

**North Dakota
Conference
Of
Social Welfare Inc.**



**CONSTITUTION
AND
BYLAWS**

Effective November 1, 2009

MISSION STATEMENT

**“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.”**

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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 January 1, and shall terminate on December 31.

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

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

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

Section 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 V. 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 Article 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 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 the names of the two individuals who receive the highest number of votes 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 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.

- 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 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.

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.

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.

Article VII. 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 IX. Committees

Section 1: Standing Committees:

- A. Standing Committees of the North Dakota Conference of Social Welfare, Incorporated, shall be: Awards; Budget and Finance; Education; Executive; Fund Raising, Local Arrangements; Membership; Nominations; Procedures; Program; Public Relations; Registration; Research, Planning and Legislative; Resolutions; and Time and Place. 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 should 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 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.

Section 3: The Budget and Finance Committee:

A. Membership:

1. The Budget and Finance Committee 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: The Education Committee:

A. Membership:

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

Section 5: The Executive Committee:

A. Shall derive its power from the 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 for 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.)
- 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 6: Fund Raising Committee:

- A. Membership
 - 1. The Fund Raising Committee 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.
 - 2. The Fund Raising Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 7: History Committee:

- A. Membership
 - 1. The History Committee 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 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 8: The Local Arrangements Committee:

A. Membership:

1. The Local Arrangements Committee 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. The Local Arrangements Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 9: The Membership Committee:

A. Membership:

1. The Membership Committee 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 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 10: The Nominations Committee:

A. Membership:

1. The Nominations Committee 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 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 11: The Procedures Committee:

A. Membership:

1. The Procedures Committee should consist of a minimum of 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 Procedures Committee shall revise and update the Bylaws and Procedures Manual as necessary to carry out the mission of the conference.
2. The Procedures Committee shall carry out the duties of this committee in accordance with the Procedures Manual.

Section 12: The Program Committee:

A. Membership:

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

Section 13: The Registration Committee:

A. Membership:

1. The Registration Committee should consist of the co-chair from the upcoming 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. The Registration Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 14: The Research, Planning and Legislative Committee:

A. Membership:

1. The Research, Planning and Legislative Committee 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 carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 15: The Resolutions Committee:

A. Membership:

1. The Resolutions Committee 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 pertain to the business of this Conference.
2. The Resolution Committee shall carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 16: The Time and Place Committee:

A. Membership:

1. The Time and Place Committee 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 carry out the duties of this committee in accordance with the conference Procedures Manual.

Section 17: The Public Relations Committee:

A. Membership:

1. The Public Relations Committee should consist of a minimum of seven (7) members to be appointed annually. It will also include the current President and President-Elect 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 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.

Section 18: Special Committees:

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

Article 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 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 Bylaws.

Article XII. Amendments

These Bylaws may be amended by 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 proposed amendments to these Bylaws, made by the Procedures Committee, prior to the amendments being made available to the membership. Proposed amendments, along with the particular article or section to be amended, shall be made available to the entire membership at least ten (10) days prior to the annual Conference.