

Constitution

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
SOCIAL SECURITY ADMINISTRATION

PE-18-1

TO : See Below
(Unnumbered)

DATE : June 6, 1973

REFER TO: DO:MPM

FROM : Robert P. Bynum, Director
Bureau of District Office Operations

SUBJECT: Approval of Revisions of Supervisory Association Constitution
or Bylaws

One of the requirements in establishing an official relationship with a supervisory association is that the regional representative approve the constitution and bylaws. Recently, a question arose concerning approval of amendments and changes in constitutions and bylaws. Such changes must also be approved by the regional representative. The same reasoning that calls for initial approval applies to changes. If approval of change were not required, it would be possible for an association to change its constitution and bylaws after initial approval to such an extent that the requirements of the Executive order and implementing instructions would not be met.

Please inform your association that proposed changes in their bylaws or constitution must be cleared with you before they can be put into effect.


Robert P. Bynum

All Regional Representatives, D00

CONSTITUTION AND BY-LAWS

The following is the Constitution and By-Laws for the National Council of Social Security Management Associations.

ARTICLE I - NAME

Section 1 The name of this organization is the National Council of Social Security Management Associations.

ARTICLE II - PURPOSE OF ORGANIZATION

Section 1 To cooperate constructively with all responsible officials of the Social Security Administration in the furtherance of the Social Security Program. We wholeheartedly endorse the Social Security Administration Statement of Objectives.

Section 2 To give real meaning and effectiveness to the provisions of Executive Order 11491 providing for consultation with associations of supervisors.

Section 3 To further the best interests and general welfare of all district personnel.

Section 4 To foster the highest standards of professionalism.

Section 5 To encourage the establishment of policies that best serve the public interest in accomplishing the mission of our agency.

Section 6 To encourage the formation of district management organizations and to coordinate their activities in order to achieve the aforementioned purposes.

Section 7 Neither this organization nor any of its members assert the right to strike against the United States Government.

ARTICLE III - MEMBERSHIP

Section 1 Membership in this Council is voluntary and open to any regional organization of social security district management personnel, with objectives to foster the professional status of its members and endorsing the goals of the Social Security Administration, providing that its membership is voluntary and includes at least 35% of the eligible personnel. District management personnel is defined as all persons in the position of district manager, assistant district manager, branch office manager, administrative assistant and operations supervisor, within the Bureau of District Office Operations, Social Security Administration.

Section 2 Provisional membership in the Council may be accorded to any organization having 20% of the eligible personnel providing all other requirements of Article III are met. Provisional membership is limited to a period of six months, and not more than two consecutive periods may be granted. Provisional members have all the rights and responsibilities of full members.

ARTICLE VI - OFFICERS

- Section 1 The officers of the Council shall consist of a president, a vice president, secretary and treasurer.
- Section 2 Each officer must come from a different regional association.
- Section 3 The Executive Committee shall consist of the officers plus one committeeman from each of the member associations.
- Section 4 Each regional association shall select one of their Council delegation to serve on the Executive Committee.
- Section 5 The officers and committeemen shall assume office immediately after the election and will serve until the next election.
- Section 6 Vacancy in office.
- a. In the case of a vacancy or incapacity as determined by the Executive Committee in the office of the president, the vice president shall serve the remainder of the term as president.
 - b. Any other vacancy or incapacity as determined by the Executive Committee among the officers shall be filled by the Executive Committee, electing one of their members to serve in the office for the remainder of the term.
 - c. Any vacancy or incapacity as determined by the Executive Committee of an Executive Committeeman shall be filled by the regional association.

ARTICLE VII - DUTIES OF OFFICERS

- Section 1 The president shall preside at all meetings of the Council; he shall call special meetings; he shall appoint all committees subject to the approval of the Executive Committee; he shall decide all questions of order; he shall enforce the laws and rules of the Council; he shall be chairman of the Executive Committee and shall perform such other duties as pertain to his office.
- Section 2 The vice president shall serve in the absence of the president.
- Section 3 The secretary shall keep an accurate record of the meetings of the Council and of the Executive Committee; he shall have charge of all correspondence.
- Section 4 The treasurer shall be the recipient and custodian of all funds of the Council and shall disburse them only as directed by the Executive Committee upon proper certification of the president; he shall insure the timely collection of proper dues from member organizations.

PROPOSED AMENDMENTS
to the
CONSTITUTION AND BY-LAWS
NATIONAL COUNCIL
SOCIAL SECURITY MANAGEMENT ASSOCIATIONS

No. 1

Article IV, Section 1.

Change to read:

"Each Region is entitled to four delegates to the Annual Meeting of the National Council. Officers of the National Council and members of the Executive Committee of the National Council are automatically conferred delegate status and are included among the four authorized delegates from each Region. Additional delegates, as needed, are to be selected by the Regional Organizations admitted to membership. Regions having two organizations as members shall be represented by two delegates from each member organization."

Rationale: Assures equal membership and representation.
Avoids the possibility of any Regional Association having more than four delegates at an annual meeting.

No. 2

Article IV, Section 2.

New Section:

"The officers of the National Council, ex-officio, are delegates to the Annual Meeting of the Council."

Rationale: The officers represent the National Council and national interests. They do not represent a Regional Association.

No. 3

Article VI, Section 3.

Change to Read:

The Executive Committee shall consist of the officers and the immediate Past President plus one committeeman from each of the member associations not represented on the Executive Committee by an officer or the Past President.

Rationale: Each association would be equally represented on the Executive Committee and the number of members of the Executive Committee would be reduced by the number of officers, i.e. from the present 14 to 10.

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No. 4

Article VI, Section 3

Change to Read:

"The Executive Committee shall consist of the officers, immediate Past President, and one committeeman from each of the member associations."

Rationale: Most organizations include the immediate Past President on the Executive Committee for continuity purposes.

No. 5

Article VI, Section 3

New Section:

"The election of officers shall be by a majority vote."

Rationale: Under our current Article V, Section 8 - "all decisions of the Council shall require a 60% vote of the delegates present" Election of officers is a decision of the Council. This new section will permit election by a majority, which is standard procedure under most Rules of Order.

Renumber Article VI, Section 3, 4, 5 and 6 accordingly.

No. 6

Article VI, Section 4 (5)

Change to Read:

"Each Regional Association shall select one of their members to serve on the Executive Committee."

Rationale: The present section limits choice to one of the association's Council delegation. Each association should have the right to choose any member to represent them.

No. 7

Article VI, Section 5

Add the following as the second sentence:

"Officers of the National Council shall serve in any office for not more than two consecutive terms."

Rationale: Limits term of office for officers to two consecutive terms; provides the opportunity to pass the privilege around and avoids the possibility of an officership becoming a career for any individual.

No. 8

Article VIII, Section 1

Change to Read:

"Council dues shall be \$6.50 per year per member of each association."

Rationale: To provide additional funds at the regional level.

No. 9

Article X - Amendments

Amend the first sentence of this article by inserting after "Council"

", by a regional association, or by the Executive Committee of the National Council."

Rationale: The only method of proposing amendments under the existing article is by one of the forty delegates at the previous annual meeting. It would be desirable to permit regional associations and the Executive Committee to propose amendments also.

No. 10

Article XI - Parliamentary Authority

Add a new article:

"The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, shall govern all proceedings of the National Council and the Executive Committee, subject to such special rules as have been or may be adopted."

Rationale: The Constitution is silent on parliamentary authority. Although Robert's is the usual authority, there are others and it would be wise to spell out the authority to be used.

No. 11

Article V (Meetings)

Section 8 - add the phrase "except election of officers" after the word Council in the first sentence.

Proposed Article V, Section 8, to read:
All decisions of the Council except election of officers shall require a 60% vote of delegates present. All decisions of the Executive Committee shall require a 60% majority vote.

No. 12 Article VI Officers

Propose the following additional Section to be numbered Section I (with all present sections to be renumbered, 1. to 2., etc.)

Proposed: Officers of the National Council shall be elected by a majority vote of the delegates present and voting at the annual meeting.

In the event that nominees do not receive a majority vote on a given ballot, balloting will continue until a nominee is elected by a majority vote. When there are more than two nominees for an office, the nominee receiving the least number of votes on a ballot shall be eliminated from the balloting for that given office. This procedure shall continue until a majority vote is cast for one of the nominees.
