

The North Dakota Conference of Social Welfare is proposing several changes to the Constitution and Bylaws. These proposed changes will be voted on during the Annual Business Meeting to be held on Thursday, September 24, 2009 at the Best Western Seven Seas in Mandan, ND. A summary of the changes are included below as well as a copy of the current Constitution and Bylaws with the indicated changes. This document will be available on the NDCSW Web Site @ <http://www.ndcsw.org>

If you have any questions or comments, please contact Tom Tupa (701) 319-6665 or Brenda Peterson (701) 328-2167, Co-chairs, ND Conference of Social Welfare Constitution and Bylaws Committee.

Summary of Proposed Changes to the Constitution and Bylaws Which will be Effective 11-01-2009

1. Combine the Constitution and Bylaws into one section and title it 'By-Laws'. Due to this proposed change, many of the Article's and Sections have been renumbered.
2. Throughout the entire document, minor wording changes have been made to correct grammar and spelling.
3. Under each Committees Section B. Purposes and Functions, added a new Purpose and Function of: 'The XXXX Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.
 - Throughout the entire document, some duties and many purposes were deleted as these will be placed in the Procedures Manual

(identified by being highlighted in yellow).

Note: Changes to the procedures manual requires the executive committee to review and take action on all proposed changes.

4. Combined the Constitution and By-Laws and Manual Update Committees and renamed the new Committee the Procedures Committee.
 5. Dissolved the Publicity Committee and combined the duties into the Public Relations Committee.
- A. Article I. Name: Unchanged
- B. Article II. Purpose: Minor wording changes to not only 'Promote cooperation between agencies, but also organizations and individuals.
- C. Article III. Fiscal Year: (Previously Article II under the Bylaws Section) Changes the Conference Fiscal Year FROM November 1 thru October 31 TO January 1 thru December 31.
- D. Article IV: Membership: (Previously Article III under the Constitution Section and Article I under the Bylaws Section)
- New Section 5 clarifies that a person is only allowed to cast one individual vote and as many agency votes as they represent.
 - New Section 6 clarifies that Membership Dues would be due on January 1, due to the change in the Fiscal year.
- E. Article V. Officers and Elections (Previously Article IV under the Constitution Section)
- Section 4 was changed in cases of a tie in the vote for any office, that only the two individuals who receive the highest number of votes for the office they are running for, would be include in the second ballot.
- F. Article VI. Duties of Officers (Previously Article III under the By-Laws Section)
- Section 1. The President
 - o Letter E: Removed 'except Research, Planning and Legislative Committee as the President should service

as an ex officio member to all committees.

- o Letter J: Removed as the President should serve as a regular member of the Research, Planning and Legislative Committee (see Research, Planning and Legislative Committee section), but would no longer be required to do so.
 - Section 2. The President-Elect:
 - o Removed Letter C as this function will be moved to the Procedures Manual.
 - Section 3. The Immediate Past President
 - o Letters C & D: Removed as these functions will be moved to the Procedures Manual.
- G. Article VII. The Executive Secretary (Previously Article IV in the Bylaws Section) – This was renumbered due to combining the Constitution and the Bylaws into one section.
- H. Article VIII. Meetings: - (Previously Article V in the Constitution Section) – This was renumbered due to combining the Constitution and the Bylaws into one section
- I. Old Article VI. Amendments: (In the Constitution Section) - This Article was removed due to combining the Constitution and By-Laws. Article XII of the new Bylaws has the same wording, and is at the end of this document.
- J. Article IX. Committees:
- The Section #'s have been changed for many Committees in order to alphabetize the Committees.
 - Under each Committee, the number of members statement was changed from 'shall' to 'should' to allow for instances when a Committee Chair cannot recruit enough members.
 - Section 1. Standing Committees
 - o Minor wording changes and updated and alphabetized Committee Names
 - Section 2. The Awards Committee
 - o Removed # 3a thru e under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - Section 3. The Budget and Finance Committee
 - o Minor wording changes
 - Section 11. The Procedures Committee: (previously Section 4. The Constitution and Bylaws Committee.)
 - o Section renamed
 - o Removed #2 and #3 under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - Section 4. The Education Committee: (previously Section 5.)
 - o Removed the last sentence in #1, and #'s 2 & 3 under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - Section 5. The Executive Committee: (previously Section 6.)
 - o Minor wording changes in A., H., and J.
 - o Add N. O and P.
 - Section 8. The Local Arrangements Committee: (previously Section 7.)
 - o Removed #2 and #3 under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - Section 9. The Membership Committee: (previously Section 8.)
 - o Removed #1 and #2 under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - o Added new #1 and #2 under B. Purposes and Functions to better define the Purpose and Function of this committee.
 - Section 10. The Nominations Committee: (previously Section 9.)
 - o Removed #'s 1, 2 and 3 under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - o Added new #1 and #2 under B. Purposes and Functions to better define the Purpose and Function of this committee.
 - Section 12. The Program Committee: (previously Section 10.)

• ~~Highlighted in Yellow and Strikethrough~~: Information will be deleted and added to the NDCSW Procedures Manual

- o Combined #1 and part of #2 under A. Membership into a new #1
- o Removed #'s 2 and 3 under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Old Section 11. The Publicity Committee:
 - o This Committee was dissolved and the duties combined into the Public Relations Committee.
- Section 13. The Registration Committee: (previously Section 12.)
 - o Removed # 2 under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Section 14. The Research, Planning and Legislative Committee: (previously Section 13.)
 - o Removed #'s 3, 4 and 5 under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Section 15. The Resolutions Committee: (previously Section 14.)
 - o Combined #'s 1 & 2 under B. Purposes and Functions
 - o Removed the second sentence in the old #2 Under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Section 16. The Time and Place Committee: (previously Section 15.)
 - o Removed #'s 2 and 3 Under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Old Section 16. The Manual Update Committee:
 - o This Committee was dissolved and combined with the Constitution and By-Laws Committee and renamed the new Procedures Committee.
- Section 17. The Public Relations Committee:
 - o Removed #'s 1, 2 and 3 Under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - o Added new #'s 1, 2, 3 & 4 under B. Purposes and Functions to better define the Purpose and Function of this committee.
 - o Removed C. Future: as this will be moved to the Procedures Manual.
- Section 18. The Web Site Committee:
 - o This Committee was dissolved and combined with the Public Relations Committee.
- Section 6. The Fund Raising Committee: (previously Section 19.)
 - o Removed part of # 1 and #'s 2 and 3 Under B. Purposes and Functions as this will be moved to the Procedures Manual.
- Section 7. The History Committee: (previously Section 20.)
 - o Removed #'s 1 and 2 and 3 Under B. Purposes and Functions as this will be moved to the Procedures Manual.
 - o Added new #s1 and 2 Under B. Purposes and Functions to better define the Purpose and Function of this committee.
- Section 18. The Special Committees: (previously Section 21.)
 - o Minor word changes for clarification.
- K. Article X. Quorum (Previously Article VI. in the Bylaws Section)
 - No changes
- L. Article XI. Rules of Order (Previously Article VII. in the Bylaws Section)
 - Removed reference to 'Constitution' as the Constitution and Bylaws have been combined into Bylaws.
- M. Article XII. Amendments (Previously Article VIII. in the Bylaws Section)
 - Minor word changes for clarification

Current Constitution & Bylaws with proposed changed indicated as follows:

- ~~Strikethrough~~ – Information will be deleted
- Underline – Information added

MISSION STATEMENT

“Our mission is to improve the life for all in North Dakota by advocating for the underprivileged, being a leader in social welfare issues, and a force in social welfare reform.”

CONSTITUTION BY-LAWS

Article I. Name

The name of this organization shall be the North Dakota Conference of Social Welfare, Incorporated.

Article II. Purpose

Section 1: The purposes of the North Dakota Conference of Social Welfare, Incorporated shall be:

- A. To afford an opportunity for those interested in social welfare to discuss needs, methods, principles, and activities of their professions.
- B. To gather and to disseminate appropriate information concerning social welfare.
- C. To actively engage in non-partisan legislation and to make the intent known to the people and the Legislature.
- D. To promote active cooperation between all agencies, organizations, individuals, and institutions – public and private, religious and secular – engaged in social welfare in this state.
- E. To advocate for a higher standard of social service programs for the citizenry of North Dakota.

Section 2. The North Dakota Conference of Social Welfare, Incorporated, shall not formulate platforms or endorse political parties or candidates.

Article III. Fiscal Year

The fiscal year for the North Dakota Conference of Social Welfare, Incorporated, shall begin on ~~November~~ January 1, and shall terminate on ~~October~~ December 31.

Article III IV. Membership

Section 1: Any person, organization, or institution interested in social welfare in North Dakota shall be eligible for membership in the North Dakota Conference of Social Welfare, Inc.

Section 2: Dues paying members shall constitute the voting body of this Conference

Section 1 3. There shall be two types of memberships: Individual and Agency.

Section 2 4. All individual members shall possess the right to participate in discussions of the Conference, to vote, and to hold office.

Section 3 5. Each member agency may designate one delegate to represent the agency in the conference discussions and to cast the agency's one vote. A person is allowed to cast one individual and as many agency votes as they represent.

Section 4 6. Payment of annual dues shall be a prerequisite for the right to vote and to hold office. Membership dues shall be due on ~~November~~ January 1, of each year, and members who have not paid their annual dues by ~~July~~ September 1, shall be dropped from membership.

Section 5 7. An honorary life-time membership may be conferred upon any person by a majority vote of the Executive Committee and to be announced at the annual meeting.

Article IV. Officers and Elections

Section 1: Officers of the North Dakota Conference of Social Welfare, Incorporated shall be: President, President-Elect and Immediate Past President. The President, President-Elect, Immediate Past President and seven board members shall constitute the Executive Committee and serve as the governing body

of this Conference between meetings. The Executive Secretary shall serve as ex officio member of the Executive Committee.

Section 2: A quorum (See Bylaws, Article VI X) being present, the President-Elect shall be elected for a term of one year and shall assume office at the beginning of the next fiscal year. The President shall be the immediate Past President-Elect and shall serve for a term of one year. The Executive Secretary shall be appointed by the President, with the approval of the Executive Committee, for a term of one year.

Section 3: Seven board members shall be elected; three for three-year terms, two for two-year terms, and two for one-year terms; thereafter, all ~~directors~~ board members shall be elected to fill expired terms of present members and shall serve for terms of three years.

Section 4: The candidate, or candidates if more than one vacancy for the board exists, who receives the largest number of votes cast shall be elected to the office or board for which they are a candidate. In the event there is a tie in the vote for any office or the board, a new ballot would be taken which would include ~~all~~ the names of the two individuals who receive the highest number of votes candidates for that office.

Section 5: Unless a candidate is unopposed, all elections shall be by secret ballot.

Section 6: Nominations from the floor for any office or board member shall always be requested by the chair.

Section 7: Only one elective office or board member position can be held at one time. If elected to a second office, the first office will be resigned at the point of election to the second office.

Article III VI. Duties of the Officers

Section 1. The President:

- A. Shall preside at all business meetings of the North Dakota Conference of Social Welfare, Incorporated.
- B. Shall preside at all meetings of the Executive Committee.
- C. Shall appoint chairs and coordinate the work of all standing committees.
- D. Shall appoint chairs and coordinate all authorized committees not otherwise provided for in these Bylaws subject to the approval of the Executive Committee.
- E. Shall serve as ex officio member of all authorized committees. ~~except Research, Planning and Legislative Committee.~~
- F. Shall remove all non-functioning committee members subject to the approval of the Executive Committee by a two-thirds (2/3) vote.
- G. Shall fill all vacancies not otherwise provided for in ~~the Constitution and these Bylaws~~ subject to the approval of the Executive Committee.
- H. Shall, with consultation and advice of the Executive Committee, speak for the Conference membership which includes making representations to the Legislature and/or the various committees thereof in all matters having the interest and concern of the Conference, or delegate such authority.
- I. Shall appoint or remove with consent of the Executive Committee, an Executive Secretary.
- J. ~~Shall serve as a regular member of the Research, Planning and Legislative Committee.~~

Section 2. The President-Elect:

- A. Shall assume the duties and responsibilities of the President in the absence of both the President and the Immediate Past President.
- B. Shall assume the office of the President at the beginning of the next fiscal year when the term of the President expires.
- C. Shall serve as a member of the Program Committee

~~and Research, Planning and Legislative Committee.~~

Section 3. The Immediate Past President:

- A. Shall assume the duties and responsibilities of the President in the absence of the President.
- B. Shall assume the office of the President upon the death or resignation of the President.

C. Shall be a resource person for the Executive Committee and all standing committees.

~~D. Shall be the liaison between the Past Presidents and the Conference.~~

Article IVII. The Executive Secretary

Section 1. The Executive Secretary:

- A. Shall serve as custodian of all monies of this Conference.
- B. Shall pay all bills approved by the President and Executive Committee.
- C. Shall maintain accurate records of all income and all disbursements.
- D. Shall maintain a bank account in the name of the Conference.
- E. Shall prepare an annual financial report and present it at the Conference business meeting.
- F. Shall be required to obtain a commercial blanket bond to cover this position, Conference employees and committee members designated by the Executive Committee. The Executive Committee shall determine the amount of this commercial blanket bond.
- G. Shall cause an annual compilation of the financial records of this Conference by qualified persons and complete annual tax requirements.
- H. Shall keep the records of the proceedings of the Conference and of the meetings of the Executive Committee.

Article VIII. Meetings

The North Dakota Conference of Social Welfare, Inc. shall hold an annual Conference and shall make provisions for at least one regular business meeting at this event.

Article VI. Amendments

~~This Constitution may be amended by a three-fourths (3/4) vote of those present and voting at one of the regular business meetings during the annual Conference. Such amendments must be proposed in writing either at a regular business meeting of the preceding year or to the Executive Committee at least seventy-five (75) days prior to the annual conference. The Executive Committee shall possess the right to prepare proposed amendments to this Constitution, Constitution and Bylaws any time prior to the mailing of such amendments. Proposed amendments, along with the particular article or section to be amended, shall be mailed to the entire membership at least ten (10) days prior to the annual Conference. , or published in the Conference newsletter.~~

BYLAWS

Article I. Membership

Section 1. There shall be two types of memberships: Individual and Agency.

Section 2. All individual members shall possess the right to participate in discussions of the Conference, to vote, and to hold office.

Section 3. Each member agency may designate one delegate to represent the agency in the conference discussions and to cast the agency's one vote. A person is allowed to cast one individual and as many agency votes as they represent.

Section 4. Payment of annual dues shall be a prerequisite for the right to vote and to hold office. Membership dues shall be due on November 1, of each year, and members who have not

paid their annual dues by July 1, shall be dropped from membership.

Section 5. An honorary life-time membership may be conferred upon any person by a majority vote of the Executive Committee and to be announced at the annual meeting.

Article II. Fiscal Year

The fiscal year for the North Dakota Conference of Social Welfare, Incorporated, shall begin on November 1, and shall terminate on October 31.

Article III. Duties of the Officers

Section 1. The President:

- A. Shall preside at all business meetings of the North Dakota Conference of Social Welfare, Incorporated.
- B. Shall preside at all meetings of the Executive Committee.
- C. Shall appoint chairs and coordinate the work of all standing committees.
- D. Shall appoint chairs and coordinate all authorized committees not otherwise provided for in these Bylaws subject to the approval of the Executive Committee.
- E. Shall serve as ex officio member of all authorized committees except Research, Planning and Legislative Committee.
- F. Shall remove all non-functioning committee members subject to the approval of the Executive Committee by a two-thirds (2/3) vote.
- G. Shall fill all vacancies not otherwise provided for in the Constitution and these Bylaws subject to the approval of the Executive Committee.
- H. Shall, with consultation and advice of the Executive Committee, speak for the Conference membership which includes making representations to the Legislature and/or the various committees thereof in all matters having the interest and concern of the Conference, or delegate such authority.
- I. Shall appoint or remove with consent of the Executive Committee, an Executive Secretary.
- J. Shall serve as a regular member of the Research, Planning and Legislative Committee.

Section 2. The President-Elect:

- A. Shall assume the duties and responsibilities of the President in the absence of both the President and the Immediate Past President.
- B. Shall assume the office of the President at the beginning of the next fiscal year when the term of the President expires.

C. Shall serve as a member of the Program Committee and Research, Planning and Legislative Committee.

Section 3. The Immediate Past President:

- A. Shall assume the duties and responsibilities of the President in the absence of the President.
- B. Shall assume the office of the President upon the death or resignation of the President.
- C. Shall be a resource person for the Executive Committee and all standing committees.
- D. Shall be the liaison between the Past Presidents and the Conference.

Article IV. The Executive Secretary

Section 1. The Executive Secretary:

- A. Shall serve as custodian of all monies of this Conference.
- B. Shall pay all bills approved by the President and Executive Committee.
- C. Shall maintain accurate records of all income and all disbursements.
- D. Shall maintain a bank account in the name of the Conference.

E. Shall prepare an annual financial report and present it at the Conference business meeting.

F. Shall be required to obtain a commercial blanket bond to cover this position, Conference employees and committee members designated by the Executive Committee. The Executive Committee shall determine the amount of this commercial blanket bond.

G. Shall cause an annual compilation of the financial records of this Conference by qualified persons and complete annual tax requirements.

H. Shall keep the records of the proceedings of the Conference and of the meetings of the Executive Committee.

Article V IX. Committees

Section 1. Standing Committees:

A. Standing Committees of the North Dakota Conference of Social Welfare, Incorporated, shall be: Awards; Budget and Finance; Constitution and Bylaws; Education; Executive; Fund Raising, Local Arrangements; Membership; Nominations; Procedures; Program; Publicity Public Relations; Registration; Research, Planning and Legislative; Resolutions; and Time and Place; Manual Update; Web Site. All committee chairs shall be appointed by the President; committee chairs shall appoint appropriate committee members.

Section 2. The Awards Committee:

A. Membership:

1. The Awards Committee shall shoud consist of a minimum of two (2) members to be appointed annually.
2. The immediate past chairperson(s) of the Awards Committee shall serve as an ex officio member(s) of this Committee.

B. Purposes and Functions:

1. The Awards Committee shall identify current members of the Conference and with 10, 20, 30 and 40 years of service and issue awards based on criteria set forth by the Executive Committee.
2. The Awards Committee shall present for approval by the Executive Committee the names of individuals who are recommended for awards under special circumstances.
3. The Awards Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.
 - a. Issue framed Certificates of Recognition to those with 10 years of service in the field of social welfare and at least two years of membership with the Conference and hold a current membership with the Conference.
 - b. Issue plaques to those with 20 years accumulated service in the field of social welfare and at least five years of membership with the Conference and hold a current membership with the Conference.
 - c. Issue plaques and (silver) metal engraved lifetime membership cards to those with 30 years accumulated service in the field of social welfare and at least 10 years of membership, and hold the current year's membership with the conference. Once an individual has been presented their 30 year award, subsequent years' membership dues are waived.
 - d. Issue distinguished service award plaques and (copper) metal engraved lifetime membership

cards to those with 40 years of accumulated service in the field of social welfare and at least 15 years of membership with the Conference and hold the current year's membership with the Conference (if the individual hasn't been presented with their 30 Year Award and lifetime membership card.) Once an individual has been presented their 40 year award, subsequent years' membership dues are waived.

- i. Years of service will be calculated from November 1 through October 31. Individuals who miss the cut-off date of October 31 in any given year, will be eligible to receive an award during the following conference year, provided all other eligibility requirements are met. Should it come to the attention of the Awards Committee that an individual who has met all eligibility requirements regarding years of service and years of conference membership was overlooked for an award at the most recently held conference, the Awards Committee can issue a retroactive award to be presented at the current years Conference. Retroactive awards will be limited to circumstances from the previous year's Conference.
- ii. Individuals may not prepay their Conference membership in an attempt to meet the years of membership eligibility requirement.
- iii. In-state/Out-of-State service in the field of social welfare will be accepted as qualifying years of service.
- e. Issue (copper) metal engraved lifetime membership card to the out-going President of the Conference.

Section 3: The Budget and Finance Committee:

- A. Membership:
 1. The Budget and Finance Committee shall should consist of a minimum of three (3) members to be appointed annually.
 2. The immediate past chairperson(s) of the Budget and Finance Committee and the Executive Secretary shall serve as ex officio members of this committee.
- B. Purposes and Functions:
 1. The Budget and Finance Committee shall annually audit or cause to be audited, the books and report the outcome to the Executive Committee.
 2. The Budget and Finance Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual

Section 4 11. The Constitution and Bylaws Procedures Committee:

- A. Membership:
 1. The Constitution and Bylaws Procedures Committee shall should consist of a minimum of three (3) four (4) members including the chairperson(s), President, the Executive Secretary and one member to be appointed annually.
 2. The immediate past chairperson(s) shall serve as ex officio member(s) of this Committee.
- B. Purposes and Functions:
 1. The Constitution and Bylaws Procedures Committee shall revise and update the Constitution and Bylaws when the need arises and Procedures Manual as necessary to carry out the mission of the conference.
 2. The Constitution and Bylaws Committee members

may serve as parliamentarians at the annual business meeting of the Conference.

3. The Constitution and Bylaws Committee shall send out written statements of all proposed amendments of the Constitution and Bylaws to the entire membership at least ten (10) days prior to the meeting at which they are to be considered, which statement shall include copies of the article or section to be amended.
2. The Procedures Committee shall carry out the duties of this committee in accordance with the Procedures Manual.

Section 5 4. The Education Committee:

- A. Membership:
 1. The Education Committee shall should consist of a minimum of six (6) members to be appointed annually.
 2. The immediate past chairperson(s) of the Education Committee shall serve as an ex-officio member(s) of this committee.
- B. Purposes and Functions:
 1. The Education Committee shall arrange with the appropriate universities or colleges for the selection of scholarship students who are interested in social welfare reform, advocating for the underprivileged and being a leader in social welfare issues. The number of scholarships awarded cannot exceed a total of:
 - a. Ten undergraduate social work and other related fields
 - b. One graduate
 2. The Education Committee shall study educational programs and projects related to social welfare and shall make recommendations deemed advisable.
 3. The Education Committee shall, when appropriate, participate with other associations or groups in sponsoring educational activities to meet the needs of Conference members.
 2. The Education Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 6 5. The Executive Committee:

- A. Shall derive its power from the body politic membership.
- B. Shall formulate policy necessary for the fulfillment of Conference objectives.
- C. Shall determine the amount of money to be allowed for the commercial blanket bond for the Executive Secretary, as well as those persons to be covered by said bond.
- D. Shall either approve or deny payment of all bills, provided said bills have been approved by the President and the Executive Secretary.
- E. Shall budget appropriate amounts for its own operations and for other committee expenses.
- F. Shall either approve or disapprove of all committee appointments.
- G. Shall either approve or disapprove the filling of all vacancies by the President.
- H. Shall solicit special funding funds for this the Conference when deemed necessary.
- I. Shall establish the amount of registration fee for the Conference
- J. Shall authorize the Executive Secretary to reimburse at current state rates, the officers, members of the Executive Committee, and chairs of the committees for their travel and per diem expenses when called in to conference by the President. (Committee members shall also be included for similar reimbursement when the President and Executive Committee approve the meeting and travel expenses in advance. Transportation and per diem expenses equivalent to the regular state rates shall be paid.)

- K. Shall make all necessary arrangements for general or regional conferences. In the event of an emergency the Executive Committee is empowered to establish dates and site of the annual meeting.
- L. Shall approve President's appointment or removal of the Executive Secretary.
- M. The Executive Committee shall appoint a President-Elect in the event that the President-Elect resigns or is not able to fulfill the office. Such appointment will run until the next annual meeting of the Conference at which time a person will be elected by conference membership to fill the position of President.
- N. The Executive Committee shall act on all resolutions submitted to them.
- O. The Executive Committee shall be responsible to review, and take action on all proposed changes to the Procedures Manual.
- P. The Executive Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 7 8. The Local Arrangements Committee:

- A. Membership:
 - 1. The Local Arrangements Committee shall should consist of a minimum of nine (9) members to be appointed annually.
 - 2. The immediate past chairperson(s) of the Local Arrangements Committee shall serve as ex officio member(s) of this committee.
- B. Purposes and Functions:
 - 1. The Local Arrangements Committee shall assist in the planning and coordinate the activities with other Conference Committees.
 - 2. Shall arrange for meeting rooms and places for the program activities of the Conference, including rooms for speakers or special guests.
 - 3. Shall make arrangements for the entertainment at the banquet and social activities of the Conference.
 - 2. The Local Arrangements Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 8 9. The Membership Committee:

- A. Membership:
 - 1. The Membership Committee shall should consist of a minimum of seven (7) members to be appointed annually.
 - 2. The Immediate past chairperson(s) of the Membership Committee shall serve as ex officio member(s) of the committee.
- B. Purposes and Functions:
 - 1. The Membership Committee shall conduct an annual membership drive.
 - 2. The Membership Committee shall maintain a membership roster.
 - 1. The Membership Committee shall recruit members and maintain member records for the North Dakota Conference of Social Welfare.
 - 2. The Membership Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 9 10. The Nominations Committee:

- A. Membership:
 - 1. The Nominations Committee shall should consist of a minimum of four (4) members to be appointed annually.
 - 2. The immediate past chairperson(s) of the Nominations Committee shall serve as ex officio member(s) of this Committee.
- B. Purposes and Functions:

- 1. The Nominations Committee shall present a list of nominees for each office to be filled at the regular annual business meeting of the Conference.
- 2. The Nominations Committee shall present a list of consenting nominees for the board member positions to be filled at the regular annual business meeting of the Conference. Board members shall be selected at large from the list submitted.
- 3. Prior to the meeting, this committee shall obtain the consent of the nominees involved.
- 1. The Nominations Committee shall recruit nominees for each office to be filled at the regular annual business meeting of the Conference.
- 2. The Nominations Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 10 12. The Program Committee:

- A. Membership:
 - 1. The Program Committee shall should consist of a minimum of six (6) members to be appointed annually. The President-Elect shall serve as a member of the Program Committee.
 - 1. The President-Elect shall serve as a member of the Program Committee.
 - 2. The Program Committee shall consist of a minimum of six (6) members to be appointed annually. The immediate past chairperson(s) of the Program Committee shall serve as ex officio member(s) of this committee.
- B. Purposes and Functions:
 - 1. The Program Committee shall plan the program for the annual Conference.
 - 2. The Program Committee shall secure speakers, panelists, and persons to preside at sessions.
 - 3. The Program Committee shall make all other necessary arrangements to assure a high quality program.
 - 2. The Program Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 11. The Publicity Committee:

- A. Membership:
 - 1. The Publicity Committee shall consist of a minimum of two (2) members to be appointed annually.
 - 2. The immediate past chairperson of the Publicity Committee shall serve as ex officio member of this Committee.
- B. Purposes and Functions:
 - 1. The Publicity Committee shall disseminate information on the work of the North Dakota Conference to the entire membership and to the public.
 - 2. The Publicity Committee shall send out written notices of the time and place of the annual Conference to the entire membership by July 1.
 - 3. In accomplishing its task, the Publicity Committee shall utilize all appropriate media, such as newspapers, radio, television and mailings.
 - 4. The Publicity Committee shall be responsible for all Conference publications.

Section 12 13. The Registration Committee:

- A. Membership:
 - 1. The Registration Committee shall should consist of the co-chair from the up coming conference year and a minimum of six (6) members to be appointed annually.
 - 2. The immediate past chairperson(s) of the Registration Committee shall serve as ex officio member(s) of this Committee.

B. Purposes and Functions:

1. The Registration Committee shall make all the arrangements for Registration of the Conferees.
2. Shall prepare the packets and coordinate their activities with local arrangements.
2. The Registration Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 13 14. The Research, Planning and Legislative Committee:

A. Membership:

1. The Research, Planning and Legislative Committee shall should consist of the Conference President, President-Elect, and a minimum of eight (8) members. In each even numbered Conference year, this Committee shall be appointed for terms of two (2) years.
2. The immediate past chairperson(s) of the Research, Planning and Legislative Committee shall serve as an ex officio member(s) of this Committee.

B. Purposes and Functions:

1. The Research, Planning and Legislative Committee shall gather data for future planning and action on social problems and issues as recommended by the Executive Committee or the Conference membership.
2. The Research, Planning and Legislative Committee shall coordinate and pursue the action necessary for the accomplishment of the projects studied and approved by the Executive Committee.
3. The Research, Planning and Legislative Committee shall evaluate existing social welfare and related legislation.
4. The Research, Planning and Legislative Committee shall compile information needed in the formulation of new legislation.
5. The Research, Planning and Legislative Committee through its chairperson shall submit its annual report to the Conference at the regular business session. Any interim reports prepared that require the attention of the Conference shall be presented to the Executive Committee for action.
3. The Research, Planning and Legislative Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 14 15. The Resolutions Committee:

A. Membership:

1. The Resolutions Committee shall should consist of a minimum of three (3) members to be appointed annually.
2. The immediate past chairperson(s) of the Resolutions Committee shall serve as an ex officio member(s) of this Committee.

B. Purposes and Functions:

1. The Resolutions Committee shall solicit, receive, develop and edit resolutions that support and pertaining to the business of this Conference.
2. The Resolutions Committee shall develop resolutions which support the purposes of the Conference. These resolutions are to be acted on by the Executive Committee and/or Conference membership.
2. The Resolution Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 15 16. The Time and Place Committee:

A. Membership:

1. The Time and Place Committee shall should consist of a minimum of three (3) members to be appointed annually.

2. The immediate past chairperson(s) of the Time and Place Committee shall serve as an ex officio member(s) of this Committee.

B. Purposes and Functions:

1. The Time and Place Committee shall ascertain the facilities for holding the annual meeting in any city extending an invitation.
2. The Time and Place Committee shall report to the Conference the following data: housing, eating facilities, meeting rooms, commercial transportation, Americans With Disabilities Act accessibility and the general adequacy of the facilities.
3. The Time and Place Committee shall recommend the site and dates of the annual Conference four years in advance, subject to the approval of the Conference.
2. The Time and Place Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 16. The Manual Update Committee:

A. Membership:

1. The Procedures Manual Update Committee shall consist of a minimum of four (4) members including a chairperson, the Immediate Past President, President, and the Executive Secretary.

B. Purposes and Functions:

1. Review and update the Procedures Manual after Constitution and Bylaws changes are approved by the membership at the annual Business Meeting.
2. Review Procedures Manual to incorporate motions, as appropriate.
3. Review Procedures Manual to incorporate resolutions, as appropriate.
4. Review Procedures Manual when deemed appropriate by the Executive Committee.

Section 17. The Public Relations Committee:

A. Membership:

1. The Public Relations Committee shall should consist of a minimum of seven (7) members to be appointed annually. and would include Chairpersons or members of the following committees: Web Site Committee, Publicity Committee, Program Committee, Research, Planning and Legislative Committee. It will also include the current President of the North Dakota Conference of Social Welfare and the President-Elect of the North Dakota Conference of Social Welfare, and the Immediate Past President of the North Dakota Conference of Social Welfare.
2. The immediate past chairperson(s) of the Public Relations Committee shall serve as ex officio member(s) of this committee.

B. Purposes and Functions:

1. The Public Relations Committee shall prepare and send press releases to papers announcing the current President of the North Dakota Conference of Social Welfare and address the role of the North Dakota Conference of Social Welfare.
2. The Public Relations Committee shall manage the presence, organization, and presentation of the Display Board at designated conferences, as appropriate. The Public Relations Committee will consider, at a minimum, the presence of the North Dakota Conference of Social Welfare Board at the following conferences: Rural Health Conference (February), Focus on Legislation (During Sessions) (March) (Bismarck), North Dakota Association of Non-Profit Organizations Conference (April), Spring Symposium (April) (Bismarck), In Home

Care Specialist Conference (May), West River
Conference of Social Welfare (June) (Medora), North
Dakota Children's Conference (July/August) (Bismarck),
Long Term Care Association Conference (August)
(Bismarck), North Dakota Conference of Social Welfare
(September), County Commissioner's Conference
(October), and North Dakota Foster Parent Association
Conference (October).

3. The Public Relations Committee shall partner with the
Website, Program, Publicity, and Research, Planning,
and Legislative Committees to maximize opportunities
for publicizing the North Dakota Conference of Social
Welfare purpose, vision and position on social welfare
issues.

1. The Public Relations Committee shall be responsible for
all Conference publications and the dissemination of
information on the work and role of the North Dakota
Conference to the entire membership and to the public.
2. The Public Relations Committee shall partner with other
committees to maximize opportunities for publicizing the
North Dakota Conference of Social Welfare purpose,
vision and position on social welfare issues.
3. The Public Relations Committee shall carry out the duties
of this committee in accordance with the conference
Procedures Manual.
4. The Public Relations Committee shall routinely review
and update the status and content of the North Dakota
Conference of Social Welfare web site and report the
outcome to the Executive Committee.

C. Future:

1. Attendance and participation at the National level
 - i. Child Welfare League of America
 - ii. Center on Budget Policies and Priorities

Section 18. The Web Site Committee:

A. Membership:

1. The Web Site Committee shall consist of a minimum of
three (3) members to be appointed annually.
2. The immediate past chairperson of the Web Site
Committee shall serve as ex officio member of this
committee.

B. Purposes and Functions:

1. The Web Site Committee shall on an on-going basis
review the status, content, and maintenance of the
North Dakota Conference of Social Welfare web site
and report the outcome to the Executive Committee.

Section 19 6. Fund Raising Committee:

A. Membership

1. The Fund Raising Committee shall should consist of a
minimum of eight (8) members to be appointed annually.
2. The immediate past chairperson(s) of the Fund Raising
Committee shall serve as ex officio member(s) of this
committee.

B. Purpose and Functions

1. The Fund Raising Committee shall plan and develop fund
raising events providing fixed areas of income. This
income will be used to fund scholarships/education
and other areas of need at the discretion of the
Executive Committee.
2. Sources for fund raising may include, but will not be
limited to raffles, silent auctions, NDGSW product sales
and grants.
3. The Fund Raising Committee shall promote North Dakota
Conference of Social Welfare visibility through the sale
of North Dakota Conference of Social Welfare products.
2. The Fund Raising Committee shall carry out the duties of
this committee in accordance with the conference

Procedures Manual.

Section 20 7. History Committee:

A. Membership

1. The History Committee shall should consist of a minimum
of three (3) members to be appointed annually.
2. The immediate past chairperson(s) of the History
Committee shall serve as an ex officio member(s) of
this committee.

B. Purpose and Functions

1. The History Committee will update albums with prior
year's photos.
2. The History Committee will update history packets with
appropriate information.
3. The History Committee makes presentations on History of
Conferences.

1. The History Committee is responsible for maintaining all
information relating to the history of the conference.

2. The History Committee shall carry out the duties of this
committee in accordance with the conference
Procedures Manual.

Section 21 18. Special Committees:

- A. Special committees of the Conference may be authorized
either by the ~~body politic~~ membership at the business
meeting or by the Executive Committee.

Article VI X. Quorum

Section 1. No official business of the North Dakota
Conference of Social Welfare, Inc. shall be transacted in the
absence of a quorum.

Section 2. A quorum shall consist of 75 members or 15
percent of those members who have registered (whichever
is larger) at the annual meeting of the Conference.

Section 3. A majority of the Executive Committee shall
constitute a quorum for its meetings.

Article VII XI. Rules of Order

Robert's Rules of Order Revised shall govern on all
questions of procedure at the business meetings of the
North Dakota Conference of Social Welfare, Inc., not
otherwise provided for in the Constitution and Bylaws.

Article VIII XII. Amendments

These Bylaws may be amended by a three-fourths (3/4) vote
of those present and voting at one of the regular business
meetings during the Annual Conference. Such amendments
must be proposed in writing either at a regular business
meeting of the preceding year or to the Executive
Committee at least seventy-five (75) days prior to the
annual Conference. The Executive Committee shall approve
or reject the possess the right to prepare proposed
amendments to these Bylaws, made by the Procedures
Committee, any time prior to the mailing of such
amendments being made available to the membership.
Proposed amendments, along with the particular article
or section to be amended, shall be mailed made available
to the entire membership at least ten (10) days prior to
the annual Conference. , or published in the Conference
newsletter.