



BYLAWS

SAN JOAQUIN COUNTY CHAPTER OF NATIONAL ELIGIBILITY WORKERS ASSOCIATION

ADOPTED 1-7-87

Amended 1-31-02

Amended 12-1-02

Amended 5-7-03

ARTICLE I – NAME AND PURPOSE

1. The name of the organization is to be: ***SAN JOAQUIN COUNTY CHAPTER OF NATIONAL ELIGIBILITY WORKERS ASSOCIATION.***
2. The purposes for which this association has been organized are:
 - A. To foster and promote the identity, integrity, and professionalism of eligibility workers and eligibility work as a separate discipline.
 - B. To set and maintain standards of professional competency, ethics, and recognition and to produce a guide for achieving and maintaining these standards.
 - C. To promote the integrity of the discipline by sponsoring and encouraging education, both within and without the profession.
 - D. To promote and protect the interest of the professional dealing with other professions and other groups, including employers of the Eligibility Workers.

ARTICLE II – MEMBERSHIP

1. ***Founding Members:*** Must be dues paying members whom attended original meeting of organization 11-5-86.
2. ***Charter Members:*** – Must be dues paying members whom have attended three out of the four organizational meetings.
3. ***Individual Members:*** Any person employed in human services by a local, state or federal, public or private enterprise in any aspect of eligibility determination or administration may become an Individual member by submitting a membership application, approved by the National Secretary, and one year's dues to the National Association. Individual members shall have all voting rights in the corporation and chapter. An Individual member who leaves the field of employment during the membership year becomes an Associate member for the remainder of the membership year. Individual members must be members of their chapter organization.
4. ***Institutional Members:*** Any organization or agency in the field of social welfare that supports the purpose of the corporation may become an Institutional member by submitting an application, approved by the National Secretary, and one year's dues to the National Association. Such Institutional member shall be entitled to one vote in the corporation, to be cast by its duly elected official delegate or delegates to the annual meeting or any special meeting of the members of the corporation.

5. **Associate Members:** Any person who is interested in and supports the purpose of the Association may become a member by submitting a membership application, approved by the National Secretary, and one year's dues to the National Association. Associate members have the right to vote in the corporation after five years continuous membership.
6. A voting member shall have but one vote although entitled to vote in more than one capacity. The member, when voting, must state the capacity in which he or she is voting.

ARTICLE III – OFFICERS

1. The officers of the association shall be: President, Vice-President, Secretary, and Treasurer.
2. The duties of the various officers shall be as specified in these bylaws and in the parliamentary authority adopted by the association.
 - A. The President shall be the presiding officer at all meetings of the association. The Board of Directors, and the Executive Committee (when formed); shall be available to consult with the staff on association matters between and National local levels:
Shall be the official spokesperson of the association and in special instances shall designate an appropriate spokesperson for the association. Shall appoint chairperson of necessary departments or committees, except as otherwise provided by the bylaws and shall sign all necessary official documents.
 - B. The Vice-President shall fulfill the duties of the President in the event of the president's absence, disability, resignation, or removal. The Vice-President, as delegated by the President, will assist in all aspects of the leadership of the organization.
 - C. The Secretary shall keep all non-fiscal records of the association; shall be ex-officio Secretary of the Board of Directors and executive Committee when formed. Keep minutes, in a format prescribed by the Robert's Rule of Order. Document all motions and voting actions made by the chapter. Be a member of the chapter's membership committee. Provide the minutes within 10 days of that meeting.
 - D. The Treasurer shall be responsible for the receipt, deposit, disbursement and withdrawal of all funds of the association; shall render periodic financial statements to the Board of Directors and Executive Committee when formed (in the interim shall render periodic financial statements to the general membership). Submit a financial report to the membership. File income taxes. Serve on

the chapter's Budget Committee. Prepare the written Treasurer's report according to guidelines set forth by Robert's Rule of Order. Pay chapter debts, whenever feasible, within 30 days of receipt of bill or voucher.

3. The officers shall hold office for a term of one year or until their successors are elected, no limit to term served. Term of office begins February 1, 1987 and every February 1st thereafter.
4. Vacancies occurring before the expiration of terms of office shall be filled by the President and person so appointed shall serve until term expires.
5. Officers can be removed by a vote of the general membership. Removal may occur for any of the following reasons:
 - a. Neglect of the duties of the office for which they were elected.
 - b. Misuse of the chapter's funds.
 - c. Three consecutive, unexcused absences per term of office.

ARTICLE IV – MEETINGS

1. The membership shall be advised three days in advance of all meetings. Regular meeting shall take place once a month. A **permanent** change in the regular meeting date shall be approved by a majority vote of the membership. **The officers may decide a temporary date change involving one month.**
2. The presence of five current members shall constitute a quorum for the transaction of business by a majority vote of those in attendance.
 - a. **The quorum should be based on attendance at meetings in person or by proxy.**
 1. ***A general proxy gives the person holding the proxy the right to vote as the holder sees fit on all issues and motions. A limited proxy is a signed proxy in which the signer stipulates the way that the holder is to vote on specific issues; the proxy holder must cast the member's vote the way the signer designated on the proxy. The difference between a general proxy and a limited proxy is that a general proxy gives the proxy holder the discretion to cast a vote based on information discussed in the meeting.***

2. **Proxies must be designated to a member of N.E.W, either in writing or by e-mail. The e-mail proxy is only valid if it lists the person designated to represent a member and the signer's name. An e-mail proxy must be printed and presented at the meeting. All proxies will be given to the Secretary after the meeting is adjourned.**
 3. **E-mail voting may be used when the need arises and is authorized by the officers. Ballot instructions should tell how to fill out the ballot and how to return it to the organization. The person sending the ballot shall be the person the ballot will be returned to. The ballots will be printed and counted by the designated committee members.**
 4. **Ballots submitted by members must be logged, showing only that the member voted. The vote on the ballot will remain secret.**
3. Special meetings may be called as the need arises.

ARTICLE V – BOARD OF DIRECTORS

Tabled to be submitted by amendment at future date.

ARTICLE VI – EXECUTIVE COMMITTEE

Tabled to be submitted by amendment at future date.

ARTICLE VII – COMMITTEES

1. Nominating Committee shall be appointed by the President with general membership approval.
2. The President, subject to the approval of the general membership may appoint such other standing or special committees, not otherwise designated in these bylaws, as may be required to conduct the affairs of the association.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

A nominating committee shall be appointed by the President, with approval of general membership, for the purpose of nomination and election of officers.

- A. The term of office of the committee shall be one year immediately following their election.
- B. The Committee shall elect its own chairperson.

C. Duties of the nominating Committee shall be:

1. To select candidates who have maintained at least one-year active membership for each vacancy to be filled during the regular election of the association.
2. To receive nominations and prepare a slate.
3. To certify ballots to the Secretary of the chapter who shall announce the candidates to the membership at least thirty days in advance of the election.

ARTICLE IX – DUES AND OTHER INCOME

1. Annual dues to the National organization must be paid and current. There are no further dues at the local chapter level.
2. Chapter may receive income from other sources including grants for special purposes.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Roberts Rules of Order Newly Revised” shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI – AMENDMENT TO THE BYLAWS

These bylaws may be amended only by the membership through a written ballot. An amendment shall be proposed at the monthly meeting, and if so considered, shall be voted upon at next regular meeting by means of written ballot and ballot box. Adoption shall require a two-thirds vote of those ballots submitted.