

## **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.

Section 3 No more than two organizations from one region may be eligible. In the event more than two organizations apply for membership, the National Council will decide which two may be members.

- Section 4 Applications for membership shall be in writing and submitted to the Executive Committee for approval.
- Section 5 Associations to be accepted for membership shall not discriminate with regard to race, color, creed, national origin, sex, political affiliation, or age of its members.

#### **ARTICLE IV — DELEGATES**

- Section 1 Each region is entitled to four delegates to the annual meeting of the Council. The delegates 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.

#### **ARTICLE V — MEETINGS**

- Section 1 The annual meeting of the Council will be held during the month of October or November each year at a place to be determined by the Executive Committee.
- Section 2 Special meetings of the Council other than the annual meeting may be called by the Executive Committee or by a petition of at least four regional associations.
- Section 3 The Executive Committee shall meet at the call of the president or on the petition of at least four members of the Executive Committee.
- Section 4 Notice of the time and the place of all meetings of the Council will be in writing and forwarded to the president of each member regional organization thirty days in advance of the meeting.
- Section 5 It will be the responsibility of the regional organizations to arrange for the selection of their delegates to the meetings of the Council.
- Section 6 A quorum of the Council shall be at least one delegate from 50% of the member associations provided that 25% of all delegates are present.
- Section 7 Proxy votes will not be permitted at Council or Executive Committee meetings.
- Section 8 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% vote.
- Section 9 The election of officers shall be held at the annual Council meeting. The Executive Committee will determine the time of the election. The officers currently in office shall preside at the annual meeting until their successors are elected.

#### **ARTICLE VI — OFFICERS**

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- Section 1 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.

**Section 2** The officers of the Council shall consist of a president, a vice-president, secretary and treasurer.

**Section 3** Each officer must come from a different regional association.

**Section 4** The Executive Committee shall consist of the officers, immediate Past President, and one committeeman from each of the member associations.

**Section 5** The election of officers shall be by a majority vote.

**Section 6** Each Regional Association shall select one of their members to serve on the Executive Committee.

**Section 7** The officers and committeemen shall assume office immediately after the election and will serve until the next election.

**Section 8** 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 or 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.

**Section 5** It shall be the duty of the Executive Committee to carry out the orders of the Council and to conduct all business of the Council during the interim of Council meetings. It shall have power to authorize necessary expenditures.

- Section 6 The Executive Committee will appoint three delegates at the annual meeting of the National Council to the Finance Committee to serve until the next annual meeting of the National Council. Individuals so appointed may not concurrently serve on the Executive Committee, nor may any two be from the same member organization.
- Section 7 The duties of the Finance Committee will consist of conducting an audit of the financial records of the National Council at the time of the annual meeting of the Council. They may also conduct additional audits as they determine to be necessary for responsible financial management. A report of all audits must be presented to the Executive Committee and to the chief officer of each member organization within 20 days of completion. The Finance Committee will also advise the Executive Committee on financial matters.

#### **ARTICLE VIII — DUES**

- Section 1 Council dues shall be \$10 per year per member of each association.
- Section 2 Each association shall remit on or before the 15th day of the first month of the calendar quarter to the Council treasurer a sum equal to \$2.50 for each of its members as of the first day of each calendar quarter.
- Section 3 The Executive Committee may impose special levies not to exceed the amount due for the preceding quarter.

#### **ARTICLE IX — EXPENDITURES**

- Section 1 Each member association is responsible for the expenses of its delegates to Council meetings.
- Section 2 The Council is responsible for all other proper expenditures for conducting the business of the Council and the Executive Committee.

#### **ARTICLE X — AMENDMENTS**

An amendment to this Constitution and By-Laws may be proposed by any delegate to the Council, by a regional association, or by the Executive Committee of the National Council. Amendments must be approved by a  $\frac{2}{3}$  vote of the delegates present at any Council meeting providing that at least thirty days notice of the proposed amendment is given in writing to each member organization.

#### **ARTICLE XI — PARLIAMENTARY AUTHORITY**

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.

Revised 1/74 to include amendments adopted 10/18/73 at the Fourth Annual National Council Meeting.