, and Second Vice-President shall all three be absent or unable to perform their duties, the members of the Executive Board, as the case may be, may appoint a President Pro Tempore. The First Vice-President shall automatically succeed to the Office of President. The First Vice-President shall assist the President in conducting the business of the Association. The First Vice-President shall serve as the Chairperson of the State Program Committee and as the NCSSA Representative to the Social Services Institute Planning Committee.

Section III. Second Vice-President

The Second Vice-President shall exercise the duties of the First Vice-President in his absence and shall exercise the duties of the President in the absence of both the President and the First Vice-President. He shall exercise such duties and

responsibilities as are assigned to him by the President. At the end of his term of office, he shall automatically assume the office of First Vice-President. The Second Vice-President shall be responsible for developing a communications network between the State, District and Local levels.

Section IV. Treasurer

The Treasurer shall generally perform such duties as may be required of him by the Executive Board. When the Association has in its employment a full-time Administrative Director, the Treasurer, Treasurer-Elect and the Administrative Director shall share the duties of Treasurer, as directed by the Executive Board. They shall be jointly responsible for receiving and disbursing all moneys and securities belonging to the Association or collected in its name and shall keep accurate account of all transactions.

The Treasurer will have access to and supervision of the books. The Treasurer may co-sign the checks of the Association, as the checks require two signatures, which may come from the President, Administrative Director, Treasurer or Treasurer-Elect. The Treasurer and all other officers, directors and agents responsible for handling the funds of the Association will be bonded in an amount established annually by the Executive Board for not less than ten thousand dollars. The Treasurer will chair the State Budget Committee and supervise quarterly auditing of the books. The Treasurer shall, at the beginning of his term of office, review the Association's financial investments and research the available investment opportunities for the purpose of making short-term investments with available revenue that will draw the highest gains. This information will be reported to the Budget Committee in a timely manner for consideration and action. A report of all moneys received and disbursed during the year and the state of the budget shall be given to the general membership of the Association at the Annual Meeting.

On expiration of term of office, he shall turn over to the Executive Board, an account audited by a Certified Public Accountant of his stewardship and all moneys and properties of the Association in his hand. This account shall be made available for the inspection of the membership thirty (30) days after it is rendered.

Section V. Treasurer-Elect

The Treasurer-Elect shall exercise the duties of the Treasurer in his absence and such other duties as the President shall assign him.

Section VI. Secretary

The Secretary shall keep the minutes of all proceedings of the members, Executive Board and Executive Committee and make a proper record of the same which shall be attested to by him. In addition thereto, he shall perform such additional duties as are delegated to him by the Executive Board, including, but not limited to, serving as the State Historian for the Association, and make a proper record of the same which shall be attested to by him.

Section VII. Secretary-Elect

The Secretary-Elect shall exercise the duties of the Secretary in his absence and such other duties as the President shall assign him.

Section VII. Immediate Past President

The Immediate Past President shall be an active member of the Executive Committee and shall serve as chairperson of the Nominating Committee.

Article XV

Terms of Office

Section I. The term of office of each officer and member of the Executive Board elected at an annual election, shall begin July 1 and run through June 30 of the following year.

Section II. President

The President shall serve one year and he shall not be eligible to succeed himself but shall be eligible for election or appointment to any other office of the Association.

Section III. First Vice-President

The First Vice-President shall hold that position for one year and then shall automatically succeed to the Office of the President. An appointed First Vice-President shall not automatically assume the Office of the President, but will not be excluded for nomination to that position.

Section IV. Second Vice-President

The Second Vice-President shall serve a term of one year and shall automatically succeed to the Office of the First Vice-President. An appointed Second Vice-President shall not automatically assume the Office of First Vice-President, but will not be excluded from nomination to the position.

Section V. Secretary

The Secretary is elected and serves for one year. The Secretary may be re-elected to serve an additional term, but cannot serve more than two consecutive terms.

Section VI. Secretary-Elect

The Secretary-Elect is elected and serves for one year and then shall automatically succeed to the Office of Secretary. An appointed Secretary-Elect shall not automatically assume the Office of Secretary, but will not be excluded from nomination to the position.

Section VII. Treasurer

The Treasurer is elected and serves for one year. He shall not be eligible to succeed himself but shall be eligible for election or appointment to any other office of the Association.

Section VIII. Treasurer-Elect

The Treasurer-Elect is elected and serves for one year and then shall automatically succeed to the Office of Treasurer. An appointed Treasurer-Elect shall not automatically assume the Office of the Treasurer but will not be excluded from nomination to the position.

Section IX. Members of the Executive Board

Members of the Executive Board shall serve on the Board for the period of time of their duly elected or appointed office as prescribed in Article X, Sections II and III.

Section X. Administrative Director

This officer may be appointed by, and if so appointed, shall serve at the pleasure of the Executive Board for an indefinite term or by contractual agreement.

Article XVI

Nomination and Election of State Officers

Section I. Nominations

All nominations or announcements of candidates for the offices of Second Vice-President, Secretary-Elect and Treasurer-Elect shall be made by May 1 of each year, by official announcement to either the Executive Board or the State President or the Administrative Director.

- a. Nominations and announcements of candidates must be made by a qualified, active member of the Association.
- b. Each nomination must be accompanied by written statements from the nominee giving his consent to becoming a candidate, as well as from his Department Director giving approval and from the County Membership Recruitment Specialist noting the nominee's "Active Membership".

Section II. Nominating Committee

The Immediate Past President shall serve as the Chairperson of the State Nominating Committee. In the event that the Immediate Past President is unable to serve in this capacity, the State President shall have the authority to appoint a chair for the committee. The State President shall appoint the remaining members of the committee, which shall include at least one representative from each District of the Association. The duties of the Committee shall be to:

- a. Seek to prepare a slate of at least two consenting candidates for each office who shall be subject to election by the membership, and

- b. Insure that candidates selected for election to the Executive Board are eligible for the respective positions by virtue of membership.
- c. Receive all announcements of candidates and nominations from the membership, determine eligibility and to combine such candidates with the previously prepared slate to form a complete listing of candidates for all offices, and
- d. Notify in writing each nominee or announcing candidate who has been deemed ineligible in order that such person may, if desired, appeal to the Executive Board for a final decision.
- e. Submit the complete listing of candidates and their qualifications to the Executive Board for a final decision.
- f. Elections shall be held in the month of May.
- g. Prepare ballots, which include the candidates' qualifications and mail to the membership.
- h. Present information regarding the nominated State Officers to each member via information at District Meetings, mailings, the website, or via email transmissions.

Section III. Ballot

The Nominating Committee shall prepare a ballot that shall list candidates for the Office of Second Vice-President, Secretary-Elect, and Treasurer-Elect and their qualifications. The ballot shall be distributed to the members via mailings and/or internet postings and/or email transmissions prior to the designated State/District Election Day. Members will be further instructed of the date of the designated State/District Election Day and the procedure for casting votes based upon the balloting method chosen by the Nominating Committee. Should voting be conducted via paper ballots mailed to each county, members will be further instructed to return the ballots to the Chairperson of the State Nominating Committee postmarked not later than one (1) day following the designated State/District Election Day. Any ballot received that is not in compliance with the instructions shall be voided. Should voting be conducted via electronic votes via the internet, the voting shall be made available to all members for a period of one (1) week, such week being specified as a period including five (5) work days, with weekend days and holidays not counting toward the five (5) days.

Section IV. Election Procedure

The duties of the Nominating Committee shall be to:

- a. Meet within ten (10) calendar days after the designated State/District Election Day to open and tabulate all ballots received from the membership.

- b. Permit any member of the Association who so desires to witness the tabulating of votes.
- c. Prepare an official result of the balloting to be signed by the State Chairperson and members of the committee present at the tabulation, and
- d. Submit the official results to the State President who shall make the results known to the membership.

Section V. Election Results

Election to State Office shall be by plurality of votes cast. Members of the Executive Board will cast secret ballots to break any tie vote. The ballots must be returned to the Nominating Committee within fifteen (15) working days, after the tie becomes known.

Section VI. Qualification for Voting

Qualifications for voting shall be membership in the Association, in active status, and current dues paid.

Article XVII

Committees and Appointments to be Appointed by the State President

Section I. Standing Committees and Appointments

The following shall be the Standing Committees and Appointments of the Association:

- a. By-Laws and Resolutions Committee. The By-Laws and Resolutions Committee has the responsibility of maintaining workable By-Laws. The committee continually reviews the By-Laws to determine where change is needed and works with other committees and the Executive Board to develop a more viable NCSSA structure/organization via the By-Laws.
- b. Budget Committee. The President of each District and the Treasurer-Elect shall serve on the Budget Committee and the State Treasurer shall serve as the Chairperson. If a District President is unable to serve, then he should appoint a representative. A primary function of the Budget Committee is to conduct a continuous audit of the financial records of the Association. The Budget Committee continually reviews the budget and determines if appropriate spending is occurring. Another important function is that of assuring that the Association's financial resources are utilized and invested annually in such a way as to gain maximum return and yet not jeopardize the financial soundness of the Association.

- c. Public Relations and Publications. The Public Relations and Publications Committee shall prepare a public relations effort to be made available to all NCSSA members and major news media. The committee will solicit regular contributions for publications, primarily through members of the committee in each county.
- d. Membership Recruitment Committee. The Membership Recruitment Committee is responsible for planning and conducting the Membership Campaign and preparing membership material for the Membership Campaign. The Membership Recruitment Committee is responsible for maintaining an accurate listing of Membership Recruitment Specialists and reviewing membership needs and determining appropriate means to deal with these needs.
- e. Personnel Committee. The function of the Personnel Committee is to solicit, receive and act upon the personnel interests and concerns of the NCSSA membership. It is the responsibility of the Personnel Committee to maintain a working relationship with the State Personnel Commission and the Office of State Personnel. The committee is also responsible for developing and periodically revising the Annual Performance Appraisal Instrument used to evaluate the work performance of all employees of the Association.
- f. Legislative Committee. The primary function of the Legislative Committee shall be the determination of legislative needs and their pursuits prior to each Biennial Session of the NC General Assembly, modified, as necessary, prior to the beginning of the NC General Assembly in even-numbered years. New legislative objections are to be determined prior to each Biennial Session. The committee shall design a means to determine legislative priorities of the membership. The committee will then develop strategies for attaining these legislative goals and initiate pursuit of these goals.
- g. Program Committee. The State Program Committee shall be comprised of the First Vice President, District Vice Presidents and other individuals appointed by the State President. The First Vice-President shall serve as Chairman of the Program Committee and all members of the Committee will assume their duties effective January 1 of each year. Duties as Chair of the Committee will include serve as the NCSSA Representative on the Social Services Institute Planning Committee. Additional appointees to the Social Services Institute Planning Committee will be made by the State President and/or upon the request of the North Carolina Association of County Directors of Social Services.

The State Program Committee will plan and coordinate NCSSA specific workshops for the Social Services Institute and has the responsibility to assist with planning and content of the Annual Meeting. The State Program Committee will make available resources and program ideas for the District Planning Committees.

- h. Nominating Committee. The Nominating Committee will be responsible for establishing the Annual State/District Election Day, preparing the slate of candidates for state offices, preparing ballots, counting the ballots and notifying those elected. The committee will establish criteria for campaigning and presentation of candidates. The committee and its members shall not endorse any candidates for District or State Offices. A member of the Nominating Committee who chooses to run for office (applies to State and District offices, but not to Local Chapter offices) must resign his position on the committee.
- i. Historian. The State Secretary shall serve as the Historian. The Historian will solicit a history of each county DSS based on a general outline provided to each county. This information shall be updated as needed by the county and provided to the Historian upon request. This information will be placed in the North Carolina Archives by the Historian and Executive Board. The Historian will keep a history of the Association as specified in the Administration and Operational procedures section of the By-Laws.
- j. Education Committee. The purpose of the Education Committee is to establish guidelines, to raise funds, to solicit applications and to approve applications for scholarships. The guidelines and methods of carrying out these purposes are subject to the approval of the Executive Board. The scholarship program is established as a benefit to members in the Association and not as a professional development program as such. The Education Committee shall also be responsible for the research and implementation of professional development programs.

Section II. Composition

State committee composition will include the Chairperson of the same District committee. The President of the Association will appoint the Chairpersons of the State Committees, with the exception of the Budget Committee and the Program Committee.

Section III. Terms of Office

- a. The term of office of all standing committees shall be from July 1 through June 30 except for the Membership Recruitment Committee whose term of office shall be from April 1 through March 31.
- b. Replacements. When replacements of committee chairpersons are necessary because of resignation or inability to serve for the remainder of the unexpired term, the District President and State President are responsible for appointment replacements, as appropriate.

Section IV. Records

Each committee and commission shall keep accurate reports and records of meetings and these shall be kept as a part of the permanent record of the Association.

Section V. Special Committees and Commissions

The President shall appoint from time to time those committees which are deemed necessary. Special Committees shall have such functions as the President may determine and shall serve during his incumbency or for a lesser period as he may direct. Chairpersons of standing committees may be requested to give a report at the Executive Board meetings.

Article XVIII

Administrative Director

The Administrative Director has the following responsibilities:

1. To serve as general manager of the Association and to direct the activities of all members of the staff subject to the control and direction of the Executive Board.
2. To have charge of the State Office of the Association, and to direct the activities and operation of the services of the Association.
3. To assist with the activities of the Districts in carrying out the program of the Association.
4. To cooperate with and assist the State President in arranging for meetings of the Executive Board and such other conferences or meetings, as may be part of the Association activities.
5. To maintain adequate records and files of all proceedings and publications of the Association.
6. To advise the Executive Board on such activities and programs as he deems pertinent to the objectives of the Association.
7. To be responsible for the collection of membership dues and the proper maintenance of membership records.
8. To maintain proper financial records for the Association and to prepare monthly financial reports.
9. The Administrative Director, along with the State President, shall be the official spokesperson for the Association.

Article XIX

Fiscal Year

The fiscal year of this Association shall be July 1 through June 30 of each year.

Article XX

Publications

All publications of the Association shall be issued under the direction of the Executive Board, and shall become the property of the Association. Any official publication of the Association may be established by the Executive Board.

Article XXI

Parliamentary Procedure

Section I. The business of the Association's meetings shall be conducted in accordance with "Robert's Rules of Order, Revised", when not in conflict with these By-Laws.

Section II. The State President shall appoint a Parliamentarian to serve at the meetings of the Association.

Article XXII

Amendments

Section I. When a By-Laws change is contemplated for functional purposes, the Executive Board by a three-quarters (3/4) majority may vote to suspend a section of the By-Laws for one year in order to experiment with different means for solution before recommending a permanent By-Laws change. In the event of such suspension, written procedures shall be disseminated prior to implementation.

Section II. The By-Laws of the Association may be amended as follows:

- a. Vote of the Membership. Proposed amendments shall be considered by the Board and if approved, they shall be submitted to the entire membership by a written, mail ballot via electronic mail (e-mail) or via on-line balloting. Approval of the amendment shall be by a majority of the ballots cast.
- b. Vote of the Executive Board. Amendments may be made by the Executive Board when exercising powers granted in Article XI, Section IV.