

**National Council of  
Social Security  
Management Associations,  
Incorporated**

***Constitution and By-Laws***

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## **ARTICLE I**

### **Name**

**SECTION 1:** The name of this organization is the National Council of Social Security Management Associations, Incorporated.

**SECTION 2:** The organization is incorporated under the laws of the State of Virginia.

## **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 mission statement and strategic goals.

**SECTION 2:** To give real meaning and effectiveness to the concept of consultation with associations of managers and supervisors.

**SECTION 3:** To further the best interests and general welfare of all field and teleservice center 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 regional field and teleservice center management organizations and to coordinate their activities in order to achieve the aforementioned purposes.

## **ARTICLE III**

### **Membership**

**SECTION 1:** Membership in this Council is voluntary and open to any regional organization of Social Security field and teleservice center management personnel that has the objectives of fostering the professional status of its members and which endorses the goals of the Social Security Administration. Membership in the regional organization must be voluntary and include at least 35% of the personnel eligible for full membership. Each regional organization will determine who qualifies for membership. The Council's Executive Committee has oversight responsibility for ensuring that the interests of the Council's core constituency (field office and teleservice center management) are represented by all member organizations.

**SECTION 2:** Full Membership in a qualified regional organization as set forth in Sections 1 and 3-6 of this article grants automatic individual membership in this Council. By virtue of Council membership, individuals agree that objectives include fostering the professional status of field and teleservice center management personnel and endorsing the goals of the Social Security Administration.

**SECTION 3:** 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 4:** 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 5:** Applications for membership shall be in writing and submitted to the Executive Committee for approval.

**SECTION 6:** Associations, to be accepted for membership, shall not discriminate with regard to race, color, creed, national origin, sex, marital status, political affiliation, age, or handicapping condition 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. Delegates shall represent the regional organization and the individuals who are members of their regional organization and the National Council. For purposes of representation at the Annual Meeting, the TSC Representative shall be designated a delegate for TSC's.

#### **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. Such special meetings can be conducted by teleconference when necessary and approved by one half of the 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:** It shall be the responsibility of the regional organization to notify its members, including individual members of the National Council, of the time and place of all meetings of the Council. 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 meetings.

**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. Members of the regional organizations and individual members of the Council have the right to attend and participate in annual and special meetings of the Council. Only delegates and the elected TSC Representative shall have the right to vote at annual and special 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 Directors/Officers shall be held at the annual meeting. The Executive Committee will determine the time of the election.

## **ARTICLE VI**

### **Directors and Officers**

**SECTION 1:** The Directors of the National Council, each of whom shall serve as an officer, 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 office. This procedure shall continue until a majority vote is cast for one of the nominees.

**SECTION 2:** The elected officers of the Council shall consist of a president, a vice-president, a secretary, and a treasurer. The president may appoint a non-voting executive officer.

**SECTION 3:** Each Director/Officer must come from a different regional association. In the event that there is more than one candidate from a region who receives a majority vote on the same ballot, the candidate for the highest ranking office will be declared elected. The ranking of office is: President, Vice-President, Secretary, and Treasurer. Directors/Officers elected by majority vote on the first ballot will be declared elected. Should more than one ballot be needed in the event nominees do not receive a majority vote, subsequent ballots will be by rank of office still to be filled.

**SECTION 4:** No officer of the National Council shall simultaneously hold office in a Regional Association. Should an elected National Council Officer not relinquish regional office within sixty days of election, the National Council Office shall be declared vacant

by the Executive Committee. Such vacancy shall be filled in accordance with Article VI, Section 9.

**SECTION 5:** The Executive Committee shall consist of the officers, Immediate Past President, one committee member from each of the member associations, a Teleservice Center representative, and the Executive Officer.

**SECTION 6:** The election of officers shall be by a majority vote.

**SECTION 7:**

A. Each regional association shall select one of its members to serve on the Executive Committee.

B. The Teleservice Center Representative shall be nominated by the regional associations and elected by the body of the National delegates as are the officers of the NCSSMA.

**SECTION 8:** The officers and committee members shall assume office at the conclusion of the Annual Meeting and will serve until the conclusion of the next Annual Meeting.

**SECTION 9:** 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 among the officers, as determined by the Executive Committee, shall be filled under election procedures established by the Executive Committee, and any officer so elected shall serve the remainder of the unexpired term.

C. Any vacancy or incapacity as determined by the Executive Committee of an Executive Committee member shall be filled by the regional association.

D. In the event of a vacancy in the Teleservice Center Representative position, the vacancy will be filled by the nomination by the president after consultation with the Council officers, and confirmed by receiving a majority vote of the NCSSMA Executive Committee. NCSSMA is encouraged to consider other nominees proposed at the most recent annual meeting.

**SECTION 10:** Limit of Terms

A. The president shall be limited to serving two successive terms wherein election was at the Annual Meeting of the National Council.

B. A vice-president who accedes to the presidency shall be eligible to complete that term of office and still be eligible for two successive elected terms as president.

**SECTION 11:** The Directors, Officers, and Members of the Executive Committee shall be held harmless as individuals, and indemnified against personal loss when acting in their official capacities in a legal and authorized manner.

**ARTICLE VII**  
**Duties of Officers**

**SECTION 1:** The president shall: preside at all meetings of the Council; call special meetings; appoint all committees subject to the approval of the Executive Committee; decide all questions of order; enforce the laws and rules of the Council; serve as Chairperson of the Board of Directors; serve as Chairperson of the Executive Committee; and perform such other duties as pertain to the 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; (s)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; (s)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 President shall appoint a Finance Committee to advise the Executive Committee on financial matters affecting the National Council. The Finance Committee will serve from April 1 of each year until March 31 of the following year. The committee shall be of sufficient size to carry out its duties and will include the Treasurer as an ex officio member. Among the duties of the committee shall be the preparation of a budget, in consultation with the Executive Committee, for consideration by the National Council during its annual meeting.

**SECTION 7:** The President shall appoint an Audit Committee to be comprised of three members of the National Council. The Audit Committee will serve from October 1 of each year until September 30 of the following year. Individuals on the Audit Committee may not concurrently serve on the Executive Committee, nor may any two be from the same member organization. This committee shall be responsible for 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 within 20 days of completion.

## **ARTICLE VIII**

### **Dues**

**SECTION 1:** Council dues shall be \$42.00 per year per full member of each association. Each regional association will determine the definition of full membership within their association.

**SECTION 2:** Individual members of the Council are responsible for payment of dues to the Council. Such payment shall be made by individual members to their respective regional organization which shall remit on or before the 15<sup>th</sup> day of the first month of the calendar quarter to the Council treasurer a sum equal to \$10.50 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.

**SECTION 3:** Notwithstanding the above section, the Executive Committee may at its discretion determine and authorize expenditures to assist individual Regions with expenses of delegates to the Council.

## **ARTICLE X**

### **Fiscal Year**

**SECTION 1:** The budget and fiscal year of the Council shall run from January 1 through December 31 of the calendar year.

## **ARTICLE XI**

### **Amendments**

**SECTION 1:** 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 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.

**SECTION 2:** In the event it becomes necessary, the Council may, by a vote of 80 percent of those delegates present and voting, waive the 30 day requirement in Section 1.

## **ARTICLE XII**

### **Parliamentary Authority**

**SECTION 1:** 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.

**SECTION 2:** The President shall appoint a Parliamentarian for the length of the National Council Meeting.

*Last revised 11/2007 to include amendments adopted 10/07 at the Thirty-Eighth National Council Annual Meeting in Philadelphia, Pennsylvania.*