

CONSTITUTION AND BY-LAWS
RATIFIED JUNE 11, 1976
BY
THE NORTH CAROLINA ASSOCIATION OF
COUNTY DIRECTORS OF SOCIAL SERVICES

MISSION

The North Carolina Association of County Director of Social Services is a future-oriented source of leadership for its members, policy makers, partners and the general public that improves public policy and strengthens the capacity of social services to deliver effective services to families and individuals.

CONSTITUTION AND BY-LAWS PREAMBLE

We, the Directors of the County Departments of Social Services of the State of North Carolina, recognize the need for an organization which will create and promote mutual understanding, fellowship, and cooperation among ourselves; will develop, through our united efforts, sound and progressive social planning and effective methods of interpreting our work to the public; and will help us give more expert assistance to those who feel they need the services we offer. The Board of Directors commit to the annual identification of NCACDSS goals and priority indicators, measuring our progress and holding one another accountable for their achievement. As a basis for this organization, we have adopted this Constitution and By-Laws.

CONSTITUTION AND BY-LAWS

ARTICLE I

Name

The name of this private, non-profit organization shall be THE NORTH CAROLINA ASSOCIATION OF COUNTY DIRECTORS OF SOCIAL SERVICES.

ARTICLE II

Purpose

Section I. General

Said corporation is organized exclusively for charitable, educational, and scientific purposes with particular emphasis on the promotion and advancement of improved social conditions throughout the state and cooperation with other state and national organizations pursuing the same objectives throughout the country, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section II. Special

The Association in its activities shall represent the majority thinking of its members in the unbiased and diligent study of social problems in general and problems relating to the duties and responsibilities of the office of Director of Social Services in particular.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in any political campaign on behalf of, or in the opposition to, any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III

Membership

Section I. General

All regularly appointed Directors of Social Services, or those persons acting for regularly appointed Directors of Social Services who have been approved by the Chairperson of their respective Social Services Board, shall be eligible for membership in the Association. In counties that have a Human Service Director, he or she or their designee is eligible for membership. The rights and privileges of each member shall include the right to hold office, to vote for officers, and to vote on all matters coming before the Association. No member who has failed to pay his/her annual dues in full shall exercise his/her rights and privileges.

Section II. Associate Membership

Retired Directors, State DHHS and County DSS staff with an interest in support of the stated purpose of the Association may apply for Associate Membership. Such members are to be non-voting and non-office-holding and shall pay annual dues in the amount established annually by the officers of the Association. Such members shall receive the Association newsletter and announcements of Association meetings. The Executive Committee shall examine all applicants for membership under this section and certify eligibility. A candidate may be found ineligible for any reason deemed sufficient by the Committee.

Section III. Affiliate Membership

Active external affiliate organizations, which represent important stakeholders in the DSS Directors' work, can play an important role by providing NCACDSS with expert information and advice, which will aid in the development of Association work. External affiliate organizations, with the exception of vendor organizations, with an interest in support of the stated purpose of the Association may apply for Affiliate Membership. Such members are to be non-voting and non-office-holding and shall pay annual dues in the amount established annually by the officers of the Association. The executive

Director will set specific membership benefits for affiliate members with approval by the Executive Committee. The Executive Committee shall examine all applicants for membership under this section and certify eligibility. A candidate may be found ineligible for any reason deemed sufficient by the Committee.

Section IV. Honorary Membership

Individuals who should be recognized for their outstanding contributions to the promotion and advancement of improved social conditions in the state or nation may be recognized by the Association by the conferring of an Honorary Membership, which shall be held in perpetuity for life. Said membership shall be non-participating, non-voting, non-office-holding and shall pay no dues.

Candidates for Honorary Membership shall be proposed through a petition signed by at least ten (10) active members setting forth the achievements and contributions of the individual and shall require affirmative vote of two-thirds of the active membership present for an established regular meeting. A copy of the petition shall be sent to each active member at least ten (10) days prior to the meeting.

Section V. Support Groups

In order to maintain the purpose of the NCACDSS, there needs to be a process where agency staff, who are involved in various support groups, maintain the professional standards established by the NCACDSS. Therefore, any support group must be sanctioned by the Executive Board of the NCACDSS. Oversight of the support group would be monitored by the appropriate NCACDSS committee. This in no way prohibits agency staff in participating in support groups.

ARTICLE IV

Membership Fees

Section I., Annual Dues

The Executive Board shall establish and maintain a schedule of annual dues in relation to the needs of the Association for each fiscal year, the fiscal year being from July 1 through the following June 30.

Section II. Payment Policies

- a. Director Pays Membership Dues: A Director who pays the entire amount of membership dues is a member of the Association in any county in the state where he/she is serving as Director.
- b. County Pays Membership Dues: When the county pays membership dues for the Director, he/she is a member of the Association as long as he/she is in that county. If he/she leaves the county, the membership is retained by the county and transferred to the Director appointed to fill the vacancy. If the Director who leaves moves to a county, which does not pay membership dues, he/she must pay the dues in order to retain his/her membership.
- c. Partial payment of Dues by County: If the county pays a portion of the dues and the Director pays the remainder, the Director is a member of the Association. If the Director leaves that county and moves to another county, he/she must pay that portion of dues paid by the county from which he/she moved unless the second county is one which pays full membership dues for the Director. If the county to which he/she moves also makes partial payment, the Director will pay the amount paid by the prior Director.
- d. Half-Year Membership: Any new Director appointment after January 1 will pay one-half of the membership dues. A new Director appointment prior to January 1 will pay full membership dues. The half-year membership shall apply in like manner to Directors moving from one county to another as Director.

- e. Non-Payment of Dues: Any Director who has not paid annual dues by September 30 of any year, or any new Director who has not paid dues within 90 days of his/her appointment shall not be considered a member of such Association, shall not serve as a member of any committee, and shall not receive correspondence or newsletters from the Association until said dues have been received by the Treasurer.

ARTICLE V

Annual Budget

The Executive Board taking office on July 1 of each year shall meet as early as possible after July 1 to consider and approve the Association's budget.

ARTICLE VI

Meetings

The North Carolina Association of County Directors of Social Services shall meet during the fourth quarter each fiscal year. Special meetings may be called by the President at his/her discretion or at the request of the Executive Board after ten (10) days notice is provided to all active members.

ARTICLE VII

Quorum

The active members present at any meeting of the Association shall constitute a quorum, provided that a ten (10)-day notice has been provided to each member prior to the meeting, giving the date and place of the meeting.

ARTICLE VIII

Officers

Section I., Election

The officers of the Association shall be a President, Vice-President, Second Vice-President, Secretary, and Treasurer. They shall be elected by simple majority of voting members through a mail-in, fax, or e-mail ballot system devised by the Nominating Committee. Such a system shall provide for distribution of the ballots no later than 30 days and no earlier than 60 days prior to the Association's fourth quarter meeting. The Vice-President currently in office shall automatically be elected to the office of the President of the Association. The Second Vice-President shall automatically be elected to the office of Vice-President of the Association.

Section II. Term of Office

All officers shall serve for a term of one year from July 1 through June 30 or until replaced by election.

Section III. Vacancies in Office

The Executive Board is empowered to appoint for the unexpired term some active member to fill any vacancy occurring in any elective office except that of the President.

Section IV. Presiding Officer in Absence of President, Vice-President, and Second Vice-President

If the President, Vice-President, and Second Vice-President are not present at any meeting, it shall be the duty of the Secretary to call the meeting to order and proceed with the election of a presiding officer from among those members present in the same manner as other officers are elected. If the Secretary is also absent, the Treasurer or any member may serve as temporary presiding officer until one is elected.

ARTICLE IX

Duties of Officers

Section I., President

The President shall act as Chairperson of the Executive Board and shall preside at all meetings of the Board and of the Association. In the event of a tie vote, he/she shall vote on issues brought before the Association. He/She shall appoint all committees and designate the Chairpersons. Committee members may be reappointed at the end of their term of office at the pleasure of the President. He/She shall advise the Association on all matters which necessitate the action of the Association or are of interest to the Association, and shall be the official representative of said Association. The President of the Board agrees to facilitate NCACDSS's Board toward the accomplishment of its strategic goals and indicators and to assure that the Board regularly communicates with its members regarding progress in this regard. At the end of his/her term of office, he/she shall serve on the Executive Board as past President.

Section II. First Vice-President

The First Vice-President shall exercise the duties of the President in his/her absence. He shall serve as the Association's liaison to our sister Boards, the North Carolina Association of County Boards of Social Services and NCSSA. The First Vice President will oversee the Annual Social Services Institute. He/She shall assume other duties as assigned to him/her by the President.

Section III. Second Vice-President

The Second Vice-President shall exercise the duties of the Vice-President in his/her absence and shall exercise the duties of the President in the absence of both the President and Vice-President. The Second Vice President will be the primary contact for work and products from the standing policy committees. He/She shall have such duties and responsibilities as are assigned to him/her by the President. At the end of his/her term of office, he/she shall automatically assume the office of Vice-President.

Section IV. Secretary

The Secretary shall take minutes of each Association and Executive Board Meeting and shall mail or e-mail a copy to the membership of each. He/She shall conduct all official correspondence as assigned him/her by the President. At the expiration of his/her term, he/she shall deliver to his/her successor in office all records and other property of the Association committed to his/her care.

Section V. Treasurer

The Treasurer or the Executive Board's designee shall receive all annual membership dues and any other monies accrued by the Association. He/She shall disburse funds at the direction of the Executive Board and shall maintain complete and accurate records of all financial transactions. He/She shall make a report to the membership at the Association's annual meeting of all monies received and disbursed. At the end of his/her term of office, and after the Audit Committee has audited his/her records, the Treasurer shall deliver to his/her successor in office all monies, records, and property of the Association committed to his/her care.

ARTICLE X

Executive Board and Executive Committee

Executive Board

Section I. Members

The Executive Board shall consist of the President, Vice-President, Second Vice-President, Secretary, Treasurer, five (5) District Representatives, Immediate Past President, Historian, Parliamentarian, and Co-Chairpersons of the following committees: Advocacy and Issues Management, Audit, Child Day Care, Child Support, Economic Services, Employment Programs, Fiscal Management, Joint State-County Relations, Nominating, Personnel, Professional Development, Services to Children and Families, Services to Older and Disabled Adults, and Technology.

The President or Chairperson of the North Carolina Social Services Board Members' Association and North Carolina Social Services Association and a Representative of the North Carolina County Commissioners' Association are ex-officio members of the Executive Board. Ex-officio members are non-voting and non-dues-paying members.

Section II. Term

A member of the Executive Board shall serve for the period of time of his/her elected or appointed office.

Section III. Powers and Duties

- a. The Executive Board, in lieu of a legally conveyed statewide meeting, shall be the functioning body of the association. In addition to Executive Board members, any regularly appointed Director or person acting for a regularly appointed Director member that is in good standing shall have the right to participate and vote on all matters coming before the Executive Board.
- b. The Board shall develop and implement on an on-going basis a Strategic Plan that is consistent with the NCACDSS Mission and commit to an appropriate evaluation plan to measure progress and success.

- c. The Board agrees to focus its time and energy on defining, measuring and achieving the goals and priority indicators of NCAACDSS.
- d. The Board shall develop and implement an Executive Board – Executive Director Compact with our Executive Director.
- e. The Board agrees to develop and maintain a Board communication plan that that all Board members use in relating the business of NCACDSS. The plan will be specific as to key messages, audiences, and methods of communication. The communication work of the Board will be focused on our strategic role both internally and externally.
- f. It shall approve the annual budget and audit and notify the membership.
- g. It shall establish the amount or formula to calculate the amount of annual membership fees.
- h. The Executive Board shall designate and announce statewide meetings of the Association or any called meetings.
- i. Annually update and review the organizational chart of NCACDSS.
- j. The NCACDSS will commit to securing resources in amounts commensurate with our expectations for success.
- k. The Board will retain direct oversight responsibility for the work and policy products of its standing committees and will develop appropriate mechanisms to monitor and use their work. The Board will establish clear policies and parameters for committees that clarify adoption/ratification and communications requirements for policy recommendations. Additionally, the Board commits to develop a proactive policy development and communication capacity.
- l. The Board's primary channel of contact with the staff is through the Executive Director. The vehicle for this relationship will be the Executive Committee and the Board President. The Board agrees that the Executive Director will take direction and action based solely on the expressed desires of the Board as a whole and not from any individual Board member.

Section IV. Meetings

The Executive Board shall meet monthly unless the President determines and announces to members of the Executive Board that there is insufficient business to warrant a meeting. Other meetings may be called at the discretion of the President.

Executive Committee

The Executive Committee consists of all elected officers of the Association: President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. The Executive Committee derives its authority from the Executive Board and answers directly to the Executive Board. The Executive Committee may be empowered by the Executive Board to make any decisions or carry out any functions, which the Executive Board chooses to delegate to the Executive Committee. The Executive Committee does not meet on a regular basis but rather at the request of the President. Any decisions or actions of the Executive Committee are reported to the Executive Board at the next regular meeting of the Executive Board.

The Executive Committee's duties are as follows:

1. All employment matters related to the Executive Director,
2. An annual performance evaluation of the Executive Director,
3. The design and facilitation of effective Board meetings,
4. Assuring the alignment of the Board and staff work to the interests of the membership, and
5. Connecting the work products of the standing policy committees to the agenda of the Board and the information mechanisms of the Association.

ARTICLE XI

Executive Director

The Executive Director is hired by the Executive Committee as an at-will employee. The Executive Director may delegate certain responsibilities in consultation and approval with the Executive Committee. The Executive Director's duties are as follows:

1. Communicate the impact expectations of the Board to staff and to organize and direct a scope of work that can be reasonably expected to accomplish progress toward the results set forth by the Board.
2. Commit to building a plan of work that is grounded in the most promising practices in the industry and to expect all employees to be guided by exceeding the expectations of NCACDSS's internal and external customers and stakeholders.
3. The Executive Director agrees to support the information and planning needs of the Board and to participate in helping craft compelling statements of desired results that are realistic and demonstrate NCACDSS's commitment to its mission.
4. To provide written, succinct progress reports to make every reasonable attempt to spend the majority of his/her time on the board's strategic priorities as defined by the board's goals and indicators and will advise the board if competing priorities (committee requests, membership requests, etc.) threaten this fundamental expectation.
5. Develop and maintain a proactive communication plan, which will integrate the strategic communication interests of the Board and the operational communication needs of members, staff, customers and stakeholders.
6. Networking/Advocacy: networking with statewide stakeholders, representing the Association before other organizations, and lobbying for the Social Services Consortium in partnership with the Consortium Lobbyist.
7. Planning: short-term and long-range planning including goal setting for program development and finances.
8. Event Management: managing the various conferences and meetings of the Association to include substantive program development, hotel negotiations, marketing, sponsorship cultivation, logistical management, and registration processes.

9. Public Relations/Public Information: producing publications, overseeing the Web Page and listserv communications, writing and issuing press releases, serving as media spokesperson in the absence of the President, coordinating media coverage among Directors when appropriate, and editing legislative correspondence/position statements.
10. Administration/Supervision: managing the daily office operations, including supervision of any staff, files, databases, computers, and other office equipment.
11. Coordination of Policy Development and Implementation: Coordinating with the Executive Board and Association Committees to formulate Association policies and positions, developing resolutions, and developing and executing strategies to promote positions with other organizations and individuals.
12. Fiscal Management: managing Association and project budgets in close coordination with the Treasurer or the Executive Board's designee, drafting project budgets, and applying for grants with the approval of the Executive Committee.

The Executive Director's annual work plan is prepared by the Executive Director in consultation with the Executive Committee and is presented annually. An annual performance evaluation is conducted by the Executive Committee before the close of each fiscal year.

ARTICLE XII

District Representatives

District Representatives shall be elected annually by voting members within their District. They shall serve a term of office from July through June. Duties of District Representatives are:

- Act as primary conduit in the region for disseminating information involving the Association
- Serve on Executive Board—attend meetings and bring issues from represented counties
- Assist Planning Team at Regional Meetings in recognizing new/retired directors
- Serve on Nominating Committee

- Attend Board Retreat and attend any orientation
- Attend special county DSS events when requested to do so
- Assume other duties as assigned by President or other Executive Officer
- Serve on Professional Capacity Committee

The districts consists of the following counties:

- District 1: Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey
- District 2: Alexander, Alleghany, Ashe, Cabarrus, Catawba, Davidson, Davie, Forsyth, Iredell, Mecklenburg, Rockingham, Rowan, Stanley, Stokes, Surry, Union, Watauga, Wilkes, Yadkin
- District 3: Alamance, Anson, Caswell, Chatham, Durham, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Scotland, Vance, Wake
- District 4: Bladen, Brunswick, Columbus, Cumberland, Duplin, Edgecombe, Greene, Halifax, Harnett, Johnston, Nash, New Hanover, Pender, Robeson, Sampson, Warren, Wayne, Wilson
- District 5: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Lenoir, Martin, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington

ARTICLE XIII

Committees

The President of NCACDSS will select the committee co-chairs for an annual appointment. The Co-Chairs will report to the 2nd Vice-President throughout the course of their chairmanship. This will include using the 2nd Vice-President as the key point of contact for forwarding policy and program recommendations to the Executive Board.

The Co-chairs, in cooperation with committee members, will draft the Committee's annual scope of work and all individual meeting agendas. The scope of work will be reviewed and approved by the Executive Committee. Individual meeting agendas will be submitted in advance to the 2nd Vice-President and the Executive Director for the purpose of prioritization and coordination of work among the committees. The annual work plan will encompass the time frame of July

through June each year. Committee meetings will be held on the Wednesday preceding the 2nd Thursday of each month, unless approved by the President.

The President must have appointed all voting committee members. Members are Directors who have been appointed to committees or a DSS employee serving as a representative for a Director who has been appointed. In certain committees, voting members may be representatives of the North Carolina Social Services Association (NCSSA) who are also DSS employees. The NCACDSS President also appoints these members. Committee members shall be appointed for a term of one year. Committee members may be reappointed at the end of their term of office at the pleasure of the President. The Committee Co-chairs, in consultation with the president, shall determine committee size. Committee meetings are open to all who wish to attend, but only those appointed by the President will have voting rights.

The Committee will not act as a formal spokesperson for NCACDSS except as specifically authorized by the Executive Board. In emergency or other time sensitive situations, the President or Executive Committee may authorize Committee Co-Chairs to speak for the Association on issues related to the scope of work for the committee. The committee will not encumber debt or enter into contracts on behalf of NCACDSS.

Section I., Advocacy and Issues Management Committee

Role of the Committee:

To develop and advocate for Association policies that strengthen agencies, programs, and the delivery of social services to families and individuals. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks: 1. To research issues related to the administration of agencies, programs, and delivery of social services;

2. To develop position statements for the Association;
3. To develop advocacy plans for promoting Association positions;
4. To make connections with key policymakers, advocates, and other agency administrators (i.e., health and mental health directors);
5. To coordinate activities with the NC Social Services Consortium to the develop the Consortium's legislative agenda;
6. To coordinate and share information on Association positions with all the coalitions of which the Association is a member (i.e., Covenant with NC's Children, State Council for Social Legislation, NC Health Access Coalition, and potentially others);
7. To develop a network of members to coordinate communication with legislative leaders.
8. To submit a written report of the committee's work at the annual meeting of NCACDSS.
9. Other duties or responsibilities as assigned by the President.

The Advocacy and Issues Management Committee's term of office is July 1 through June 30. If the Legislature remains in session beyond June 30, the current committee shall remain in office until the Legislative Session ends. New appointees to the committee shall join and begin working with the standing committee effective July 1.

Section II. Audit Committee

The Audit Committee shall include the past President and past Treasurer.

Role of the Committee

To assure that all financial assets, receipts and expenditures of the North Carolina Association of County Directors of Social Services are handled with fiscally sound practices. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To audit the Association's books and file its report with the Executive Board on or before the end of the fiscal year;
2. To provide a written report to the membership of the audit findings;
3. Other duties or responsibilities as assigned by the President.

Section III. Child Day Care Committee

Role of the Committee:

To provide policy guidance and advocacy for the expenditure of adequate child care subsidy funds for families who need child care for self-sufficiency and children who need development and protection. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To develop policies that support the needs of families for childcare for parents to work and the need of children to have quality, safe, consistent learning environments;
2. To establish goals and outcomes for the development of an ideal county child care system;
3. To advocate for child care dollars from every available source;
4. To assess the effectiveness of the current child care subsidy system;
5. To submit a written report of the committee's work at the annual meeting of NCACDSS;
6. Other duties or responsibilities as assigned by the President.

Section IV. Child Support Committee

Role of the Committee:

To promote the collection of child support by means of paternity establishment, administrative and judicial child support order creation and maintenance, public awareness, and creative and efficient use of resources. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To assist state and county IV-D offices to clarify and implement federal and state rules and regulations related to child support and enforcement laws and regulations;
2. To assist state and county IV-D administrators and workers to understand the conditions that mutually impact their working together;
3. To assist in developing methodologies for county and state IV-D offices in evaluating effectiveness of the program, its outreach, and penetration rates.
4. To advocate at all levels of government for issues and initiatives to promote child support.
5. To submit a written report of the committee's work at the annual meeting of NCACDSS;
6. Other duties or responsibilities as assigned by the President.

Section V., Economic Services Committee

The Economic Services Committee shall be a joint committee with the North Carolina Social Services Association. It shall be co-chaired by a member of NCACDSS and a member of NCSSA. The President of each Association shall appoint the co-chairpersons.

Role of the Committee:

To advocate for and promote policy and procedures that will result in better service delivery and program administration. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To evaluate existing programs and systems and to initiate proactive positions for the Association;
2. To assess statewide unmet citizen needs and propose solutions.
3. To evaluate, analyze, and respond to proposed state Income Maintenance policy and regulations.
4. To advocate for Income Maintenance programs that are effective, efficient, and administered in a simplified manner and that reflect respect for the worth and dignity of the client;
5. To make simplification, integration of systems, and automation realities;
6. To recognize and support changing roles of staff in Income Maintenance Programs.
7. To submit a written report of the committee's work at the annual meeting of NCACDSS;
8. To review all program policy related to fraud prevention and detection;
9. Other duties or responsibilities as assigned by the President.

Section VI. Employment Programs Committee

Role of the Committee:

To review, initiate, and enhance social services programs focused on assisting clients to become self-sufficient. To implement goals and

strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

- Committee Tasks:
1. To monitor new and existing state and federal programs as to problems and recommended solutions and to advocate for programs which effectively empower clients to become self-sufficient;
 2. To act as the Association's representative in all employment programs-related activities and report to the Officers and Executive Board;
 3. To maintain a cooperative position with state counterparts in working areas of mutual interest.
 4. To submit a written report of the committee's work at the annual meeting of NCACDSS;
 5. Other duties or responsibilities as assigned by the President.

Section VII. Fiscal Management Committee

Role of the Committee:

To maximize funding coming to county departments of social services (obtaining new funding sources, impacting allocation of existing funding sources, and protection of existing funding sources); To promote clear understanding among Directors and their fiscal staff of fiscal policies and reporting policies; To promote clear and comprehensive fiscal policies coming from the State; To promote a relationship of trust with DHHS wherein state plans for the use of state and federal funds that do or could benefit county departments of social services are communicated openly and directly with local Directors. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

- Committee Tasks:
1. To gather and analyze information regarding fiscal policy and funding;
 2. To perform research and analysis in support of Association policy input and legislative initiatives;
 3. To provide recommendations concerning the involvement of existing policy and the development of new policy;
 4. To identify and pursue opportunities for funding of human services;
 5. To explore simplification of administrative requirements.
 6. To submit a written report of the committee's work at the annual meeting of NCACDSS;
 7. Other duties or responsibilities as assigned by the President.

Section VIII. Joint State-County Relations Committee

The Chairperson of said committee shall be the 1st Vice President and will assume the chairmanship each year beginning January 1 through December 31 after which time the next First Vice President shall assume the chairmanship.

Role of the Committee:

To identify opportunities that exist to enhance the relationship between County Departments of Social Services and the State. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

- Committee Tasks:
1. Review and develop long-range plans for local support that include the review of current team structure.
 2. Identify ways to enhance the State Division of Social Services support to the Counties.
 3. Identify opportunities to strengthen the relationship between both the County and State Division management staff.

4. To submit a written report of the committee's work at the annual meeting of NCACDSS;
5. Other duties or responsibilities as assigned by the President.

Section IX. Nominating Committee

Role of the Committee:

To promote quality leadership among the Executive officers of the Association by preparing an annual slate of candidates for the offices of 2nd Vice-President, Secretary, and Treasurer, the distribution of ballots, and the conducting of annual elections for the Association. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

The Nominating Committee shall be composed of six (6) members. The Nominating Committee shall be chaired by the Immediate past President or President's designee and shall consist of the five (5) District Representatives.

Committee Tasks:

1. To nominate two eligible candidates, members in good standing, who have indicated a willingness to serve, for each vacancy for which an election is to be held;
2. To prepare the necessary ballots which shall include the names of the Committee's nominees and space for any write-in candidates;
3. At the time of the election, to distribute the ballots, canvass the ballots, and certify the election results to the President. The President shall then announce the newly-elected slate of officers to the Association membership at the fourth quarter meeting or by July 30, if additional time is required to resolve the election. The reason for any delay shall be made known to the membership.

Any complications occurring at the time of any election shall be resolved by a conference between the President and the Nominating Committee, the nature of which shall be made known to the Membership.

4. To submit a written report of the committee's work at the annual meeting of NCACDSS;
5. Other duties or responsibilities as assigned by the President.

X., Personnel Committee

Role of the Committee:

To identify and promote beneficial personnel services and resource support for local county Department of Social Services between the Office of State Personnel. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To evaluate existing programs and systems and to initiate proactive positions for the Association;
2. To advise the Association concerning proposed regulations and policies in the area of personnel and employee benefits;
3. To recommend to the Association the development of and/or advocacy for a new or changed personnel policies and employee benefits;
4. To represent the Association as directed by the President or the Executive Board with other organizations on personnel matters;
5. To submit a written report of the committee's work at the annual meeting of NCACDSS;
6. Other duties or responsibilities as assigned by the President.

XI. Professional Capacity Committee

Role of the Committee:

To (1) Build the professional capacity of boards, county directors, state and local county department of social services staff and (2) provide a statewide approach for the effective recruitment, classification, and retention of all local county DSS staff. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To identify training needs of Directors and staff in county departments of social services;
2. To plan, integrate, and coordinate training among all service delivery areas and providers;
3. To develop strategies for recruiting and retaining staff;
4. To develop a cooperative relationship with other players (schools of social work, N C Division of Social Services, NASW, and others) who can provide training;
5. To ensure that training provided by the Division of Social Services and others is consistent in content and practice.
6. To submit a written report of the committee's work at the annual meeting of NCACDSS;
7. Other duties or responsibilities as assigned by the President.

XII. Services to Children and Families Committee

Role of the Committee:

To identify, clarify, and frame children's social problems and advocate for state policy and action to deal with them and to serve as a resource to the

Division of Social Services for review and advocacy for appropriate, clear policy to be disseminated among the 100 county departments of social services in North Carolina. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To gather and analyze information regarding service programs, policy, and funding for services to children and families;
2. To review proposed policy changes regarding service programs for children and families;
3. To make recommendations for improvement and changes in the development of policy;
4. To study policy to assure efficient and effective administration;
6. To submit a written report of the committee's work at the annual meeting of NCACDSS;
7. Other duties or responsibilities as assigned by the President.

Section XIII. Services to Older and Disabled Adults Committee

Role of the Committee:

To provide vision, input, and direction in the provision of services that benefit older and disabled adults served by county departments of social services in their efforts to achieve and maintain health and social/economic well-being, to prolong independence, and to maintain dignity. This is to be accomplished by review of all proposed policies of state agencies serving older and disabled adults, linkages with the various advocacy and service provider groups, and advocacy for funding sources. To implement goals and strategies from the NCACDSS Strategic Plan as

appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To advocate for the elimination of barriers for services to older and disabled adults;
2. To gather and analyze information regarding service programs, policy, and funding for services for older and disabled adults;
3. To review proposed policy changes regarding service programs for older and disabled adults;
4. To make recommendations for improvement and changes in the development of policy;
5. To study policy to assure efficient and effective administration;
6. To promote and enhance relationships with other agencies mutually involved in provision of services for older and disabled adults.
7. To submit a written report of the committee's work at the annual meeting of NCACDSS;
8. Other duties or responsibilities as assigned by the President.

Section XIV. Technology Committee

Role of the Committee:

To acquire and disseminate knowledge concerning technology and how it can improve the functioning of the tasks and programs performed or administered within county departments of social services. To implement goals and strategies from the NCACDSS Strategic Plan as appropriate to the Committee's scope of work or as assigned by the President.

Committee Tasks:

1. To assist in the development of policy that governs the utilization of technology in the State;
2. To educate the membership and state and local officials concerning the importance of proper utilization of technology to address the issues facing county departments of social services.
3. To provide the state and local decision-makers with current, accurate, and valuable information to impact the development, design, and implementation of technology to produce the greatest benefit for all stakeholders.
4. To submit a written report of the committee's work at the annual meeting of NCACDSS;
5. Other duties or responsibilities as assigned by the President.

Section XV. Historian

The Historian shall function as a committee of one.

Role of the Committee:

To provide a repository for information pertaining to the history of the North Carolina Association of County Directors of Social Services.

Committee Tasks:

1. To collect and store historical information about NCACDSS;
2. To generate reports dealing with the evolution of NCACDSS;
3. To research specific questions regarding the past for the purpose of relating the past to the present;
4. To compile a history of the Association.

Section XVI. Parliamentarian

The Parliamentarian shall function as a committee of one.

Role of the Committee:

To maintain current Constitution and By-Laws for the Association.

- Committee Tasks:
1. To prepare copies of the current Constitution and By-Laws and mail to each member of the Association, and to see that each new member is provided a copy within 60 days;
 2. To keep complete and accurate records on all changes, revisions, and amendments to the Constitution and By-Laws and to keep the Association's official document current;
 3. To receive and consider all proposed changes, revisions, or amendments to the Constitution and By-Laws and make appropriate recommendations to the Executive Board;
 4. On instruction or authorization of the Executive Board, to notify the membership in writing of any proposed change, revision, or amendment to the Constitution and By-Laws at least 30 days prior to the meeting of the Association.
 5. To study Robert's Rules of Order and be prepared when asked by the President to advise the membership on proper parliamentary procedure.

Section XVII. Other Committees

The President shall have the power to establish such other committees as the President determines are needed for the effective operation of the Association. The President shall have the power to select the membership of any other committee so established. A written report shall be submitted at the annual meeting of the Association of each committee and shall become a part of the minutes of the Association.

ARTICLE XIV

Method of Voting

Membership or Executive Board votes on any issue may be conducted at a called statewide meeting or via teleconference, email, fax or mailed ballot. Members shall be sent information pertaining to the issue at least one week in advance of the vote. Returned e-mailed, faxed, or mailed ballots shall bear a unique alphanumeric identifier issued to the member by the Secretary for control purposes.

ARTICLE XV

Disbursements

Section I

No disbursement of the Association's funds shall be made unless it has been approved by the Executive Board, except that the President may, in situations which cannot await the next meeting of the Executive Board, with the concurrence of the Treasurer or a designee approved by the Executive Board, authorize expenditures from the Association's budget. Such expenditures shall be reported to the Executive Board at its next meeting. Every disbursement shall be made by a check signed by the Treasurer or a designee approved by the Executive Board.

Section II

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE XVI

Amendments

Section I

The Constitution and By-Laws may be amended by a two-thirds vote of the voting members present, providing the proposed amendment or alteration has been submitted in writing to all voting members not less than thirty days prior to the date of such action.

Section II

Any proposed amendment or alteration shall be set forth in writing and the proponent thereof shall sign his/her name to his proposal and submit it to the Parliamentarian for consideration and recommendation to the Executive Committee.

ARTICLE XVII

Rules of Order

1. Parliamentary procedure of this Association shall be governed by *Robert's Rules of Order, Revised*, latest published edition.
2. A copy of *Robert's Rules of Order* shall be available to the presiding officer at all general meetings of the Association.
3. The President may call upon the Parliamentarian for advice or to advise the membership. In cases of controversy, the decision of the Parliamentarian shall be final for that particular meeting.

ARTICLE XVIII

Previous Constitution and By-Laws Changes

1. All articles of the Constitution, By-Laws, Amendments, or other Rules of Order heretofore in effect are repealed as of the date of adoption of these proposed new articles of the Constitution and By-Laws.
2. This Constitution and By-Laws shall be in full force and effect from the date of its adoption and shall remain unaltered except as heretofore provided.
3. The Constitution and By-Laws of the Superintendents of Public Welfare of North Carolina were adopted May 22, 1952, and amended September 24, 1963. When the North Carolina Association of Directors of Public Welfare was reactivated in Asheville on August 30, 1968, the original amended Constitution and By-Laws were retained and ratified on September 13, 1968. The Constitution and By-Laws were revised on September 25, 1969; October 29, 1969; and August 17, 1973.
4. This Constitution and By-Laws ratified June 11, 1976, in accordance with amendments passed by this Association.
5. This Constitution and By-Laws amended June 7, 1978, and August 24, 1978, in accordance with Article XIII, Constitution and By-Laws of this Association.
6. This Constitution and By-Laws amended on May 13, 1980, in accordance with Article XIII, Constitution and By-Laws of this Association.
7. This Constitution and By-Laws amended May 6, 1983, in accordance with Article XIII, Constitution and By-Laws of this Association.
8. This Constitution and By-Laws amended October 29, 1986, in accordance with Article XIII, Constitution and By-Laws of this Association.
9. This Constitution and By-Laws amended May 15, 1987, in accordance with Article XIII, Constitution and By-Laws of this Association.
10. This Constitution and By-Laws amended May 6, 1988, in accordance with Article XIII, Constitution and By-Laws of this Association.

11. This Constitution and By-Laws amended May 5, 1989, in accordance with Article XIII, Constitution and By-Laws of this Association.
12. This Constitution and By-Laws amended August 14, 1992, in accordance with Article XIII, Constitution and By-Laws of this Association.
13. This Constitution and By-Laws amended January 14, 1993, in accordance with Article XIII, Constitution and By-Laws of this Association.
14. This Constitution and By-Laws amended May 13, 1994, in accordance with Article XIII, Constitution and By-Laws of this Association.
15. This Constitution and By-Laws amended May 5, 1995, in accordance with Article XIII, Constitution and By-Laws of this Association.
16. This Constitution and By-Laws amended September 17, 1998, in accordance with Article XVI, Constitution and By-Laws of this Association.
17. This Constitution and By-Laws amended May 3, 2000, in accordance with Article XVI, Constitution and By-Laws of this Association.
18. This Constitution and By-Laws amended May 3, 2002, in accordance with Article XVI, Constitution and By-Laws of this Association.
19. This Constitution and By-Laws amended November 15, 2002 in accordance with Article XVI, Constitution and By-Laws of this Association.
20. This Constitution and By-Laws amended May 2, 2003 in accordance with Article XVI, Constitution and By-Laws of this Association.
21. This Constitution and By-Laws amended May 14, 2004 in accordance with Article XVI, Constitution and By-Laws of this Association.
22. This Constitution and By-Laws amended October 1, 2004 in accordance with Article XVI, Constitution and By-Laws of this Association.
23. This Constitution and By-Laws amended May 19, 2005 in accordance with Article XVI, Constitution and By-Laws of this Association.

24. This Constitution and By-Laws amended February 8, 2008 in accordance with Article XVI, Constitution and By-Laws of this Association.”

ARTICLE XIX

Dissolution of the Association

The Association may be voluntarily dissolved by proper resolution submitted in accordance with North Carolina General Statute 55A-45a (1), (2), and b. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

PROVIDED THAT WHICH FOLLOWS IS IN COMPLIANCE WITH THE PRECEDING, it is the desire of the Association that any assets remaining for distribution under North Carolina General Statute 55A-45 (3), (4), and (5) shall be divided equally among all North Carolina state-supported Universities offering accredited programs leading to the degree of Master of Social Work for the benefit of deserving students enrolled in the MSW course of study.