

Section 6 (Added 6/26/99)

As set forth in the Code of Virginia, The Executive Committee can not do the following:

Fill vacancies on the Board of Directors; amend the Articles of Incorporation; or adopt, amend or repeal the Bylaws.

ARTICLE VII - COMMITTEES**Section 1**

A Membership Committee shall be appointed annually. The duties of this committee shall include services provided to the membership and other duties assigned by the Board of Directors.

Section 2

The President shall appoint annually members who, with the President, shall constitute a Program Committee. It shall be the duty of this committee to arrange a program for the annual meeting.

Section 3

The Board of Directors may establish such special committees not otherwise designated in these Bylaws as may be required to conduct the affairs of the Association. The President, subject to the approval of the Board of Directors, may make appointments to special committees.

ARTICLE VIII - NOMINATIONS AND ELECTIONS**Section 1**

A Nominating Committee, consisting of at least three (3) persons, shall be elected annually by the Board of Directors to seek a slate of eligible candidates for nomination and election to the Board of Directors.

Section 2

Election for Board Members of the National organization will be held in September each year. Elections shall be held through a ballot to be mailed to each voting member not less than 30 days prior to the election.

Section 3

Eligible candidates shall be members of the National organization for at least the 12 months immediately preceding August 31 of the election year and be a voting member in order to be eligible to run for the National Board of Directors.

Section 4

If the number of candidates for the Board is equal to or less than the number of vacant positions on the Board, those candidates will be automatically declared elected by acclamation and no election by mail will be necessary.

ARTICLE IX - CHAPTERS**Section 1**

The purpose of the chapter is to advance the purpose of the Association on the local level. It is the basic administrative unit of the Association. The chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the chapter shall be related to the basic unified program plan of the Association taking into consideration the special needs and interests of the members within the chapter.

Section 2

All members of the Association in the area of a chapter must be members of that chapter. A member may elect whether he/she wishes to affiliate with the chapter in the area of residence or in the area of employment.

Section 3

Each chapter shall have sufficient officers to discharge the functions usually carried by a President, Vice-President, Secretary, Treasurer, and a governing Board of Directors.

Section 4

Each chapter shall have a set of bylaws outlining the chapter structure and decision making process. Such bylaws shall not conflict with the Articles of Incorporation and these National Bylaws, meet the standards established by the National Association, and be approved by the Association's Board of Directors.

Section 5

Each chapter shall provide a nominations and elections procedure not in conflict with those established by the National Board of Directors.

Section 6

The programs, policies and action taken by the chapter shall be consistent with the official position and policies of the Association as set forth in the Articles of Incorporation and these National Bylaws.

Section 7

Chapter, in consultation with the National Board of Directors, may initiate and develop regional organizations of chapters for administrative staffing, and/or organizational purposes.

Section 8

Funds shall be provided to promote the program of the Association through chapters in the following manner:

- A. Supplemental grants at the discretion of the National Board of Directors.
- B. Funds raised by the chapter in accordance with the accepted procedures of the Association.

Section 9

Chapters will maintain current chapter status by providing the Board with an annual report.

ARTICLE X - DUES AND OTHER INCOME**Section 1**

Annual dues for all classes of members of the Association shall be set by the Board of Directors.

Section 2

The Association may receive income from other sources including grants for special purposes.

ARTICLE XI - PARLIAMENTARY AUTHORITY**Section 1**

The rules contained in the current edition of "Roberts Rules of Order—Newly Revised" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Associations Articles of Incorporation, or the code of Virginia. (Rev 6/26/99)

Section 2

The President may appoint an elected Board member to have parliamentary authority. This person shall retain individual voting rights on matters pertaining to the Association. (Added 3/1/92)

ARTICLE XII - AMENDMENTS TO THE BYLAWS**Section 1**

These Bylaws may be amended only by the membership through a written mail ballot. Proposed amendments will be considered by the Board of Directors and if approved shall be submitted to the entire membership. An amendment proposed at a National business meeting of the membership and approved by a majority of the members present shall be submitted to the entire membership for vote by mail. Adoption of the amendment shall require a two-thirds vote of returned ballots.

ARTICLE XIII - REFERENDUM**Section 1**

Action on Association matters for which provision is not otherwise made in these Bylaws, and those matters specifically requiring action by referendum, shall be taken by a majority vote cast by mail.

ARTICLE XIV - NAME AND LOGO (Added 6/1/91)**Section 1**

The name and logo of NEW may be used by any member or chapter (state or local) only in accordance with regulations issued by the Board of Directors. Use of the name and logo of NEW by anyone other than the aforementioned, other than in news reporting or commentary, is permitted only with prior approval of the Board of Directors.

Section 2

No member of chapter of NEW and no nonmember or nonmember organization shall be permitted to use the name or logo of NEW in a manner to state or imply sponsorship or endorsement of any commercial product or service.

National Eligibility Workers Association: Professionals Associated Through Human Services

ByLaws



National Eligibility Workers Association
Professionals Associated Through Human Services

Amended
November 1, 2005

Personally, We Care
Professionally, We Serve

ARTICLE I - NAME AND PURPOSE

Section 1

The name of the organization is to be: NATIONAL ELIGIBILITY WORKERS ASSOCIATION, PROFESSIONALS ASSOCIATED THROUGH HUMAN SERVICES (NEW PATHS). (Rev. 10/31/2005)

Section 2

The purposes for which this Association have 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 competence, ethics and recognition and to produce guides 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 profession dealing with other professions and other groups, including employers of the Eligibility Workers.
- E. To provide a national framework, focus and center for state and local organizations of Eligibility Workers who join as co-members of the Association and to maintain contact and liaison with other organizations in allied professions.

ARTICLE II - MEMBERSHIP

Section 1

This shall be a membership organization. There shall be five classes of membership: (1) Organizational, (2) Honorary, (3) Individual, (4) Institutional, and (5) Associate.

- A. Organizational Members (Chapters): Any organization of Eligibility Workers, either a non-stock, non-profit corporation or a non-profit unincorporated association, shall be eligible for membership upon application, which must be approved by an affirmative vote of two-thirds of the members of the Board of Directors. The organization may consist of any number of dues-paying members. (Rev 6/26/99)
- B. Honorary Members: Any Eligibility Worker or other professional who, in the opinion of the Directors, has made a substantial contribution to the organization and the profession maybe elected to honorary lifetime membership upon an affirmative vote of two-thirds of the Board of Directors. Honorary members shall have no voting rights because of such membership.
- C. Individual Members: Any person employed by or retired from a local, state or federal, public or private human service enterprise in any aspect of the eligibility determination process or administration, and one year's dues to the National Association. Individual members shall have all voting rights in the corporation. Individual members must be members of their chapter organization if one exists in their area. (Rev. 9/20/01)
- D. 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.
- E. 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 shall have the right to vote in the corporation after five years continuous membership.
- F. 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.

Section 2

Membership dues shall be paid annually.

Section 3

Membership may be revoked if the member's conduct is injurious to the good name of the Association or hampers it in its work. (Added 6/15/98)

ARTICLE III - OFFICERS

Section 1

The officers of the Association shall be President, Vice-President, Secretary, and Treasurer. Eligible candidates shall have served on the Board of Directors for at least 1 year. (Rev. 11-1-94)

Section 2

The duties of the various officers shall be as specified in these Bylaws and as prescribed by the Board of Directors as reflected in the Policy and Procedures Guide.

- A. The President shall be the presiding officer at all meetings of the Association, the Board of Directors, and the Executive Committee. The President shall be the official spokesman of the Association and in special instances shall designate an appropriate spokesman for the Association.
- B. The Vice-President shall perform all the duties of the President in the event of the President's absence, disability, resignation, or removal until a successor is elected. The Vice-President, as delegated by the President, will assist in all aspects of the leadership of the organization. (Rev11/1/94)
- C. The Secretary shall keep all non-fiscal records of the Association. The Secretary shall be a member of the Membership Committee.
- D. The Treasurer shall be responsible for all the funds of the Association. The Treasurer shall render written periodic financial statements to the Board of Directors and shall submit a financial report to the membership.

Section 3

The officers shall hold office for a term of two years, or until the expiration of their original term of office on the Board of Directors, whichever ends first with the exception of the President who will serve an additional year as Past-President even if his term as an elected Board member has expired. Only a member of the Board of Directors elected by a vote of the general membership shall be eligible to serve as an officer of the Association. Term of office begin on November 1st (Rev. 3/1/92)

Section 4

Vacancies occurring before the expiration of terms of office shall be filled at the discretion of, and by the Board of Directors. Persons so chosen shall serve until the term expires.

ARTICLE IV - MEETINGS

Section 1

A regular meeting of the Association shall be held annually, the date and place to be fixed by the Board of Directors.

Section 2

Notice of the annual meeting of the Association shall be in writing and shall set forth the date, time, and place thereof. Such notice shall be mailed not fewer than thirty days before the meeting, addressed to each member of the Association at his or her address as it appears on the records of the Association.

Section 3

The presence of twenty-five voting members of the Association, which shall include three members of the Board of Directors, shall constitute a quorum for the transaction of business.

Section 4

The annual meeting of the Association shall be open to all members of the Association.

ARTICLE V - BOARD OF DIRECTORS

Section 1

The Board of Directors shall be the governing body of the Association and shall exercise all the power and authority over the affairs of the Association during the interim between the annual meetings of the Association excepting that of modifying any action taken by the Association. The Board is authorized to adopt rules for the transaction of its business providing they do not conflict with these Bylaws or the Articles of Incorporation.

Section 2

The Board of Directors shall consist of fourteen members elected at-large. All elected members of the Board, except when elected by the National Board, shall be elected for terms of three years. All newly elected Board members shall take office November 1st. Board member representation shall be limited to two individuals from any one state with less than 200 members, and limited to three individuals from any one state with membership of 200 or over as

determined on May 31st of the election year. (Rev. 3-1-92) Board members shall serve no more than four (4) consecutive terms. (Rev. 10/31/2005)

Section 3

All members of the Board shall serve without compensation

Section 4

All members of the Board must be members of the organization and meet all requirements which allow voting privileges

Section 5

Vacancies occurring before the expiration of terms of office or unfilled positions following an election shall be filled by and at the discretion of the Board of Directors. (Rev. 6/26/99)

Section 6

The duties of the Board of Directors shall be as specified in these Bylaws and in the Policies and Procedures Guide which include in part:

- A. To elect from their own a President, Vice-President, Secretary and Treasurer and Executive Committee. (Rev. 6/26/99).
- B. To authorize the creation of all special committees, councils and such other groups as appropriate to achieve the Association's objectives and approve the rules governing their operation.
- C. To have force and effect, the findings and recommendations of special committees, councils, and groups must be approved by the Board.
- D. To appoint members of the Board to serve in special positions.
- E. To establish the numbers of regions and fix the boundaries thereof.
- F. To consider proposed amendments to the Bylaws and to submit those meeting its approval to the membership for action.
- G. To fill any vacancy occurring on the Board.
- H. To determine the time and place of the meetings of the membership at large.
- I. To approve an annual budget and to take appropriate action on all plans for financing the Association.
- J. To make an annual report to the Association.

Section 7

The Board of Directors shall meet as needed to conduct the business of the Association upon the call of the President or upon the written request of one-third of the members of the Board. A simple majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

Section 8

This Corporation acting through its Directors shall have the power to indemnify any Officer, Director, employee or agent who suffers a loss as a party to a proceeding in which that person was made a party because he or she is or was a Director, Officer, employee or agent of the Corporation. This indemnification shall be to the maximum degree and amount allowed under applicable Virginia law.

Section 9

The Board of Directors shall inform the membership of all elections and nominations procedures as specified in the Policy and Procedures Guide.

ARTICLE VI - THE EXECUTIVE COMMITTEE

Section 1

The Executive Committee of the Board of Directors shall have the power of the Board between meetings of the Board of Directors and, in the absence of a quorum of the Board, to take action on Association business consistent with established policies of the Association.

Section 2

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past-President (in alternating years), and two members of the Board of Directors to be selected by the Board. When there is no Immediate Past-President, three members of the Board shall be selected.

Section 3

Members of the Executive Committee selected by the Board shall serve terms of one year.

Section 4

The Executive Committee shall meet at the call of the President or upon request of any member of the committee.

Section 5

A majority of the members of the Executive Committee shall constitute a quorum and a majority vote shall prevail on all questions.