

## **BY-LAWS**

### **NATIONAL ASSOCIATION FOR WELFARE RESEARCH AND STATISTICS**

#### **ARTICLE I.**

##### **Name of Organization**

The name of the organization shall be the "NATIONAL ASSOCIATION FOR WELFARE RESEARCH AND STATISTICS".

#### **ARTICLE II.**

##### **Purpose of Organization**

The purpose of this organization is to promote and exchange ideas to improve policies and administration of public human services programs through research, statistics, and evaluation. This shall be accomplished primarily through an Annual Workshop of state, federal, and local governmental personnel involved in the field of human services along with all other persons with similar interests and concerns.

Said association is organized exclusively for educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Notwithstanding any other provision of these articles, this association will not carry on any other activities not permitted to be carried on by: (a) an association exempt from federal income tax under sections 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law; (b) an association's contributions which are deductible under section 170 (c)(2) of the Intel Revenue Code of 1954; or, (c) any other corresponding provision of any future United States Intel Revenue Law.

#### **ARTICLE III**

##### **Fiscal Year**

The fiscal year of the National Association for Welfare Research and Statistics shall run from October 1st through September 30.

#### **ARTICLE IV.**

##### **Membership**

The membership of the National Association for Welfare Research and Statistics shall be composed of those persons who attend the Annual Workshop.

**ARTICLE V.**  
**Board of Directors**

- Section 1. Organization: The Board of Directors shall consist of the Officers, the Representatives from each of the Federal Regions, and prescribed Ex-Officio members.
- Section 2. Powers and Duties:
1. The Board of Directors is empowered to make any and all decisions concerning the operation of the Annual Workshop and any other activities which they see fit to enter into in keeping with the purpose of the organization as stated in Article II and which is not at variance with any of the other parts of these By-Laws.
  2. Decisions may be made by a simple majority vote of all members present at a duly constituted meeting of the Board, except for those instances expressly provided for in these By-Laws; in case of an emergency, a decision may be made by an affirmative vote of at least thirteen members polled by mail, e-mail, phone, or fax.
  3. The Board may delegate any part(s) of its powers and duties to a specified individual. The specified individual must be an employee of a state or local human services agency.
  4. No individual may vote more than once, even if they fit under more than one category of voting membership.
  5. The President shall vote only to break a tie on regular business. The President shall vote on proposed changes to the By-Laws.
- Section 3. Ex-Officio Members: The President and Program Chair shall serve as Ex-Officio-members of the Board for a period of three years following their term of office. The Secretary, Treasurer, and Registrar shall serve as Ex-Officio members for a period of one year following their term of office.
- Section 4. Election of Board Members:
1. Two representatives from each of the Federal Regions of the United States Department of Health and Human Services as constituted on July 1, 1997, shall be nominated ---one in each alternating year --- for a two year term of office. Nominations shall occur during the Annual Workshop by a consensus of the eligible Workshop attendees from their respective Region. Nominations are subject to approval by the Board of Directors. Employees of state/local human services agencies in fields related to research and statistics are eligible to vote and serve on the Board, except the Program Chair, who may be selected by the President from any university, federal agency, contractor, or any other field related to research and statistics.

2. Any Representative slot not filled by this process may be filled by a majority vote of the Board. Board members may solicit interested candidates from all regions of the country. The Board shall select a representative for a region first from the pool of candidates who live or work in the region and secondly, if there are no interested candidates, from any other region. The term of appointment shall be until the next election.
3. A prerequisite for serving as a Regional Representative to the Board shall be a commitment to attend a minimum of 50% of the non-Workshop (i.e. Winter and Spring) Board meetings during each year and a minimum of 50% of the Workshop (i.e. Summer) Board meetings.
4. The Board may declare vacancies in the following situations:
  - a. The Board accepts a resignation.
  - b. The Board at its discretion at the Spring meeting may declare a Board position vacant if the incumbent has failed to attend the previous Winter and that Spring meeting. The incumbent may not stand for election to the Board at the following Annual Workshop.
  - c. The Board becomes aware that a Representative, other than the Program Chair, is no longer an employee of a state/local human services agency in a field related to research and statistics.
5. Vacancies on the Board may be filled at the Annual Workshop or at any Board Meeting.
6. The term of office for each Representative elected during an Annual Workshop commences at the beginning of the closing Board meeting held in conjunction with the Annual Workshop.

Section 5. Officers: The Board of Directors shall have the following officers:

President;

President-Elect;

Program Chair;

Secretary (who will also serve as Historian);

Treasurer; and,

Registrar.

1. All officers, except the Program Chair as provided in these by-laws, shall be employees of state/local human services agencies in a field related to research and statistics.

2. The Position of President-Elect shall remain vacant until such time as a written invitation to host the Annual Workshop for the year following the one chaired by the President is accepted by majority vote of the Board members present at any duly constituted Board meeting. The outgoing President-Elect shall automatically become President at the closing session of the Annual Workshop.
3. Selection of Future Presidents-Elect:
  - a. Prior to and during its Winter meeting, the Board shall assess the interest of states in submitting written invitations to host an Annual Workshop for any year beyond that chaired by the President and President-Elect, if the office of President-Elect is filled.
  - b. Prior to the Spring Board meeting, the President shall mail to all Board members an announcement that any state offers to host an Annual Workshop for any year where there has not been an accepted offer must be submitted to the President in writing by the Spring Board meeting. Offers may come from anyone, but must be submitted through a Board Member.
  - c. At its Spring meeting, the Board by a majority vote of those members present and voting shall accept or reject any and all offers received.
4. The President shall serve for a one-year term. However, should there be no president-elect or any other willing candidate for President by the close of the Annual Workshop or the close of the Fiscal Year, the outgoing President shall continue to serve until a new President is found. If a new President is not found, the Board shall determine by majority vote whether an Annual Workshop will even be held and, if so, where and how the local arrangements and program responsibilities will be handled.
5. The Program Chair shall be appointed by the President with the advice and consent of a majority of the Board present and voting. In the case of a non-state or local human services employee Program Chair, the advice and consent of three-quarters (3/4) of the Board members present and voting is required.
6. The Secretary and the Treasurer shall be elected to two-year terms in alternating years by a majority vote of the new year's Board during the Annual Workshop.
7. The Registrar shall be elected to a one-year term.
8. Should any of the Officers not be able to serve, they may be replaced by a three-quarters (3/4) majority of the members attending a duly authorized regular meeting of the Board. The President may be replaced by an affirmative vote of at least thirteen (13) members polled by letter, telephone, e-mail, or fax by the Secretary.
9. The term of office for each Officer commences at the beginning of the closing Board meeting held in conjunction with the Annual Workshop.

10. Board members may be removed from office for cause, including: failure to abide by these Bylaws; financial irresponsibility with respect to Association funds; or conduct deemed inappropriate for the Association, by a two-thirds (2/3) affirmative vote of the Board of Directors. Such removal shall be effective at the time specified in such motion.
11. To the full extent of the law, members of the Board shall be indemnified against claims of liability arising in conjunction with their positions or activities on behalf of the Association. The Board may seek practical and cost-effective means to indemnify its members.

Section 6. Duties of the Officers:

1. President:
  - a. Preside at all meetings of the Board of Directors and the Annual Workshop.
  - b. Appoint those committees necessary to promote the success of those meetings.
  - c. Make all of the physical arrangements for the Annual Workshop. If not already completed, the task of securing a hotel contract shall be completed in accordance with the provisions of Paragraph 2a within this Section.
  - d. Arrange for no less than two meetings of the Board of Directors between the Annual Workshops and notify all Board Members of these meetings at least forty-five (45) days prior to the date of the meeting. The first such meeting after the Annual Workshop shall be known as the Winter meeting and the second such meeting shall be known as the Spring meeting.
  - e. Provide a financial report on advanced funds, including copies of the latest available bank statements, at each Board meeting.
  - f. Arrange for the collection, banking, and disbursement of all Workshop funds making a final report on finances at the Fall Board Meeting, at which time all remaining funds and the responsibility for collecting receivables shall be transferred to the Treasurer.
  - g. Provide an annual supplement to the "official" NAWRS History and provide copies of other Workshop documents for the historical archives.

2. President-Elect:
  - a. Secure a hotel contract for the following year's Annual Workshop with the advice and consent of the Board. No contract shall be signed until after it has been approved by a quorum of the Board. A minimum of two hotel packages with draft contracts or a general outline of rates and amenities must be presented to the Board prior to the final selection by the Board.
  - b. Initiate planning of other aspects of the Workshop.
3. Program Chair:
  - a. Make arrangements for speakers and moderators at the Workshop.
  - b. Choose the Workshop theme with the advice and consent of the President and the Board.
  - c. Provide to the President a preliminary and a final schedule of presenters, moderators, and topics for the pre-registration packet and final Program.
  - d. Carry out the Board's decision regarding publication of the Workshop Proceedings.
  - e. Provide for summaries of the Workshop evaluations and topics for future Workshops.
  - f. Perform all duties of the President in his/her absence.
4. Secretary:
  - a. Keep and disseminate written records of proceedings of all meetings of the Board of Directors.
  - b. Keep and update the history and records of the organization, which shall, at a minimum, consist of: Board minutes, each year's Board members and officers, current and all prior by-laws, final financial summary of each Annual Workshop, and the Annual Workshop Proceedings.
  - c. Poll members by mail, e-mail, phone or fax on Board matters requiring a vote.
5. Treasurer:
  - a. In coordination with the President and the Registrar collect, bank, and disburse all funds in permanent, insured, interest bearing account. The President may draw on the account only when the Treasurer is unable to do so.

- b. Make quarterly financial statements to the Board of Directors, providing copies of the latest bank statements.
- c. Be responsible for processing the necessary bank signature cards at the Annual Workshop to effect the transfer of responsibility for the account to the newly elected individuals noted above.
- d. Transfer an amount established by the Board to the newly elected President, if so requested, for the purpose of establishing a separate Workshop bank account.
- e. File all required IRS tax forms timely, ensuring that the IRS criteria for tax exempt status continue to be met and maintain liaison with IRS.

6. Registrar

- a. Perform off and on site registration duties for the Annual Workshop. This includes entering and processing registrations through the database, sending out receipts and bills, as well as supplying, organizing, staffing and dismantling the registration desk
- b. Perform an annual mass update to the entire mailing list in conjunction with other Workshop notices to the mailing list.
- c. Provide to the incoming President and Registrar an updated mailing list by the Fall Board Meeting. Miscellaneous host State Workshop registrants shall be purged. The list shall be updated to reflect the latest names and address of all Workshop attendees.

Section 7. Board Meetings:

- 1. The President may, at the sole discretion of that office, appoint a Chair of the Board who shall act in the name and authority of the President to fulfill the requirements of this section. The Chair of the Board must be a member of the Board of Directors or an employee of a state or local human services agency.
- 2. The Board of Directors shall meet at least twice between Annual Workshops at a time and place determined by the President, or Chair of the Board, subject to the Board's approval. The first such meeting after the Annual Workshop shall be known as the Winter meeting and the second such meeting shall be known as the Spring meeting.
- 3. The President, or Chair of the Board, shall determine the number of meetings to be held during the Annual Workshop and make arrangements for meeting space, time of each meeting, and the proper notification of Board Members. All such meetings shall count collectively as the last Board meeting with the exception that any such meeting designated primarily for next year's planning shall count toward next year's attendance quota.

4. All Representatives are required to inform the President, or Chair of the Board, in the event of inability to attend any Board Meeting.

Section 8. Quorum: Five members of the Board of Directors (including the President) shall constitute a quorum for the sake of duly constituting a meeting.

## **ARTICLE VI.**

### **Awards**

Section 1. Special Awards: Those persons determined by simple majority vote of the Board as having made an outstanding contribution to the organization or its purpose may be given a special award by the President or a designee at the closing session of the Annual Workshop. The Workshop registration fee for a subsequent Annual Workshop shall be waived for such recipients.

Section 2. Other: At the discretion of the President and Program Chair, a form of recognition may be awarded to any individual whose contribution to the Annual Workshop was significant.

## **ARTICLE VII.**

### **Amendments**

Section 1. Written Proposal: Any proposed amendment to the By-Laws shall be presented in writing to the President and the Secretary prior to the Spring meeting for preliminary discussion and for final discussion and adoption at the first Board meeting at the next Annual Workshop. If an emergency arises, voting will be solicited by special mail-out according to procedures adopted by majority vote of the Board at a duly constituted Board Meeting.

Section 2. Enactment: Amendments to the By-Laws will require approval by three quarters (3/4) of the present and voting members of the Board of Directors at the first Board meeting at the Annual Workshop. In the case of an emergency, amendments to the By-Laws will require a poll of the Board by mail, e-mail, telephone, or fax and approval by three-quarters (3/4) of those Board members responding to the poll within ten (10) calendar days of the mailing/faxing of the poll.

## **ARTICLE VIII.**

### **Dissolution**

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organization described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the federal, state, or local government for exclusive public purpose.

**ARTICLE.**  
**Authentication**

Adopted and ratified at the Board Meeting on the 11th day of January in the year 1983.

Revised and ratified at the Board Meeting on the 28th day of July in the year 1988.

Revised and Ratified at the Board Meeting on the 11th day of August in the year 1993.

Revised and Ratified at the Board Meeting on the 26th day of July in the year 1997.

Revised and Ratified at the Board Meeting on the 5th day of March in the year 1999.

Revised and Ratified at the Board Meeting on the 2nd day of August in the year 2000.

Revised and Ratified at the Board Meeting on the 18th day of August in the year 2001.

Revised and Ratified at the Board Meeting on the 28th day of August in the year 2002.

Revised and Ratified at the Board Meeting on the 19th day of August in the year 2006.

President: \_\_\_\_\_ original signed by \_\_\_\_\_ Richard Brennan

Secretary: \_\_\_\_\_ original signed by \_\_\_\_\_ Marilyn Edelhoch