## WEST RIVER CONFERENCE OF SOCIAL WELFARE, INC. CONSTITUTION

**Article** I: **Name**

The name of this organization shall be the West River Conference of Social Welfare, Incorporated.

**Article** Il: **Purpose**

**Section 1.** The purposes of the West River Conference of Social Welfare, Inc. shall be:

1. To afford an opportunity for those interested in Social Welfare to discuss needs, issues, methods, principles, and activities of their professions.
2. To gather and to disseminate appropriate information concerning Social Welfare.
3. To actively engage in non-partisan legislation and to make the intent known to the people and the legislature.
4. To promote active cooperation between all agencies and institutions--public and private, religious and secular--engaged in any type of Social Welfare work in this state in order that maximum service might be provided.

) **Section 2.** The West River Conference of Social Welfare, Inc., shall not formulate platforms or endorse political parties or candidates.

**Article Ill: Membership**

**Section 1.** Any person, organization, or institution interested in Social Welfare, residing in North Dakota or in possession of an active ND license (such as but not limited to social work, counseling, nursing, etc.), shall be eligible for membership in the West River Conference of Social Welfare, Inc.

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

## Article IV: Officers

**Section 1.** Officers of the West River Conference of Social Welfare, Inc., shall be: President, President-Elect, Immediate Past President and three directors. These Officers shall constitute the Executive Board and serve as the governing body of the Conference between meetings. The Executive Secretary shall serve as an ex-officio member of the Executive Board.

**Section 2.** A quorum 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 Board, for a term of one year.

**Section 3.** Three directors shall be elected--one for a three- year term, one for a two-year term, and one for a one-year term; thereafter, all directors elected to fill expired terms of present members shall serve for terms of three years.

**Section 4.** A majority of votes cast shall be required for the election to any office or directorship. In the event that more than two candidates vie for any one office and a majority vote is not received on a given ballot, the candidate receiving the least votes on the ballot shall be dropped and balloting continue until such time as a candidate receives a majority of the votes cast. In the event two or more candidates are tied for the low vote, the vote would be announced and a new ballot taken without dropping any of these involved in the tie.

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

**Section 6.** Nominations from the floor for any office or directorship shall always be requested by the chair.

**Section 7**. Only one elective office or directorship 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 V: Meetings

The West River Conference of Social Welfare, Inc. shall hold an annual Conference in Medora, North Dakota on the second Thursday and Friday of June 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 Board at least seventy-five (75) days prior to the annual Conference. The Executive Board shall possess the right to prepare proposed amendments to this Constitution any time prior to the mailing of such amendments. Proposed amendments, along with the particular article or section to be amended, shall be provided to the entire membership at least ten (10) days prior to the annual Conference.

**WEST RIVER CONFERENCE OF SOCIAL WELFARE, INC. BYLAWS**

**ARTICLE 1: 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.

**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 September 1 of each year, and members who have not paid their annual dues by June 1 of the following year shall be dropped from membership.

**Section 5.** Any honorary lifetime membership may be conferred upon any person by a majority vote of the Executive Board and to be announced at the annual meeting.

**Section 6.** An annual membership fee shall be assessed each individual of $5.00 and each agency of $10.00.

**Article** II: **Fiscal year**

The fiscal year of the West River Conference of Social Welfare, Inc., shall begin on September 1 and shall terminate on August 31.

**Article** III: **Duties of the Officers**

**Section 1.**

A.

B.

C.

D.

**The President**

Shall preside at all business meetings of the West River Conference of Social Welfare, Inc.

Shall preside at all meetings of the Executive Board.

Shall appoint all authorized committees not otherwise provided for in these Bylaws subject to the approval of the Executive Board.

Shall serve as ex-officio member of all authorized committees.

Shall remove all non-functioning appointed committee members subject to the approval of the Executive Board by a two-thirds (2/3) vote.

Shall fill all vacancies not otherwise provided for in the Constitution and these Bylaws subject to the approval of the Executive Board.

1. Shall, with consultation and advice of the Executive Board, 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.
2. Shall appoint, with consent of the Executive Board, an Executive Secretary.

## Section 2. The President-Elect:

1. Shall assume the duties and responsibilities of the President in the absence of both the President and Immediate Past President.
2. 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.

## Section 3: The Immediate Past President:

1. Shall assume the duties and responsibilities of the President in the absence of the President.
2. Shall assume the office of the President upon the death or resignation of the

President.

## Section 4: The Executive Board:

1. Shall derive its power from the body politic.
2. Shall formulate policy necessary for the fulfillment of the conference objectives.
3. Shall either approve or deny payment of all bills exceeding $750.00 by the Executive Secretary, provided said bills have been certified by the President and the Executive Secretary.
4. Shall budget appropriate amounts for its own operations and for other committee expenses.
5. Shall either approve or disapprove of committee appointments.
6. Shall either approve or disapprove the filling of all vacancies by the President.
7. Shall solicit funds for this Conference when deemed necessary.
8. Shall establish the amount of registration fee for the Conference.
9. Shall make all necessary arrangements for general conferences. In the event of an emergency the Executive Board is empowered to establish dates and site of the annual meeting.
10. Shall approve President's appointment of the Executive Secretary.
11. 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 appointments 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 the president.

## Article IV: The Executive Secretary Section 1. The Executive Secretary

* 1. Shall serve as custodian of all monies of this Conference.
  2. Shall pay all bills incurred by the Conference with those bills, which exceed

$750.00 having been certified for payment by the President and Executive Board.

* 1. Shall maintain accurate records of all income and all disbursements.
  2. Shall maintain a bank account in the name of the Conference
  3. Shall prepare an annual financial report and present it at the Conference business meeting.
  4. Shall cause an annual audit of the financial records of this Conference by competent persons and complete tax requirements.
  5. Shall assume the responsibilities usually associated with a person holding this position.
  6. Shall keep the records of the proceedings of the Conference and of the meetings of the Executive Board.

## Article V: Committees

**Section 1.** Standing Committees of the West River Conference of Social Welfare, Inc. shall be: Awards, Constitution/Bylaws, Grant Funding, History, Executive, Local Arrangements, Nominations, Program, Publicity, Registration/ Membership and Stipend. Upon financial review, the Executive Board Members and Committee Chairs may be offered a reduced registration fee.

## Section 2: Awards Committee:

1. Membership:
   1. Chair to be appointed annually by the President.
2. Purposes and Functions:
   * 1. The Awards Committee shall identify current members of the Conference for every 10 years of membership and issue awards based on criteria set forth by the Executive Board.
     2. The Awards Committee shall present for approval by the Executive Board 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. Membership/Registration Committee:

1. Membership
2. Chair to be appointed annually by the President.

B. Purposes and Functions:

1. The Committee shall make all of the arrangements for registration and membership, which includes the conducting of an annual membership drive.

## Section 4: Nominations Committee:

1. Membership

1. Chair to be appointed annually by the President.

1. Purpose and Functions:
   1. The Nominations Committee shall present a slate of at least two names, if available for each office to be filled at the regular annual business meeting of the Conference.
   2. If names are available, directors shall be elected at large from the slate submitted. If names are not available, the goal is to continue to seek persons to fill the directorships.
   3. Prior to being nominated, this committee shall obtain the consent of the nominees involved.

## Section 5. Program Committee:

1. 1. The President-Elect may serve as a member of the Program Committee.
   1. Chair to be appointed annually by the President.

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 pre­ side at sessions.
3. The Program Committee shall make all other necessary arrangements to secure a high-quality program.

## Section 6. Publicity Committee:

1. Chair to be appointed annually by the President.
2. Work with Program Committee regarding publicity for speakers.
3. Utilize all appropriate multimedia to publicize conference.
4. Be responsible for photography at conference.

E. Utilize display board and brochures to publicize WRCSW at other conference and community events.

## Section 7. Constitution and Bylaws Committee:

A. Chair to be appointed annually by the President.

B. Shall revise and update the Constitution and Bylaws as directed by the Executive Board.

C. May serve as Parliamentarian at the Annual Business Meeting on the conference.

## Section 8. Grant/Funding Committee:

1. Chair will be appointed annually by the President.
2. Seek and solicit donations to enhance funding of speakers for conference.
3. Plan, organize, and carry out activities for fund raising project as committee deems necessary to raise funds.
4. If fund raising deems not necessary, would solicit and coordinate with a non-profit organization as approved by Executive Committee.
5. Seek approval and guidance of Executive Board regarding fund raising ventures.

## Section 9. History Committee:

1. Chair to be appointed annually by the President.
2. Update History packets with appropriate information.
3. Update albums with prior years photos.
4. Update display board.
5. Have packets, albums, and display board available for public relations use.

## Section 10. Local Arrangements Committee:

1. Chair will be appointed annually by President.
2. Assist in the planning and coordination of activities with other conference committees.
3. Arrange for meeting rooms and places for the program activities, including hotel rooms for speakers or special guest.

*)* D. Obtain bids for meals and arrange for coffee breaks.

## Section 11. Stipend Committee:

1. Chair to be appointed annually. Chair may select additional committee members.
2. Inform all members of availability of two stipends to attend conference. Stipend includes complimentary registration. Candidates must purchase an individual membership for current conference, which is not reimbursed.
3. Present for approval candidates for stipends to Executive Board to vote on to determine who is granted the stipends.

## Section 12. Special Committees:

* 1. Several committees of the Conference may be authorized either by the body politic at the business meeting, or by the Executive Board. Such committees might include Finance, Award, Research and Planning, etc.

# Article VI: Quorum

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

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

**Section 3.** A majority of the Executive Board shall constitute a quorum for its meeting.

# Article VII: Rules of Order

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

# Article VIII: 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 possess the right to prepare proposed amendments to these Bylaws any time prior to the sending of such amendments. Proposed amendments, along with the particular article or section to be amended, shall be sent to the entire membership at least ten (10) days prior to the annual Conference.

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