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BY-LAWS

MISSISSIPPI CONFERENCE ON SOCIAL WELFARE

Article I

Elections

- Section 1. Officers, Members-at-Large, and the Nominations Committee shall be elected by a majority of the Conference members voting at the business session of the Annual Forum or at a duly-called special meeting.
- Section 2. Nominations for all elective positions shall be made by the Nominations Committee. Nominees must be paid members at the time their names are submitted for nomination.

Article II

Voting Procedures

- Section 1. The ballot shall be made available at the business session of the Annual Forum to all persons who have paid current individual membership dues, or the ballot may be mailed or sent electronically by the Nominations Committee to current Conference members entitled to vote. The ballot shall be cast according to the instructions included with the ballot relating to casting votes, returning by mail, electronic requirements, and any other specific information as defined by the Nominations Committee. *(Amended based on membership vote at 2020 Annual Business Meeting, Policy Chair, ESM)*
- Section 2. The person receiving the highest numbers of votes for each elective office will be elected to that office.
- Section 3. In the event of a tie, there shall be a run-off election at the business session of the Annual Forum or before adjournment of a duly called special meeting.

Article III

Officers

Section 1. The officers shall perform duties generally incumbent upon their respective offices. In addition, thereto, the following specific duties are assigned:

- a. The President shall have the authority to appoint a parliamentarian for the business session of the Annual Forum.
- b. The President-Elect shall serve as Chairperson of the Program Committee.
- c. The Vice-President shall serve as Chairperson of the Arrangements Committee.
- d. The Secretary of the Conference shall have full and complete charge of the records and correspondence of the Executive Board and the Conference.
- e. The Treasurer shall have access for all funds belonging to the Conference. The checks must be countersigned by two of the following Board of Directors' members: Treasurer, President, Vice-President, or another Board member appointed by the Board of Directors no later than 30 days prior to the fiscal year. The Treasurer shall automatically be the Chairperson of the Registration Committee for the Annual Forum and shall be in charge of the mechanics of registration and may delegate responsibilities with the Executive Director. The Treasurer shall give a financial report to membership attending the business meeting at the Annual Forum of the Conference.
- f. Members-at-Large shall attend the meetings of the Executive Board. The Members-at-Large shall have full responsibility for planning the regional meetings. Each Member-at-Large shall be a contact and resource person for their region.
- g. The Past President shall serve on the Executive Board for one year immediately following his/her term of office. The Past President may be asked by the President to serve as an ex-officio member of standing committees.
- h. The Historian is responsible for the past records of the Conference.

Section 2. All Officers shall be responsible for maintaining all documents relating to their positions.

Article IV

Meetings

Section 1. Regular meetings of the Board shall be held six times per year. The time and place shall be fixed by the Board. All members shall be notified in writing at least seven (7) days prior to regular meetings of the Board and fourteen (14) days prior to special meetings of the Board. They will be advised of the time, date, and location of the meeting by the Secretary or MCSW Staff member/Executive Director.

Section 2. At any meeting of the Board, one-half plus one of the current Board shall constitute a quorum.

Section 3. Standing committees shall meet as necessary to fulfill their duties as hereinafter set forth.

Section 4. An Annual Forum of the Conference membership will be held yearly.

Article V

Committees

Section 1. Each committee chairperson shall be responsible for maintaining all documents of their committee's work.

Section 2. Standing Committees:

a. Program Committee shall have the following duties:

- (1) To develop the program for the Annual Forum which adheres to the purpose of the Conference;
- (2) To plan with the Executive Board regarding budgeting the program;
- (3) To plan with the Arrangements Committee regarding facilities for all meetings included on the program;

- (4) To provide an advance notice of the proposed program for the Annual Forum for each member thirty (30) days prior to the Annual Forum;
- (5) To solicit from the Conference membership suggestions for program content;
- (6) To arrange for honoraria, travel and subsistence, if necessary, for institute leaders and main speakers.

b. Arrangements Committee shall have the following duties:

- (1) To have the Chairperson of the Arrangements Committee appoint a Co-Chairperson for each sub-committee except Registration. (See By-Laws, Article III, Section 1 (e).
- (2) To have the Chairperson of the Arrangements Committee plan with the Executive Board regarding budgeting for Arrangements.
- (3) To have the Chairperson of the Arrangements Committee establish each year subcommittees such as Exhibits, Hospitality, Special events, and other subcommittees as may be necessary to produce the Annual Forum.
- (4) To have the Arrangements Committee be responsible for providing the physical facilities necessary for executing the program and for arranging for entertainment and social events at the Annual Forum.

c. Membership Committee shall have the following duties:

- (1) To plan and execute a recruitment program. This recruitment program may include preparation of brochures and exhibits in the general manner directed by the Executive Board.
- (2) To maintain, in cooperation with the Treasurer, correct and current membership records in such a place and manner as to be accessible to the other committees needing this information.
- (3) To report on the membership list at the end of each Conference year.

d. Legislative Committee shall have the following duties:

- (1) To study pending national and state legislation according to the basic social welfare principles approved by the Conference.
- (2) To point out major existing social concerns in accordance with the basic social welfare principles approved by the Conference.
- (3) To report results of the Committee's study to the Executive Board with recommendations as to social action steps to be taken in the name of the Conference.
- (4) To execute social action steps authorized by the Executive Board on behalf of the Conference.
- (5) To report recommendations, action taken, and results to the membership at the Annual Forum.

e. Policy Forming Committee shall have the following duties:

- (1) To prepare and present amendments to the Constitution and By-Laws.
- (2) To prepare and present resolutions to the Conference members, so long as these resolutions are not the responsibility of the Legislative Committee.
- (3) To propose policies which would carry out the purpose of the Conference as set forth in the Constitution.
- (4) To define the functions of all standing committees of the Conference.
- (5) To clarify existing policies, and to interpret the Constitution, when requested by the Executive Board.
- (6) To accept for consideration from the Conference-at-large, the Executive Board, and all standing and special committees, recommendations for policy changes. To be considered, such recommendations must reach the Policy forming Committee prior to the Annual Forum to be presented to the Executive Board for study and action before presentation to the Conference-at-large.
- (7) To receive for consideration resolutions from Conference

members, the Executive Board, and all standing and special committees. Such resolutions must reach the Policy Forming Committee at least 45 days prior to the business session of the Annual Forum.

- (8) To report its actions and recommendations to the Executive Board and to the Conference members for their action.

f. Nominations Committee shall have the following duties:

- (1) To nominate at least thirty (30) days prior to the Annual Forum, (a) the current President-Elect as President of the Conference, (b) a slate of two candidates for each of the offices of President-Elect, vice-President, Secretary, and, on alternate years, Treasurer, (c) a slate of two members from each of the three Supreme Court Districts, one of who shall be elected from each Supreme Court District as Members-at-Large of the Executive committee, (d) a slate of four (4) members, two of whom shall be elected as members of the Nominations Committee. All such nominations shall be from the active membership of the Conference.
- (2) To make a ballot available at Annual Forum Business Meeting, by mail, or electronically if requested, to all paid Conference members.
- (3) To receive and count the ballots and prepare a report for the business session of Annual Forum, announcing the names of persons receiving the highest number of votes for each elective office.

g. Publicity and Publications Committee shall have the following duties:

- (1) To prepare, publish, and distribute a newsletter, or other type of publications of the Conference, at such times and at such intervals as shall be determined by the Executive Board.
- (2) To publish such material as concerns the Conference, the preparation and distribution of which shall be the responsibility of the originating source.
- (3) To prepare and disseminate through all appropriate media, and publications, on a year-round basis, information concerning Conference activities, the Annual Forum, and Regional Conferences.

- (4) To assist other committees by publishing and/or distributing material to the membership, such as recruitment materials.
- (5) To collaborate with other committees to develop and manage social media accounts. (Amended 10/17/21, Annual Business Meeting, Policy Chair, ESM)
- (6) To coordinate MCSW social media campaigns and messaging for recruitment, publicity, and marketing. (Amended 10/17/21, Annual Business Meeting, Policy Chair, ESM)

h. Scholarship Committee shall have the following duties:

- (1) To establish and submit to the Executive Board for approval, criteria and procedures for awarding an annual scholarship to a graduate student in an accredited School of Social Work in Mississippi.
- (2) To solicit scholarship applications from persons who meet the criteria mentioned above.
- (3) To select a scholarship recipient from among those persons submitting applications.
- (4) To award the scholarship to the recipient at the Annual Forum.
- (5) To assist the Publicity and Publications Committee in arranging publicity regarding the scholarship recipient and the Conference.

i. Social Welfare Merit Committee shall have the following duties:

- (1) To establish and submit to the Executive Board for approval, criteria, and procedures for determining an individual and an agency recipient of the Conference's Annual Social Welfare Merit Awards.
- (2) To work with the Publicity and Public Relations Committee to solicit nominations of individual and agencies to receive the Conference's Annual Social Welfare Merit Award.
- (3) To select an individual and an agency, from among the

qualified nominees, to receive the Conference's Annual Social Welfare Merit Award.

- (4) To present the individual and agency recipients with the respective Social Welfare Merit Award at the Annual Forum.
- (5) To assist the Publicity and Public Relations Committee in featuring the Social Welfare Merit Award recipients and the Conference.

j. Continuing Education (CE) Committee shall have the following duties:

- (1) To manage CE offerings for all MCSW eligible trainings.
- (2) To manage CE applications for review and approval of continuing education hours for MCSW District Workshops and Annual Forum.
- (3) To specify continuing education hours approved (clinical, ethics, cultural diversity, mandatory reporting, and supervision).
- (4) To maintain MCSW CE Designated Provider status CSW and to comply with all related governing rules and regulations.
- (5) To manage evaluations of MCSW CE offerings including collecting, reviewing, and developing reports. To share reports with speakers and the Executive Committee and maintain evaluations on file for audit.
- (6) Upon receipt of the evaluation, to issue CE certificates including attendees name, license type and number, date of offering, number and type of CE hours received by the recipient, etc.
- (7) Training events using an online platform will provide evaluations to participants within 72 hours of the event. The Continuing Education (CE) certificate with approved hours will be emailed within 14 days after receiving the completed evaluation.
- (8) To maintain all CE records as required for file and audit.

(Section Added per Amendment, 10/17/21, 2021 Annual Business Meeting, Policy Chair, ESM)

- k. Information and Technology (IT) Management Committee shall have the following duties:
- (1) To provide IT support for the organization.
 - (2) To manage IT functions including but not limited to maintenance of the website, social media accounts, software, and equipment.
 - (3) To assure collaboration across the organization for messaging to post appropriate content on MCSW website and social media accounts.
 - (4) To ensure security of MCSW IT accounts, software and systems.
 - (5) To evaluate and make recommendations to the Board regarding IT needs and investments for organizational health, development, and growth.

(Section Added per Amendment, 10/17/21, Annual Business Meeting, Policy Chair, ESM)

Article VI

Amendments

Section 1. The By-Laws of the organization may be amended by a two-thirds (2/3) vote of the total Board, voting in person or by written proxy, at any regular or specially called meeting of the Board, provided that each member of the Board shall have been given a copy of any proposed amendment at least on (1) week prior to the meeting at which time the proposed amendment is to be considered. Board approved amendments must then be submitted to the Conference following the procedures outlined in the Constitution, for final approval by the membership.

Section 2: Board and membership approved Constitution or By-Law amendments shall be posted within 90 days of the Conference's Annual Forum Business Session and implemented by the first day of the following program year. *(Amended 12/17/20 per membership vote at 2020 Annual Business Meeting, Policy Chair, ESM)*

Article VII

Operations

- Section 1:** In the event that MCSW cannot perform face to face duties related to board meetings, business meetings, the annual forum, or district workshops, due to circumstances beyond its control including but not limited to federal or state declaration of emergency such as natural disasters or a public health pandemic, MCSW will make available alternative methods for continuing business operations. These methods may include but are not limited to use of phones, conference calls, audiovisual electronic devices, or technology platforms of communication for the board and membership. *(Amended 12/17/20 per membership vote at 2020 Annual Business Meeting, Policy Chair, ESM).*
- Section 2:** Training events using an online platform, will provide evaluations to participants within 72 hours of the event. The Continuing Education (CE) certificate with approved hours will be emailed within 14 days after receiving the completed evaluation. *(The grayed section has been moved to ByLaws Article V., Committees, Section 2; j, creating number (7) and (8) as duties under the new CE Committee responsibilities.)* The first electronic CE certificate will be emailed at no cost to the participant. In the event a participant requests additional copies, a processing fee of \$25.00 will be invoiced to the participant. The duplicate CE certificate will be mailed or emailed following receipt of the fee. *(Amended based on membership vote at 2020 Annual Business Meeting, Policy Chair, ESM).*
- Section 3:** MCSW Organization and/or Board Representatives shall not act as a pass through for funds, donations, nor match funds outside of our educational objectives due to state legal requirements as a 501(3)c non-profit and Secretary of State regulations. MCSW or Board Members may provide individual expressions of support personally or privately; but, not as MCSW representatives. *(Amended based on membership vote at 2023 Annual Business Meeting, Policy Chair, ESM)*