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BY-LAWS

MISSISSIPPI CONFERENCE ON SOCIAL WELFARE

Article I

Elections

- Section 1. Officers, Members-at-Large, and the Nominations Committee shall be elected by a majority of the Conference members voting at the business session of the Annual Forum or at a duly called special meeting.
- Section 2. Nominations for all elective positions shall be made by the Nominations Committee. Nominees must be paid members, at the time their names are submitted for nomination.

Article II

Voting Procedures

- Section 1. The ballot shall be made available at the Annual Forum to all persons who have paid current individual membership dues, or the ballot may be mailed and/or sent electronically by the Nominations Committee to current Conference members entitled to vote. The ballot shall be cast according to the instructions included with the ballot relating to casting of ballots, returning envelopes, and any other specific information.

The marked ballot shall be enclosed and sealed in an envelope with the word "ballot" written on the outside. This envelope shall be enclosed in a white mailing envelope with name and return address in the upper left corner. This dual arrangement will permit secret ballot voting by mail, at the same time enabling the Nominations Committee to verify the member's eligibility to vote. The unidentified envelopes will be pooled before being opened for tallying.

Members wishing to vote for a candidate, whose name does not appear on the ballot, may write-in the name under the appropriate office listed and mark an "X" in the space provided.

- Section 2. The person receiving the highest numbers of votes for each elective office will be

elected to that office.

Section 3. In the event of a tie, there shall be a run-off election at the business meeting of the Annual Forum or before adjournment of a duly called special meeting.

Article III

Officers

Section 1. The officers shall perform duties generally incumbent upon their respective offices. In addition thereto, the following specific duties are assigned:

- a. The President shall have the authority to appoint a parliamentarian for the business session of the Annual Forum.
- b. The President-Elect shall serve as Chairperson of the Program Committee.
- c. The Vice-President shall serve as Chairperson of the Arrangements Committee.
- d. The Secretary of the Conference shall have full and complete charge of the records and correspondence of the Executive Board and the Conference. Recording keeping and correspondence may be delegated to the executive director as needed.
- e. The Treasurer shall have access for all funds belonging to the Conference. The checks must be countersigned by two of the following Board of Directors' members: Treasurer, President, Vice-President, or another Board member appointed by the Board of Directors no later than 30 days prior to the fiscal year. The Treasurer shall automatically be the Chairperson of the Registration Committee for the Annual Forum and shall be in charge of the mechanics of registration and may delegate responsibilities to the executive director as needed. The Treasurer shall give a financial report to the Annual Forum of the Conference.
- f. Members-at-Large shall attend the meetings of the Executive Board. The Members-at-Large shall have full responsibility for planning the regional meetings. Each Member-at-Large shall be a contact and resource person for their region.
- g. The Past President shall serve on the Executive Board for one year immediately following his/her term of office. The Past President may be asked by the President to serve as an ex-officio member of standing committees.
- h. The Historian is responsible for the past records of the Conference.

Section 2. All Officers shall be responsible for maintaining all documents relating to their positions.

Article IV

Meetings

Section 1. Regular meetings of the Board shall be held six times per year. The time and place shall be fixed by the Board. All members shall be notified in writing, by mail and/or electronic mail, at least seven (7) days prior to regular meetings of the Board and fourteen (14) days prior to special meetings of the Board and will be advised of the time, date, and location of the meeting by the Secretary or Executive Director.

Section 2. At any meeting of the Board, one-half plus one of the current Board shall constitute a quorum.

Section 3. Standing committees shall meet as necessary to fulfill their duties as hereinafter set forth.

Section 4. An Annual Forum of the Conference membership will be held yearly.

Article V

Committees

Section 1. Each committee chairperson shall be responsible for maintaining all documents of their committee's work.

Section 2. Standing Committees:

a. Program Committee shall have the following duties:

- (1) To develop the program for the Annual Forum which adheres to the purpose of the Conference;
- (2) To plan with the Executive Board regarding budgeting the program;
- (3) To plan with the Arrangements Committee regarding facilities for all meetings included on the program;
- (4) To provide an advance notice of the proposed program for the Annual Forum for each member thirty (30) days prior to the Annual Forum;
- (5) To solicit from the Conference membership suggestions for program content;

- (6) To arrange for honoraria, travel and subsistence, if necessary, for institute leaders and main speakers.

b. Arrangements Committee shall have the following duties:

- (1) To have the Chairperson of the Arrangements Committee appoint a Co-Chairperson for each sub-committee except Registration. (See By-Laws, Article III, Section 1 (e);
- 2) To have the Chairperson of the Arrangements Committee plan with the Executive Board regarding budgeting for Arrangement;
- (3) To have the Chairperson of the Arrangements Committee establish each year subcommittees such as Exhibits, Hospitality, Special events, and other subcommittees as may be necessary to produce the Annual Forum;
- (4) To have the Arrangements Committee be responsible for providing the physical facilities necessary for executing the program and for arranging for entertainment and social events at the Annual Forum.

c. Membership Committee shall have the following duties:

- (1) To plan and execute a recruitment program. This recruitment program may include preparation of brochures and exhibits in the general manner directed by the Executive Board;
- (2) To maintain, in cooperation with the Treasurer, correct and current membership records in such a place and manner as to be accessible to the other committees needing this information;

d. Legislative Committee shall have the following duties:

- (1) To study pending national and state legislation according to the basic social welfare principles approved by the Conference;
- (2) To point up major existing social concerns in accordance with the basic social welfare principles approved by the Conference;
- (3) To report results of the Committee's study to the Executive Board with recommendations as to social action steps to be taken in the name of the Conference;
- (4) To execute social action steps authorized by the Executive Board on behalf of the Conference;

- (5) To report recommendations, action taken, and results to the membership at the Annual Forum.

e. Policy Forming Committee shall have the following duties:

- (1) To prepare and present amendments to the Constitution and By-Laws;
- (2) To prepare and present resolutions to the Conference members, so long as these resolutions are not the responsibility of the Legislative Committee;
- (3) To propose policies which would carry out the purpose of the Conference as set forth in the Constitution;
- (4) To define the functions of all standing committees of the Conference;
- (5) To clarify existing policies, and to interpret the Constitution, when requested by the Executive Board;
- (6) To accept for consideration from the Conference-at-large, the Executive Board, and all standing and special committees, recommendations for policy changes. To be considered, such recommendations must reach the Policy forming Committee prior to the Annual Forum in order to be presented to the Executive Board for study and action before presentation to the Conference-at-large;
- (7) To accept for consideration, resolutions from Conference members, the Executive Board, and all standing and special committees. Such resolutions must reach the Policy Forming Committee by noon of the day prior to the business session of the Annual Forum;
- (8) To report its actions and recommendations to the Executive Board and to the Conference members for their action.

f. Nominations Committee shall have the following duties:

- (1) To nominate at least thirty (30) days prior to the Annual Forum, (a) the current President-Elect as President of the Conference, (b) a slate of two candidates for each of the offices of President-Elect, vice-President, Secretary, and, on alternate years, Treasurer, (c) a slate of two members from each of the three Supreme Court Districts, one of who shall be elected from each Supreme Court District as Members-at-Large of the Executive committee, (d) a slate of four (4) members, two of whom shall be elected as members of the Nominations Committee. All such nominations shall be from the active membership of the Conference;

- (2) To make a ballot available at Annual Forum, or by mail and/or electronic mail, if requested, to all paid Conference members;
- (3) To receive and count the ballots, and prepare a report for the business session of Annual Forum, announcing the names of persons receiving the highest number of votes for each elective office.

g. Publicity and Publications Committee shall have the following duties:

- (1) To prepare, publish, and distribute a newsletter, or other type of publications of the Conference, at such times and at such intervals as shall be determined by the Executive Board;
- (2) To publish such material as concerns the Conference, the preparation and distribution of which shall be the responsibility of the originating source;
- (3) To prepare and disseminate through all appropriate media, information and publications, on a year-round basis, concerning Conference activities, the Annual Forum, and regional conferences;
- (4) To assist other committees by publishing and/or distributing material to the membership, such as recruitment materials.
- (5) Delegate any tasks listed under part g, 1-4, to Executive Director as needed.

h. Scholarship Committee shall have the following duties:

- (1) To establish and submit to the Executive Board for approval, criteria and procedures for awarding an annual scholarship to a graduate student in an accredited School of Social Work in Mississippi;
- (2) To solicit scholarship applications from persons who meet the criteria mentioned above;
- (3) To select a scholarship recipient from among those persons submitting applications;
- (4) To award the scholarship to the recipient at the Annual Forum;
- (5) To assist the Publicity and Publications Committee in arranging publicity regarding the scholarship recipient and the Conference.

i. Social Welfare Merit Committee shall have the following duties:

- (1) To establish and submit to the Executive Board for approval, criteria and procedures for determining an individual and an agency recipient

of the Conference's Annual Social Welfare Merit Award;

- (2) To work with the Publicity and Public Relations Committee to solicit nominations of individual and agencies to receive the Conference's Annual Social Welfare Merit Award;
- (3) To select an individual and an agency, from among the qualified nominees, to receive the Conference's Annual Social Welfare Merit Award;
- (4) To present the individual and agency with their Social Welfare Merit Award at the Annual Forum;
- (5) To assist the Publicity and Public Relations Committee in arranging publicity regarding the Social Welfare Merit Award recipients and the Conference.

Article VI

Amendments

- Section 1. The By-Laws of the organization may be amended by a two-thirds (2/3) vote of the total Board, voting in person or by written proxy, at any regular or specially called meeting of the Board, provided that each member of the Board shall have been given a copy of any proposed amendment at least on (1) week prior to the meeting at which time the proposed amendment is to be considered. Board approved amendments must then be submitted to the Conference following the procedures outlined in the Constitutions, for final approval of the membership.