



**National Eligibility Workers Association**  
*Professionals Associated Through Human Services*

*Personally We Care, Professionally We Serve*

## **CHAPTER HANDBOOK**



## PREFACE

The purpose of this booklet is to set forth procedures for establishing a local or state chapter. Individuals interested in forming a NEW PATHS chapter can complete the process in a systematic way in just three organizational meetings if the instructions contained herein are followed.

The following pages contain the Association's procedural standards for chapters, examples of procedures, and definitions of fundamental parliamentary terms.

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## **INTRODUCTION**

The National Eligibility Workers Association, Professionals Associated Through Human Services (NEW PATHS) is a national organization serving the professional needs of individuals employed in the field of eligibility and/or human services. Human Services can include not only benefit entitlement in the eligibility profession, but also child care, child support, employment agencies, Social Security and other professions.

## **HISTORY**

The State of Virginia chartered the National Eligibility Workers Association in September 1975 as a non-stock corporation. Eligibility workers who felt their needs were not being addressed by other professional organizations founded the association in Norfolk, Virginia. They believed that eligibility workers needed an association through which they could express their positions on policy issues and promote professionalism within the field. The trailer, "Professionals Associated Through Human Services" was added to the name of NEW in November 2005 to expand the scope and focus of the organization.

What began with a small group of workers in a local agency has now grown to include members nationwide. What they envisioned has come to fruition. NEW PATHS has gained recognition and credibility with administrators and legislators on both the state and federal levels. As a professional association, NEW PATHS is frequently requested to participate in the policy making process and the views of its members are considered essential and relevant.

## **PURPOSE OF NEW PATHS**

The purpose of NEW PATHS is to address the needs of the eligibility worker and human services professional to improve the member's knowledge and skills by providing information, training, and a network of services and support systems. State and local chapters form a link with the national association and bring people into a working and sharing situation, vital elements to skill enhancement.

## **GOALS**

- A. To achieve its purpose, NEW PATHS has established the following goals:
  - 1 To provide a national framework for individual members, local and state chapters.
  - 2 To maintain a liaison with organizations of allied professions, such as the American Public Human Services Association (APHSA) and United Council on Welfare Fraud (UCOWF).
  - 3 To establish and maintain standards of professional competency, ethics and recognition and to develop means for achieving those standards.
  - 4 To promote the identity, integrity and professionalism of the eligibility career as a separate field of practice in human services.
  - 5 To promote public awareness of the contributions of professionals within the field of eligibility.
  - 6 To provide educational enhancement by working with:
    - a. Universities and colleges in the development of curricula pertinent to the eligibility field.
    - b. State and local chapters of NEW PATHS in the development of regional seminars and conferences.

- c. Allied professional associations in the development of financial assistance, food stamp (SNAP) and Medicaid seminars in their conferences.
- 7 To act as an informational conduit for members, legislators, state and federal administrators and other professional affiliations.
- 8 To provide a forum where existing and pending social policy can be studied, and where the viewpoints of NEW PATHS members can be formulated and presented for consideration and discussion.

### **TYPES OF MEMBERSHIP**

- A. **Individual Member** – Any person employed by a local, state or federal, public or private, human service agency in any social/human services capacity.
- B. **Associate Member** – Any person who is interested in and supports the purpose of the association.
- C. **Agency/ Institutional Member** – Any organization or agency in the field of social welfare that supports the purpose of the association.

### **NEW: PATHS MEMBERSHIP OFFERS**

- A. A forum to increase professional skills  
NEW PATHS sponsors an annual training conference and throughout the year assists local and state chapters in planning and presenting regional seminars and conferences designed to enhance professional and personal growth.
- B. A conduit for the dissemination of information  
All NEW PATHS members receive periodic newsletters which include a variety of information such as proposed national policy changes, national studies that set standards for competency, the activities of allied professional groups, local and state NEW PATHS chapters and discussions regarding solutions to management and casework problems. Consultation with federal agencies  
The Board of Directors of the association maintains a relationship with federal agencies and provides consultation on issues pertinent to the field of practice.
- C. Involvement  
The effectiveness of the leadership and the active participation of the membership enhance the credibility of the association. All members are encouraged to take an active role so the decisions of the Board of Directors will reflect their views.

### **ASSOCIATION MANAGEMENT**

As provided by the bylaws, NEW PATHS' official positions are made by the Board of Directors. Members of the board are elected by and from the general membership.

Any individual member may:

- A. Seek nomination and election to the board after membership of one year or more.
- B. Communicate opinions or recommendations directly to the board.
- C. Apply for assignment to one of the association's standing committees or board appointed special committees.
- D. Participate in the annual business meeting held during the national conference.

## **WHY FORM A CHAPTER?**

- A. The reasons for establishing chapters are as varied as the circumstances in the particular locale. As affiliates of NEW PATHS, chapters strengthen the foundation of the national association, thereby building support for the goals of the association. Chapters offer individual members an opportunity to work closely with other interested professionals in the field at the local level to meet the needs of local members.
- B. Active chapters promote the recognition of eligibility as a valid profession. They also promote the involvement of NEW PATHS members in political, policy, and procedural decision making at that level. An organization of workers lends knowledge and credence to the process of identifying problems, to proposing solutions to administration, and to raising the standards of the profession. Where problems are not national in scope, chapters offer members an opportunity to address issues of a more limited but no less important nature. Those issues which are of a broader scope are best solved when the national association receives input from many organized chapters who are able to poll their members in an efficient and timely manner and report a consensus opinion representing the interests of more members of the profession. Strong chapters can provide potential members with evidence of an active, progressive, professional association.
- C. The structures of chapters must, by nature, reflect circumstances within the boundaries set by the chapter. Some local offices are large enough to support an independent chapter. In other areas, several offices may be needed to form a regional chapter. In some states with very low populations, a state level chapter may be the smallest division feasible for a chapter. Regardless of the organizational structure, members of the national association must also be members of any existing chapter within their home or work areas as prescribed by NEW PATHS bylaws.

## **TYPES OF CHAPTERS**

### **A. Local Chapters**

- 1 Local chapters are beneficial because they bring together people with common goals and objectives from local agencies and surrounding areas. Another important aspect is that the local chapter demonstrates to the community the function of professionals within the eligibility field.
- 2 Local and state chapters typically undertake a variety of fund raisers in order to carry out planned activities such as:
  - a. Attending national, state, or regional training conferences.
  - b. Sponsoring statewide meetings.
  - c. Bringing speakers into the local area.
  - d. Promoting the profession.

### **B. State Chapters**

- 1 In states with local chapters, the state chapter speaks for the local chapters on statewide issues. In states without local chapters, the state chapter assumes the function of a local chapter. The state chapter is comprised of all members of the national association who reside within that state. The state chapter becomes a

very large group that can and does initiate change. Indeed, the state chapter can become a link with the state's legislature.

- 2 Before anything else can be done, an organizational committee must be formed.

### **NATIONAL ASSOCIATION RESOURCES FOR CHAPTERS**

#### **A. National Letterhead, TIN and Logo**

- 1 The national board's letterhead is not to be used by state or local chapters.
- 2 The TIN (tax exempt #) assigned to the national association does not cover local or state chapters.
- 3 Chapters are encouraged to develop and adopt their own logos. Use of the national NEW PATHS logo (without modification) is permitted provided the chapter's name is clearly identified. Camera ready national NEW PATHS logos are available upon request.

#### **B. Seed Money**

- 1 Seed money may be used as operating funds to establish a chapter. Chapters will find this money helpful in soliciting membership throughout the state and in the promotion and organization of the first conference.
- 2 Seed money, a loan of up to \$200, may be requested by contacting the national Membership Chair. The national Membership Committee must approve the loan. Appendix 5 is the agreement for the seed money loan.

#### **C. Other Information**

For applications, brochures, fact sheets, camera ready logo etc. contact the National office:

- 1 NEW PATHS, PO Box 7524 Loveland, CO 80537-3003
- 2 Phone : 218-591-8880
- 3 E-mail : [new@nationalnew.org](mailto:new@nationalnew.org)
- 4 Web-site: [www.nationalnew.org](http://www.nationalnew.org)

Workshop materials and/or presentations may be available to assist you with recruitment or a conference. To find out more, contact the Professional Development Chair.

### **FORMING AN ORGANIZATIONAL COMMITTEE**

- A. When a group of individuals express an interest in establishing a chapter, an organizational committee must be developed. The methods used may vary slightly for a local or state chapter. Individuals forming a chapter are encouraged to contact the national Membership Chair for information or assistance. A member of the national Board of Directors can be assigned to act as advisor during the chapter formation. The advisor can answer questions about the process, provide sample bylaws, and share information based on the experience of other chapters. At this point, it may be prudent to seek the support of your administration and continue to keep them informed of the process. This is very important because agency support will benefit future activities of the chapter.
- B. Before calling the first meeting, persons interested in organizing a chapter should meet informally in order to:

- 1 Agree on a time and place for the first meeting.
- 2 Agree on who will act as temporary presiding officer and secretary.
- 3 Designate a person to explain the purpose and goals of NEW: PATHS.

**NOTE:** Those members responsible for calling the first meeting are the Chapter Founders. Members attending the three organizational meetings are the Charter Members. This information will need to be gathered and kept for the historical records of the chapter.

#### C. Setting date, time, and place for first meeting

- 1 When selecting a date, place and time for the first organizational committee meeting, consider all persons who want to attend and try to establish a time, date, and place convenient to all. Allow more than a short lunch hour for the first meeting since there will be many questions that need to be resolved.

#### D. First Meeting

- 1 The first meeting of the Organizational Committee may be used to:
  - a. Discuss NEW PATHS, what it is and what it can do for you.
  - b. Review the national board's procedural standards for chapters. (Appendix 1)
  - c. Set a date for a meeting of all interested members.
  - d. Establish standing committees such as those listed on the following pages. It is recommended that a chairperson be chosen for the organizational and standing committees so there will be people available to answer questions.
- 2 The Organizational Committee needs to decide if a state or local chapter is more appropriate. The Organizational Committee for a state chapter is usually composed of people from all over the state. The persons desiring to establish a state chapter must contact these people. The association can provide a computer listing showing the current national members in the state, which can be used to establish a list of contacts to form the Organizational Committee.

#### E. Selecting Leaders

- 1 Once the decision is made to establish a NEW PATHS chapter, acting officers should be selected as well as chairpersons for other committees such as bylaws, membership, and nominating.

### **STANDING COMMITTEES**

#### A. Forming a Bylaws Committee

- 1 Definition:
  - a. Bylaws are one of a number of subordinate laws which govern an association. Bylaws outline the chapter structure and decision making process. They should be kept simple and brief. As the chapter develops and its needs change, the bylaws can be amended. Bylaws must not conflict with the national bylaws and Articles of Incorporation.
- 2 Committee Responsibilities
  - a. The Bylaws Committee is responsible for writing the bylaws for the chapter. This committee must be developed immediately since, without the bylaws, the organizational process cannot proceed. A copy of the national bylaws may be helpful in developing bylaws for the chapter. (Appendix 3) Additionally, bylaws

- from other chapters may be solicited from the national Membership Chair to use as a guide.
- b. The Bylaws Committee determines how many board members are needed. Consideration should be given to alternating years of service, since this prevents all officers and board positions becoming vacant in the same year. Alternating years of service will provide needed continuity.
  - c. Official chapter bylaws must be submitted to the national Bylaws Committee Chairperson prior to the first election.

**NOTE:** The bylaws must be approved before the election can be held.

### 3 Outline for development of bylaws

An outline for the construction of a chapter's bylaws can be found in Appendix 2.

## B Forming a Membership Committee:

The Membership Committee is an important and active component of the chapter. This committee sends letters to potential members explaining the formation of the chapter, its goals and objectives, and soliciting people to work on committees.

### 1 Local chapters:

On the local chapter level, membership drives are an effective way to promote interest in the chapter and increase membership. This is a good time to use imagination and creativity to bring about a spirit of healthy competitiveness. A few suggested methods follow:

- a. Conduct a contest between units/sections/divisions to see which can sign up the most new members. Team captains can be used from each program area—TANF, food stamps, and Medicaid—with a goal of 100% membership.
- b. Conduct a B.Y.O.L. (Bring Your Own Lunch) session. The Organizational Committee may want to furnish dessert. Use this time to talk about NEW PATHS and what it can do for its members. Provide applications for new members to join.
- c. Post invitations to join NEW PATHS on each floor or in each unit of the office where eligibility personnel work. Provide the name, office location, and telephone number of people who can be contacted for further information. These invitations should be posted continuously. It is advisable to change the design of the invitation periodically to attract different viewers.

### 2 State chapters:

State membership requires concentrated effort and coordination. A printout from the national association is needed because national bylaws require that existing NEW: PATHS members in your state must belong to the state chapter. Identify these members and send a letter soliciting membership for the state chapter. It is also beneficial to send letters to all counties and agencies. The letter should describe the national association, the state chapter, and contain membership applications. The benefits that can be derived from establishing a state chapter should be set forth.

## C. Forming a Nominating Committee

The responsibilities of the Nominating Committee include:

### 1 Developing a list of candidates:

The Nominating Committee is responsible for seeking candidates for each office and each board position. Candidates must be committed to NEW: PATHS' goals and objectives and be willing to devote much time and energy to building a strong chapter.

## 2 Explaining responsibilities:

Explain to each candidate the duties and responsibilities required if elected to office. The association's Bylaws, Article VIII, explain these duties, but they are not all inclusive.

## 3 Verifying membership:

**The Nominating Committee must verify that the nominees are members of NEW PATHS. This is done by contacting the national Membership Chair.**

## ELECTIONS

**NOTE:** Bylaws must be approved before holding your first election.

Local elections are conducted annually. Unless your chapter covers many miles and several agencies, you might prefer to handle elections using a hand-in ballot. Refer to the national bylaws for voting details. The methods of conducting elections must be set forth in the chapter bylaws.

## DUES

Both state and local chapters have the option to collect membership dues. The state/local dues are in addition to the national association's membership dues.

**The state/local chapter may collect both national and state/local dues provided all national dues are forwarded to the national association within 7 days of receipt.** Appendix 4 is a form developed for your convenience in sending the information to the national association's address.

Annual membership in NEW PATHS covers 12 months. In order for a member to have continuous membership there can be no break in coverage or lapse in time. This is important because:

- Continuous membership is required to reach milestones for receiving the multiple year tabs, and
- To be eligible to run for the National Board a member must have had continuous coverage of membership for the previous 12 months.

**Your NEW PATHS membership begins the first of the month the membership dues and application are postmarked, faxed or submitted online. Your membership will expire the next year on the last day of the twelfth month.**

If dues are paid to your local or state chapter, the chapter must also forward them to National by your expiration date for you to avoid a lapse in membership.

## THE FINAL STEP IN BECOMING A CHAPTER

Now that the chapter is formed, bylaws have been approved by the national Board of Directors, elections held, committees functioning—you are ready to request a charter. In order for the chapter to receive an official charter, the following must be submitted to the Membership Chair of the national association:

- Two copies of the chapter's bylaws
- List of chapter officers
- List of founding members (see page 6)
- List of charter members (see page 6)

Continue to use your imagination and creativity to function as a valuable and effective chapter of the national association.

## A. Chapter Activities

Chapters may want to plan a conference as soon as possible. Sites, training sessions and speakers will need to be contacted. This time should also be used to locate and contact people for committee work and to announce officer and board vacancies. For information about organizing a conference, contact any national board member.

During the first year, the chapter will find it helpful to meet frequently since the first year can be hectic. It is important to maintain a high profile to retain momentum and interest.

You hold the key to your future. It is up to you. Chapters help to make the future brighter for association members.

**BECOME A PART OF SOMETHING NEW AND BRING YOUR PROFESSIONAL LIFE INTO FOCUS!**

## **CHARTER PROCESS**

- A. The national Membership Chair will request the national Bylaws Committee to review the Chapter's bylaws and present all requests to become a chapter to the Board of Directors for its approval. Acceptance requires approval of the Board of Directors. (B.L. 10/81)
- B. The association's Membership Chair notifies the chapter of the Board's decision and issues the chapter's charter if approved by the Board. (BD 11/82)

## **MAINTAINING CHARTER STATUS**

- A. The Membership Chair is responsible for communicating with and monitoring the activities of chapters, and may request that other members of the national board work with a designated chapter or assist a specific Organizational Committee in forming a chapter.
- B. **Charter status is maintained by providing an annual report to the national Membership Chair by November 30 of each year. The annual report (Appendix 6) must include the most current list of officers and board members (even if they have not changed since the last report), and bylaws if changed.** Chapters may also wish to share a summary of the past year's activities, fundraising ideas, newsletters, speakers' names, etc.
- C. **Immediately after an election, a list of officers and board members should be reported to the national Membership Chair.**

## **CHAPTER REACTIVATION**

Chapter Reactivation may be accomplished with completion of submittal of the following to the Membership Chair of the national organization:

- A. Two (2) copies of original chapter by-laws;
- B. List of current chapter officers/board members;
- C. List of founding members;
- D. List of charter members;
- E. Annual report.
- F. Payment of national dues for all members. (Dues for State and Local Chapters are optional.)

## **APPENDIX 1**

### **THE ASSOCIATIONS PROCEDURAL STANDARDS FOR CHAPTERS**

The purpose for a chapter is to advance the purpose of the association at the local level. (BL)

Chapter programs and structure shall encourage and facilitate participation by members. (BL)

Programs of chapters shall be related to the basic program plan of the association, taking into consideration the special needs and interests of members within the chapter. (BL)

Chapters shall have sufficient officers to discharge their functions and business: a President, Vice-President, Secretary, Treasurer, and governing Board of Directors. (BL)

Chapters must have a set of bylaws. Such bylaws must not conflict with the national association's bylaws. (BL)

The association's Membership Chair will receive all requests for charters from chapters. The requests must contain two copies of the adopted Bylaws as well as a list of officers and chapter members. (BL 11/82)

The chairperson of the national Bylaws Committee shall present to the Board of Directors for its approval, chapters' requests for affiliation. Acceptance requires approval of the Board of Directors. (BL 10/81)

The Membership Chair shall, upon acceptance by the Board of Directors, notify the chapter of said acceptance and issue the chapter's Charter. (BD 11/82)

The Membership Chair is responsible for monitoring the activities of chapters and shall request an annual report of the chapter's activities. The annual report must be received by November 30 each year and must include a list of current officers and board members. (BD 2/28/86)

Chapters shall maintain their current chapter status by providing the Board with an annual report. (BL 3/31/86)

## APPENDIX 2

### OUTLINE PREPARATION OF BYLAWS

#### Article I Name and Purpose

Section:

1. Name of chapter
2. Purpose

#### Article II Membership

Section:

1. Classes of membership

#### Article III Officers

Section:

1. List officers
2. The duties
3. Term
4. Vacancies
5. How elected

#### Article IV Board of Directors

Section:

1. Number of Board Members
2. Duties
3. Term
4. Vacancies
5. How elected

#### Article V Committees

Section:

1. Standing Committee
2. Selection
3. Duties
4. Special Committees
5. Selection
6. Duties

Article VI  
Finances

Section:

1. Dues

Article VII  
Election

Section:

1. When - Time
2. Method
3. Nominating Committee's duties
4. Nominating Committee selection

Article VIII  
Quorum

Section:

1. Regular meeting
2. Board meeting

Article IX  
Parliamentary Authority  
"Roberts Rules of Order Newly Revised"

Section:

1. Provision for adoption

Article X  
Amendments to Bylaws

Section:

1. Method
2. Notices
3. Vote required

## APPENDIX 3

### BYLAWS AMMENDED NOVEMBER 1, 2005

National Eligibility Workers Association  
Professionals Associated Through Human Services  
NEW: PATHS

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## 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 has 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 1<sup>st</sup> (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 1<sup>st</sup>. 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 31<sup>st</sup> 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.

### **Section 6 (Added 6/26/99)**

As set forth in the Code of Virginia, The Executive Committee cannot 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)

See article 7 for Parliamentary Terms.

## **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: PATHS 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: PATHS 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: PATHS and no nonmember or nonmember organization shall be permitted to use the name or logo of NEW: PATHS in a manner to state or imply sponsorship or endorsement of any commercial product or service.

**APPENDIX 4**

**DUES COLLECTION FORM**

**NATIONAL ELIGIBILITY WORKERS ASSOCIATION EMPLOYMENT AREAS**

Interest Areas

**PROFESSIONALS ASSOCIATED THROUGH HUMAN SERVICES**

1 - Eligibility Worker

1 - Automated Systems

5 - Certification

2 - Supervision

2 - Policy

6 - Admin/Mgmt

3 - Management/Admin

3 - Supervision

7 - Casework

4 - Training

4 -

8 - Legislative

Education/Training

5 - Quality Control

9 - Other

6 - Fraud 7 - Other

Instructions

Use this form when the state/local chapters collect both chapter & national membership dues. Dues must be forwarded to the national office as soon as possible. If you have any questions, call 1-907-903-3034. Send the membership form and check to: NEW: PATHS, PO Box 7524, Loveland CO 80537.

JOB TITLE	CAT OF EMPLOY	INTEREST AREAS	NEW / RENEWAL / DATE	HOME PHONE	WORK PHONE	CHAPTER
-----------	---------------	----------------	----------------------	------------	------------	---------

NAME						
ADDRESS						
BENEFICIARY						
BENEFICIARY ADDRESS						
NAME						
ADDRESS						
BENEFICIARY						
BENEFICIARY ADDRESS						
NAME						
ADDRESS						
BENEFICIARY						
BENEFICIARY ADDRESS						
NAME						
ADDRESS						
BENEFICIARY						
BENEFICIARY ADDRESS						

## APPENDIX 5

### MEMORANDUM OF AGREEMENT – SEED MONEY

**Definition:**

One of the services offered to members by NEW: PATHS is the provision of seed money which is used by members to organize chapters.

**Purpose:**

Seed money may be used as operating funds to establish a chapter. Chapters will also find this money helpful in soliciting membership throughout the state and in the promotion and organization of the first conference.

**Amount:**

Up to \$200 in seed money may be obtained from the Association. The National Board of Directors shall determine the amount of seed money available based on the fiscal resources of the Association.

**Repayment:**

Unless a seed money debt is “forgiven” (see next paragraph), the amount of seed money loaned must be repaid (interest free) to the National Association within twelve (12) months of the date of the Memorandum of Agreement.

The National Association will forgive \$50.00 of a seed money debt for each fifteen (15) members obtained during the first year. Increments of \$50.00 may be forgiven throughout the first year, up to the total amount of seed money loaned to the chapter.

To request seed money, complete the following sections and return the signed Memorandum of Agreement (MOA) to NEW: PATHS, PO Box 7524, Loveland CO 80537.

On behalf of the \_\_\_\_\_ Chapter of NEW: PATHS, I request a seed money loan in the amount of \$\_\_\_\_\_. The purpose of the seed money loan is (checks all that apply):

- To organize and establish a chapter of NEW: PATHS
- To assist in promotional and membership efforts
- To promote and organize the first training conference or workshop for the chapter

It is understood that the seed money loan must be repaid (interest free) or forgiven as explained above within twelve (12) months from the date of this agreement.

_____ <b>Chapter Treasurer</b>	_____ <b>Date</b>
_____ <b>NEW: PATHS National Membership Chair</b>	_____ <b>Date</b>
_____ <b>Address</b>	_____ <b>Phone Number</b>



## APPENDIX 7

### Parliamentary Terms

1. **Addressing the Chair:** Getting the chair's attention by saying, e.g., "Madam Chairwoman," "Mr. Chairman," "Madam President," or "Mr. Moderator."
2. **Agenda:** Order of business; program of a business meeting.
3. **Ad Hoc Committee:** Committee established for a specific purpose, for a particular case.
4. **Adjourn:** To end a meeting.
5. **Announcing the Vote:** In announcing the vote on a motion, the chair should:
  - a report on the voting itself, stating which side has prevailed;
  - b declare that the motion is adopted or lost; and
  - c state the effect of the vote or order its execution. For a voice or rising vote in which no exact count is taken, the chair might say, for example, "The ayes have it, the motion carries, and the brochure will be published." For a vote in which an exact count is taken, the chair might say, "There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester."
6. **Ballots:** Slips of paper for voting.
7. **Carried:** Passed or adopted; used in referring to affirmative action on a motion.
8. **Caucus:** Private session in advance of a scheduled meeting.
9. **Chair:** the Chair, Chairman, Chairwoman: To preside over; the presiding officer.
10. **Chairman/Chairwoman Pro Tem:** Presiding officer for the time being.
11. **Commit:** To refer to a committee.
12. **Committee of the Whole:** Designation of all of the members of an assembly present at a meeting as members of an ad hoc committee; working as a committee of the whole allows an assembly to function informally (e.g., to have unlimited debate).
13. **Convene:** To open a session.
14. **Division of the Assembly; a Division:** A vote retaken for the purpose of verifying a voice vote or show of hands; a division may be ordered by the chair or by a single member.
15. **Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
16. **Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for an office.
17. **Ex-officio:** By right of office.
18. **Expunge:** To eliminate part of a motion by crossing out or drawing a line around words; one never erases, since the original text may be needed for the minutes.
19. **Germane:** Closely related, relevant; amendments and debate must be germane to the question at hand.
20. **Having the Floor:** Having been recognized by the chair to speak.
21. **Immediately Pending Question:** The last motion stated by the chair.
22. **In Order:** Correct according to rules of parliamentary procedure.
23. **Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.

24. **Majority:** More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
25. **Minutes:** Written records of business transacted.
26. **Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.
27. **Nominate:** To propose an individual for office.
28. **Obtaining the Floor:** Securing permission to speak.
29. **Orders of the Day:** Agenda for a meeting.
30. **Parliamentarian:** Parliamentary adviser to the presiding officer.
31. **Pending Question:** A motion awaiting decision.
32. **Plurality:** In an election, the largest number of votes given a candidate when three or more candidates are running; a plurality that is not a majority never elects anyone to office except by virtue of a special rule previously adopted.
33. **Point of Information:** Request for information concerning a motion.
34. **Precedence:** Take Precedence: Priority in rank; to outrank.
35. **Previous Question:** Motion which, if adopted, orders an immediate vote.
36. **Proxy:** A person authorized to vote for another.
37. **Question of Privilege:** A device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, e.g., a motion to turn the air conditioner up or a motion to close the windows so that people can hear.
38. **Quorum:** The minimum number of members who must be present at a meeting for business to be legally transacted.
39. **Recess:** A short intermission.
40. **Recognize:** To allow someone to obtain the floor in order to speak.
41. **Rescind:** To repeal, annul, cancel, or revoke formally.
42. **Resolution:** Motion used to express the sentiment of a group, usually beginning with the words "resolved that..."
43. **Rising Vote:** A vote taken by having members stand.
44. **Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes.
45. **Second:** To indicate support for consideration of a motion by saying: "I second the motion."
46. **Slate:** List of candidates.
47. **Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the chair's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.
48. **Voice Vote:** A vote taken by having members call out "aye" or "no" at the chair's direction.
49. **Yield:** To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.