

BYLAWS
SOUTH DAKOTA ASSOCIATION OF COUNTY WELFARE OFFICIALS
Updated 9/2020

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ARTICLE I – NAME

The organization existing under these bylaws shall be known as the South Dakota Association of County Welfare Officials.

ARTICLE II – OBJECTIVES

The objectives of this Association shall be to:

1. Promote the general welfare of its members sharing of information among and within the Association using multiple resources;
2. Establish uniformity in procedures and professionalism ~~procedures;~~ within the Association.
3. Serve in an advisory capacity to the legislature, the South Dakota Association of County Commissioners (SDACC), and the South Dakota Association of County Officials (SDACO) in the matters of county welfare as well as to promote legislative changes; and
4. Bring the county welfare officials together for the mutual exchange of ideas for the promotion of greater efficiencies in county welfare offices. This exchange may be through in-person meetings, regional trainings or digital meetings.

ARTICLE III – MEETINGS

The meetings of this Association shall be held at such times and places as designated by the Executive Board to include a. ~~An annual meeting shall be held at such time and place as the SDACC holds its annual convention.~~ In addition, this Association will strive to meet for a spring workshop annually.

ARTICLE IV – MEMBERSHIP

Section 1. The membership of this Association shall be the county welfare directors and their staff or anyone having welfare responsibilities in their respective counties.

Section 2. Ex-officio membership shall be open to any interested party as deemed appropriate by this Association.

Section 3. Members will work together to endorse and participate on the Board when an opening exists.

ARTICLE V – VOTING

Section 1. Each member with voting privileges may vote on any matter presented to this Association for a decision by voting.

Section 2. Only a member who is actually present and attending the annual business meeting is entitled to vote. All matters shall be decided by a simple majority of the votes cast, except that all changes to the bylaws require a three-fourths majority of the votes cast.

Section 3. Each county represented at the business meeting is entitled to one vote. If more than one individual is present from a county, the county must indicate to the secretary at the beginning of the business meeting who the designated voting member will be. If more than one individual is present from a county and one of the individuals is an officer, that individual is automatically that county's designated voter.

ARTICLE VI – OFFICERS

Section 1. An individual nominated for an officer must be knowledgeable of the job duties of a county medical caseworker.

Section 2. The officers of this Association shall be as follows: President, Vice-President, Past President, and Secretary. This group of officers comprises the Executive Board.

Section 3. An officer of this Association shall be elected by a majority vote of the eligible voting members present at the annual business meeting.

Section 4. Unless an officer is appointed by the Board to fill an otherwise unexpired term, an officer shall hold office for a term of one year. -At the expiration of each officer's term, the officer shall advance to the next higher office.

Section 5. A vacancy in a position that occurs prior to the annual elections shall be filled by advancement to the next higher level by each of the officers holding a lower position. The ~~Executive Board~~President shall ~~recruit~~appoint an individual to fill a vacancy of the Secretary's position.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. It shall be the duty of the President ~~to preside~~ at all meetings of this Association; to exercise general supervision over the activities of this Association; to attend or provide necessary information to the annual joint meeting of the SDACC, SDACO, SDACHS, Sheriff's Association, and the States' Attorneys Association prior to the beginning of the legislative session; and to act as the contact person with the SDACC for legislative issues.

Section 2. It shall be the duty of the Vice-President to assume the duties of the President in the event the President is unable to act. The Vice-President shall preside at all times when the President is temporarily absent. If both the President and Vice-President are gone, the Secretary shall preside.

Section 3. It shall be the duty of the immediate Past President to continue to serve as a member of the Executive Board of the Association for a period of one year after the individual's term as President expires.

Section 4. It shall be the duty of the Secretary to keep a record of the proceedings of this Association and to send out such information and letters as the President may direct or the good of this Association may require. These records shall be kept as permanent documents of this Association.- At the end of the Secretary's term, the Secretary shall pass the permanent documents on to the Secretary's successor.

ARTICLE VIII – STANDING COMMITTEES

The ~~Executive Board~~President shall ~~recruit~~appoint members to standing committees. The membership of the committee shall appoint the chairperson of the committee.- Standing committees include, but are not limited to the following:

- (1) Program committee;
- (2) Manual/Legislative committee;
- (3) Nominating committee; and
- (4) Bylaws committee.

ARTICLE IX – PROGRAM COMMITTEE

The program committee shall ~~be made up of~~ ~~consist of~~ the ~~President and the welfare director, or designee, from the county where the up-coming meeting is to be held~~ Executive Board. The committee shall survey the membership to request input on subject matters to be discussed during the group's meetings. The committee shall make the final decisions as to the program content.

ARTICLE X – NOMINATING COMMITTEE

The nominating committee shall consist of the Executive Board. ~~President, Vice-President, Past President, and Secretary~~. Each year, prior to the fall annual meeting, the committee shall prepare its recommended slate of officers and present the slate to the county welfare officials during the annual fall business meeting. Additional nominees may be placed into nomination from the floor. The outgoing President shall promptly report the names of those elected to the Executive Director of the SDACC and the Executive Director of the SDACO.

ARTICLE XI – MANUAL/Legislative COMMITTEE

Section 1. The manual/legislative committee ~~may shall~~ consist of members from this Association, the county liaison from the Department of Social Services, a member from the SDACO, and the President who shall be a standing committee member.

Section 2. The committee shall create and maintain a county welfare medical manual which will be ~~available on the website offered for sale through the SDACC. The funds generated from the sale of the manual and the on-going subscriptions may be used to benefit those who have purchased and who use the manual. The funds may not be used to benefit any one member of the organization.~~ The users of the manual include, but are not limited to: commissioners, auditors, states attorneys, and welfare directors and their individual staff members.

Section 3. The ~~Executive Board manual committee~~ shall accept, review, and approve all requests for expenditures from the manual fund. Individuals wishing to access funds ~~from the sale of the manual~~ must present a formal, written request to the manual committee. ~~The individual or group must identify themselves and clearly explain the nature of the request, how it will benefit those involved with county welfare, and the cost.~~ The request for funds must contain sufficient information so the manual/legislative committee can make an informed decision. The request must be signed and given to one of the manual/legislative committee members.

Section 4. Factors considered when approving a request include the financial impact on the fund, the benefit of the topic, and the scheduling of the presentation.

Section 5. When a member of the manual/legislative committee receives a request, that committee member will immediately notify the other committee members and send a copy of the request to them for their review. Depending on the timing of the request, the committee member who received the request shall either set up a telephone conference call with committee members or schedule a manual committee meeting. The committee member who receives the request must ensure that these steps are done in a timely manner to respect those who have made the request. The committee member working to schedule either a conference call or a committee meeting must make reasonable efforts to ensure that all committee members are a part of the discussion on the request and are given an opportunity to vote on the request. An exception to this would be if a member is out of the office for an extended period of time.

Section 6. Approval or denial of the request will be done by a majority vote of the manual committee members present. In the event of a tie vote, the President will cast the tie-breaking vote. If the committee determines that a member has a conflict of interest, that committee member is not allowed to vote on the request. Once a decision is made, the committee member who received the request shall prepare and send a written response to the individual or group making the request. If the request is denied, the written response shall contain an explanation of the denial. If the request is approved, the President shall send a written notice to the SDACC to notify

them of the approved request. This notice must be signed by the President and at least one other member of the manual/legislative committee.

Section 7. Funds may not be distributed prior to the completion of the event covered in the request.

Section 8. The distribution of the funds must meet the financial procedures approved by the SDACC and the SDACWO.

ARTICLE XII – BYLAWS COMMITTEE

Any member of the SDACWO may request that the bylaws be amended. A request to amend the bylaws must be submitted in writing to the President. When a request is made, the ~~Executive Board~~President shall ~~recruit~~appoint a bylaws committee to review the requested change. The individual making the request shall serve on the committee. –The committee shall present their recommendations at a subsequent meeting.

ARTICLE XIII – AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any regular meeting of this Association by a majority vote of the qualified voting members present.

Section 2. Proposed changes to the bylaws must be presented in writing to the membership at least 30 days before the meeting.

Original Bylaws adopted September 18, 1991.
Article II, § 1, amended September 23, 1992.
Article III, § 1, amended September 23, 1992.
Article III, § 3, amended September 23, 1992.
Bylaws re-organized and re-written, May 6, 2004
By-Laws amended September 15, 2020.