



PHILADELPHIA REGION MANAGEMENT ASSOCIATION (PRMA) BY-LAWS

ARTICLE I - NAME

Section 1: The name of the organization shall be the Philadelphia Region Management Association (PRMA) of Social Security Management Personnel.

ARTICLE II – PURPOSE OF ORGANIZATION

Section 1: To give real meaning and effectiveness to the provisions of Executive Order I1491 providing for communication and consultation with the Commissioner of Social Security and all responsible officials in the improvement of agency operations, the improvement of working conditions of management personnel, the exchange of information, the improvement of managerial effectiveness and the establishment of policies that best serve the public interest in accomplishing the mission of the agency.

Section 2: To foster the highest standards of professionalism.

Section 3: To further the best interest and general welfare of all Philadelphia Region Field Operations (FO) and Teleservice Center (TSC) personnel.

Section 4: To endorse the Social Security Administration's Strategic Plan & Mission Statement.

Section 5: To join with other regional and national organizations with similar purpose in an effort to achieve mutual objectives.

ARTICLE III - MEMBERSHIP

Section 1: All Region III Field Operations and TSC supervisory and non-bargaining unit management employees and Regional Office (RO) and Central Office (CO) employees as approved by the Officers of PRMA are eligible for membership in the PRMA on a voluntary basis. The Executive Committee may admit for interim membership newly and temporarily established Field Operations and TSC management positions. Temporary positions must be expected to last six months or longer and does not include developmental assignments such as RMDP or LDP.

Section 2: Associate membership in the Association shall be permitted on a voluntary basis. Associate members are eligible to attend Annual Meetings and special meetings of the general membership. Associate members do not have voting privileges. Associate members shall not be eligible for elected offices. Associate members may serve in appointed capacities.

- A.** Individuals who qualify for associate membership are former active members of PRMA who were in good standing at the time they:
 - 1. retired on a longevity annuity, or
 - 2. became entitled to a disability annuity, or
 - 3. moved, for any reason, out of a field office or TSC management position into one which prevented PRMA participation (e.g., a Level 2 manager who became a Regional Office Team Leader; a District Manager selected for a position in the Area Director's office.), etc.

- B.** Individuals in categories A.1 and A.2 above are Retired Associate members and may continue association with PRMA without a break in membership by paying dues. Individuals in category A. 3 above are Active Associate members and may continue association with PRMA without a break in membership by continuing payroll deduction of dues.

- C.** Former members of PRMA who were in good standing and who met the requirements set forth in A. above, but who did not immediately become associate members may do so at any time by resuming dues payments.

Section 3: Applications for membership must be in writing, signed by the applicant, and received by the Treasurer. Membership will be effective upon certification by the Treasurer.

Section 4: Members are in good standing as long as they abide by the purposes of the Association, pay their dues and are employed in eligible positions. All members may attend meetings, petition the Executive Committee, and otherwise participate in the benefits of the Association.

Section 5: The Association shall not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, age, disability, parental status, or political affiliation.

Section 6: Membership shall terminate automatically when a member is no longer in good standing, submits a resignation from membership, or is no longer eligible as defined in this Article. Members who are dropped from membership for non-payment of dues, or who resign and are not in good standing, may be readmitted for membership upon payment of dues in arrears and current dues. All readmitted members must be approved by the Executive Committee.

ARTICLE IV - OFFICERS

Section 1: The officers of this Association shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer elected by the Executive Committee (EC) from among the membership of the PRMA. These officers shall serve on the EC of the PRMA.

Section 2: Only active members in good standing are eligible to be elected and to hold office in this Association.

Section 3: When possible, Officers shall serve until their successors take office or are appointed.

Section 4: Vacancy in Office:

- a. In the case of a vacancy in the office of the President, the First Vice-President shall serve the remainder of the term.
- b. A vacancy in the offices of either Vice-President, Secretary, or Treasurer shall be filled by the Executive Committee (EC), electing one of their members to serve for the remainder of the term. The President shall have the power to make an interim appointment to any of these offices, should they be vacated, pending election by the EC.
- c. If the lead delegate office in an Area is vacant, the alternate delegate will assume the role for the remainder of the term.
- d. Vacancies in any alternate delegate role will be filled immediately by an election within 30 days.
- d. If the replaced Delegate holds office in the PRMA and affiliates with another Area in Region 3, he/she shall continue on the Executive committee as a Delegate-at-Large, until their term expires.

Section 5: Any person elected to office may be removed “for cause.” A motion to remove action can only be initiated by a recommendation of the Executive Committee, or by a majority vote in favor of such a motion presented at a membership meeting, or by a majority vote in favor of such a motion presented in a mail poll.

Section 6: In order for removal action to be accomplished, two-thirds of the membership who vote on the removal action must vote in favor of such action. Any vote on a removal action, whether during a membership meeting or by mail poll, must be by secret ballot.

ARTICLE V – DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Association and serve as Chair of the Executive Committee. The President shall call meetings; appoint committees and members of any standing committees; decide questions of order; enforce the by-laws and rules of the PRMA; and perform such other duties as pertain to the office. The President shall serve as the primary PRMA delegate and liaison to the National Council.

Section 2: The First Vice-President shall fulfill such duties as assigned by the President or Executive Committee and serve in the absence of the President.

Section 3: The Second Vice-President shall fulfill such duties as assigned by the President or the Executive Committee and serve in the absence of the First Vice-President.

Section 4: Duties of the Vice-President(s) may include, but are not limited to:

- a. Working closely with the President in preparation for assuming that position
- b. Coordinating recruitment activities and efforts
- c. Soliciting agenda items for meetings and planning meetings
- d. Providing advice and counsel for the activities of Area Delegates
- e. Reviewing and approving vouchers and other billing documents submitted to the Treasurer for payment.

Section 5: The Secretary shall keep an accurate record of meetings of the Association and the Executive Committee, and shall serve as the statistician of the Association. He/she shall maintain an accurate record of all members in good standing. The Secretary shall be responsible for all correspondence and shall prepare and distribute minutes, ballots, and agendas.

Section 6: The Treasurer shall be the recipient and custodian of all funds of the PRMA, and shall disburse them only as directed by the Executive Committee, or in accordance with these By-Laws. The Treasurer shall insure the timely collection of proper dues from members of the PRMA. The Treasurer shall submit all records for a yearly audit and provide a detailed accounting of the previous year's financial transactions at the Annual Meeting. The President and the Treasurer shall be bonded in the amount of \$75,000.00.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1: The Philadelphia Regional Management Association (PRMA) Executive Committee is the governing body of the Association. It shall be comprised of delegates from each Area as well as the Teleservice Centers (TSCs). The Area is defined as those field offices located within the geographic area as assigned to an Area Director's office. The Teleservice Centers are defined as those TSC's located within the Philadelphia Region. The Areas and TSCs may change from time to time to be in conformance with the changes made by the Region in its Area alignment. Any such changes shall be effective September 1st following the annual meeting. Each Area and the TSCs are entitled to two (2) delegates to serve on the Philadelphia Regional Executive Committee. The delegates are elected by PRMA members in their Area, TSC delegates are elected by TSC members. The Executive Committee (EC) shall include a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Area Delegates, Immediate Past President, and Teleservice Center (TSC) delegates, all of whom have full voting rights. Through these delegates, Association members may express their opinions, views, and recommendations concerning Association projects and activities. Since membership in the Association is strictly voluntary and the extent of participation by members is governed by individual preference, it is impossible to mandate that the Delegates be selected from particular position categories. However, the desirability of adequate representation of all levels of management should be considered when electing Delegates. These elected Delegates shall request, consider and present to the EC the views of their members regarding

EC projects and activities. Individual members may submit views, opinions and recommendations directly to EC Officers.

Section 2: The Immediate Past President (IPP) of the PRMA shall be a delegate. Any member of the Association who is serving as an officer of the National Council and is not an elected member of the Executive Committee shall be considered a delegate-at-large during their term as a National Officer. The IPP shall serve on the Executive Committee as a voting member providing historical perspective, and be available for special projects as directed by the President and EC.

Section 3: Any officer, elected from the membership who is not an elected delegate, shall be a delegate-at-large while serving his/her elected term.

Section 4: The PRMA shall be represented at all annual and special meetings of the National Council of Social Security Management Associations by the five officers of the Executive Committee, and the Immediate Past President (IPP). If the IPP is unable to attend or the current President is in a second consecutive term, then the IPP would not attend and we would send a member-at-large (this member would be one of the Area Delegates or TSC delegates.)

Section 5: The President shall be the delegate to the Executive Committee of the National Council. If the President decides at the annual meeting not to accept this delegation, the delegate will be the IPP, or the VP's (first, then second), or the Secretary, or the Treasurer in that order so announced at the Annual Meeting.

Section 6: The President shall appoint other committees as necessary. The President will prepare agendas for annual and special meetings from suggestions made by the Executive Committee, and general membership.

Section 7: The Executive Committee has the power to act on behalf of membership, direct preparation of reports, make appointments, authorize release of information, approve expenditures, and effectively handle the business of the Association.

Section 8: The Executive Committee (EC) will meet quarterly or as often as needed by a majority of its members. These meetings can be conference calls. A quorum for any EC meeting shall be a simple majority of the total committee membership.

ARTICLE VII - MEETINGS

Section 1: The annual meeting of the PRMA will be held in the second quarter of the calendar year at a time and place determined by the President. The only exception to the above occurs when the PRMA serves as host to the National Meeting. In those years when PRMA hosts the National meeting, the EC will consider whether a Regional meeting will be held that year.

- Section 2:** The Executive Committee shall meet quarterly at the call of the President or by a petition of four (4) Delegates. The President shall give timely notice of such meeting to all delegates.
- Section 3:** Delegates from at least four (4) Areas/TSCs must be in attendance, and there must be at least one-half of all delegates (see Article 6, Section 1) in attendance to constitute a quorum.
- Section 4:** Voting by proxy shall be permitted. All officers, delegates and delegates-at-large have one vote each on the Executive Committee in all matters except election of officers.
- Section 5:** The election of officers shall take place at the Annual Meeting except when the PRMA hosts the National Meeting. In those years when PRMA hosts the National meeting, elections will be held during the second calendar quarter of that year. The new officers shall assume office on August 1st.
- Section 6:** Each Area and the TSC has two votes, exercised by the officially elected delegates from each Area and TSC, and the President shall have a single vote when electing officers. All delegates and proxies must be in “good standing” to cast a vote.
- Section 7:** All decisions of the Executive Committee except those regarding amendments to the By-Laws shall require a majority of votes cast.

ARTICLE VIII – NOMINATIONS AND ELECTION OF OFFICERS

- Section 1:** The Officers of the Association shall serve one-year terms. No one may serve more than three consecutive one-year terms in the same Office.
- Section 2:** Each year, the President shall appoint a Nominating Committee of three members chosen from the Area Delegates. The President will also appoint the Chair of this committee. No Officers of the Executive Committee shall be on the Nominating Committee.
- Section 3:** The Nominating Committee will solicit the entire membership for nominations for the office of President, First Vice-President, Second Vice-President, Secretary, and Treasurer. This solicitation will take place at least 30 days before the start of the Annual Meeting. All nominations received will be carried forward to the Annual Meeting for a vote. There will also be an opportunity to forward a nomination from the floor at the Annual Meeting.
- Section 4:** The Nominating Committee will prepare ballots consisting of all nominations received from members in “good standing.” Ballots will be given to each Area and TSC Delegates and the President. Voting will be by secret ballot and returned to the Chairperson of the Nominating Committee.

Section 5: The Nominating Committee Chairperson will arrange for the ballots to be counted and will report the election results to the President who will be responsible for notifying the general membership of the results.

ARTICLE IX - DUES

Section 1: Effective 1/1/06, dues will be \$5.00 per pay period payable through authorized payroll deduction.

Section 2: Dues will be payable for the first full pay period following the date of certification of membership.

Section 3: The Treasurer shall remit to the National Council on the first day of each quarter, a sum equal to one-fourth of the National Council annual dues for each paid-up member.

Section 4: When an Area member transfers to another Area, the receiving Area Delegate/Alternate Delegate shall be responsible for notifying the PRMA Treasurer of the transfer.

Section 5: Dues will be \$2.00 per pay period (\$52.00 annually) for retired/disability annuity members.

ARTICLE X – EXPENDITURES AND FINANCE

Section 1: The Association shall assume the travel and per diem expenses incurred by the Executive Committee, all Delegates and any appointee's serving on Association business. This includes the costs of attending Regional and National Association meetings. These expenses will be reimbursed on an actual cost for travel basis, as designated by the Executive Committee, providing the expenses are not reimbursed in some other manner. Any other reimbursable expenses will be considered on a case-by-case basis by the Executive Committee

Section 2: Other necessary expenditures of the Association shall be made as authorized by the Executive Committee. Areas requesting funding for management association recruitment, or other activities must submit their request to the President for review and approval by the Executive Committee. The Executive Committee has 30 days from receipt of the funding request to render a decision.

Section 3: All disbursements by the Treasurer shall be supported by a signed statement or voucher from the payee that provides a description comparable to that required for similar disbursements through the Social Security Administration.

Section 4: The financial records will be audited each year at the PRMA Annual Meeting. The audit team will consist of three PRMA members with the senior member being the chair. No Officer (President, Vice-President's, Secretary or Treasurer) may participate in the audit. The audit report will be presented to the President upon completion. The audit results will be presented to the membership attending the Annual Meeting by the Treasurer (see Article VII, Section 5). The results will be placed in the minutes of the meeting for distribution to the entire membership. The written audit record will be available to any PRMA member upon request to the Treasurer.

ARTICLE XI – PARLIAMENTARY PROCEDURES

Section 1: Amendments

- a. A proposed amendment to the By-Laws may be submitted to the Executive Committee (EC) by written petition of any four (4) delegates to the EC, or by written petition of any Area through its delegates on the EC, providing such action was taken by majority vote of the Area members at a duly constituted meeting, or mail/email when necessary (timeliness).
- b. A proposed change to the By-Laws must be approved by two-thirds (2/3) of the votes cast at the EC meeting at which the petition is presented, before it can be submitted to the Areas for consideration.
- c. A change in the By-Laws may be accomplished by a majority of all votes cast in all the Areas which are accompanied by a majority vote in at least 2/3 of the Areas.

Section 2: Roberts Rules of Order shall govern procedures not covered herein. The President will have available a copy of Roberts Rules of Order for reference purposes.

Revised April 5, 1977 to include changes approved by referendum of membership on April 4, 1977. Further revised to include changes approved by referendum of membership on August 7, 1981, March 11, 1982, and January 5, 1984. Further revised to include changes approved by a referendum of membership on August 9, 1985 and December 3, 1986. Further revised to include changes approved by referendum of membership on April 9, 1999. Further revised to include changes approved by referendum of membership on July 20, 2011.