

BY-LAWS
OF THE
NEW ENGLAND ORGANIZATION
FOR HUMAN SERVICES
ARTICLE I: INTRODUCTION

1.1 Name. The name of the Organization is the New England Organization for Human Services, Incorporated, an Organization for Human Service Practitioners, Educators, and Students, hereafter referred to as the Organization.

1.2 Purpose. The Organization exists to advocate for the profession of human services and to encourage excellence through regional and national cooperation in networking, research, and career development.

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1.3 Affiliation. The Organization has a liaison with, and represents its membership to the National Organization for Human Services (NOHS) and other professional human service organizations.

ARTICLE II: MEMBERSHIP

2.1 Regular Membership. A regular member shall be any dues paying person, interested in human services education employed as (1) a faculty member holding a full-time or part-time teaching appointment, administrative post or professional position within a post-secondary educational institution which offers at a minimum a certificate or degree in any part of the broad spectrum of human services, or (2) as a full-time or part-time employee of a human service agency, institution, or governmental agency related to the human services whose minimal job requirements include associate degree education, or (3) full-time or part-time employee of a human services agency related to human services with the equivalence of 4 years of full-time employment or (4) 4 years of experience in human services.

2.2 Associate Membership. An associate member may be any person with an interest in supporting human services education and advancing the goals of the Organization. Associate members may serve on committees, but are not eligible for membership on the Executive Board.

2.3 Student Membership. A student member shall be any full-time or part-time student interested in pursuing a career in the human services.

2.4 Acceptance for Membership. Regular, associate, and student member applicants shall be accepted for membership by the Membership Committee.

2.5 Voting. All regular, associate, and student members of the Organization who have had continuous membership for 30 days prior to meeting shall have voting privileges at meetings of the Organizations as specified within the by-laws.

2.6 Holding Office. Only regular members may hold elected office in the Organization.

2.7 Annual Dues and Fees. The annual dues shall be established by a majority of the Executive Committee present and voting at a meeting of the Committee. The membership year and membership benefits shall begin on the first day of the month in which the membership application or renewal is received by the membership chair, and end on the last day of the preceding month the following year.

2.8 Termination of Membership. Membership shall be terminated by:

- a. Resignation or death.
- b. Failure to pay dues.
- c. Dismissal for violation of these by-laws or conduct inimical to the purposes of the Organization. Dismissal may be recommended by the Membership Committee provided that the latter Committee shall have: (1) notified the member in writing as to specific allegations; (2) provided a minimum of 30 days advance notice of the opportunity to be heard, and (3) afforded a full and impartial hearing.

2.9 Reinstatement. Any member dropped from membership dues to arrears in payment of dues shall be reinstated to membership upon fulfillment of financial obligations. Any member dropped for other reasons may be reinstated by action of the Executive Board.

2.10 Annual Meeting. An annual meeting of the Organization members shall be held in April at a place designated by the Executive Board. Written notice shall be given to all members not less than sixty (60) days prior to the day fixed for the meeting.

ARTICLE III: OFFICERS AND ELECTED POSITIONS

3.1 Number. The elected officers of the Organization shall be a President, a Vice President, a Secretary, and a Treasurer. Other elected members of the Executive Board shall be the chairperson of the Membership Committee, up to eight Executive Board members-at-large, and the co-chairpersons of the Student Steering Committee.

3.2 Elections and Term. Elections shall be held at the annual spring meeting of the Organization membership. Election to office shall be determined by majority of the votes cast by members in good standing at the annual meeting. The President and Vice President shall serve for two years and be elected bi-annually. The Secretary, Treasurer, and Chairperson of the Membership Committee shall serve for two years with the Secretary and Chairperson of the Membership Committee elected in each even-numbered year and the Treasurer elected in each odd-numbered year. The Executive Board members-at-large shall serve for three years with up to three members-at-large being elected one year, up to three the next, and two the following. The Student Chairpersons shall serve for one year and be elected annually. One co-chairperson may be from a high school or a two-year college, one must be from a four-year institution, and one from a human services related graduate institution. All elected Officers and Executive Board members shall assume their responsibilities upon the conclusion of the annual meeting. The tenure of the President and Vice President shall be limited to two consecutive two-year terms. All others may be re-elected for the same or other office. A Student Chairperson must be at least one full year from graduation. A member may hold only one office at a time.

3.3 President. The President shall be the principal officer of the Organization; shall have active management of the Organization's operation; shall preside at all meetings of the

Executive Board and at all Organizational meetings; shall be the Organization's representative to NOHS and other professional human service organizations; and shall perform all duties normally incident to that office. At the request of the President, the members of the Executive Board may serve as the Organization's representative to NOHS or other human service organizations. At the annual meeting of the members, the President shall report concerning the affairs of the Organization. The President shall be a member of the Executive Board.

3.4 Vice President. The Vice President shall, in the absence or disability of the President, perform all acts pertaining to the office of the President. In addition, the Vice President shall be responsible for ensuring the successful completion of those programs, conferences, and meetings deemed appropriate by the Organization and, in particular, the annual spring conference. The Vice President shall be a member of the Executive Board.

3.5 Immediate Past President . The Immediate Past President shall be an advisor to the President and shall carry out whatever duties may be assigned to him/her by the President. The Immediate Past President shall be a member of the Executive Board.

3.6 Secretary. The Secretary shall be the custodian of the records of the Organization; shall be responsible for giving of all notices of meetings in accordance with these by laws; shall cause to have minutes kept of all official meetings of the Organization; and shall maintain a listing of all members of the Organization and the composition of Standing Committees. The Secretary shall be a member of the Executive Board.

3.7 Treasurer. The Treasurer shall be responsible for safeguarding all funds of the Organization and the books and records relating to the same, and shall deposit all such funds of the Organization in depositories selected by the Executive Board; shall render to the President and to the Executive Board, upon request, an account of all his/her transactions and of the financial condition of the Organization; shall furnish bond in such form and amount to cover risks as the Executive Board may determine; and, shall perform all other duties normally incident to the Office. At the annual meeting of the members and at the meetings of the Executive Board, s/he shall report to the members upon the state of the Organization's finances. The Treasurer shall be a member of the Executive Board.

3.8 Chairperson of the Membership Committee . The Chairperson of the Membership Committee is responsible annually for conducting a membership drive and for reporting regularly to the President and the Executive Board on the membership of the Organization. The chairperson of the Membership Committee shall be a member of the Executive Board.

3.9 Members-at-large. Members-at-large shall be assigned specific responsibilities by the President. In particular, they may be expected to serve on the Program Committee or the Membership Committee or serve as editor of the Organization's newsletter, "The Human Service Educator."

3.10 Co-chairpersons of the Student Steering Committee. The Co-chairpersons are responsible for working with the other members of the Student Steering Committee in order to maintain communication among the student membership of the Organization between annual meetings. The Co-chairpersons are responsible for representing the interests of the student membership at Executive Board meetings. The Co-chairpersons are also responsible for submitting an article biannually for "The Human Service Educator."

3.11 Removal from Office. An individual may be removed from office by a two-thirds vote of the remainder of the Executive Board only for violation of these by-laws or conduct inimical to the purposes of the Organization. Any Executive Board member may recommend such action. An Executive Board member shall be removed from office for being absent from two consecutive meetings without prior notification to either the President or the Secretary. Approval shall require that the Executive Board shall have; (1) notified the member in writing as to specific allegations; (2) provided a minimum of 30 days advance notice of the opportunity to be heard, and (3) conducted a full and impartial hearing of the alleged violation and/or misconduct.

3.12 Vacancy. Any vacancy in the above positions may be filled by election by the Executive Board. Any person filling the vacancy shall serve until the term of the original officer would have expired.

ARTICLE IV: STANDING COMMITTEES

4.1 Membership Committee. The Membership Committee shall consist of four or more members. The Chairperson shall be elected as provided for in Section 3.2 and one member shall be appointed from the Members-at-large. The Chairperson will recruit two or more additional members to serve on the Committee from anywhere in the Organization. The major responsibilities of the Membership Committee shall be developing a recruitment strategy for the Organization, recruiting applicants for membership, preparing and mailing of application forms, reviewing the eligibility of applicants, approving applicants for membership, keeping up-to-date membership information, and reporting the year's activities at the annual meeting.

4.2 Program Committee. The Vice President shall determine the number of members necessary to carry out the responsibilities of the Program Committee as defined in this Section. The Vice President shall ordinarily chair this committee, but may in consultation with the President appoint another Executive Board or Organization member to coordinate committee activities. The Chairperson will recruit the remaining members of the Committee from anywhere in the Organization. Under the general supervision of the Vice President defined in Section 3.4, the Committee has the responsibility to plan, implement, and evaluate professional programs and conferences and disseminate to the membership information about workshops, seminars, and education programs of potential benefit to the membership.

4.3 Student Steering Committee. The Student Steering Committee shall consist of three more members. The Co-chairpersons shall be elected as provided for in 3.2. Other members shall be elected by the student membership of the Organization at the annual meeting. The Committee has the responsibility of representing the interest of the student membership in the affairs of the Organization.

4.4 Nominating Committee. The Nominating Committee shall consist of three members. One member shall be a past-president, (unless a past president is not available to serve during a given year); the other two shall be selected from the members-at-large. Members of the Nominating Committee may not run for any elected office in the Organization during the year they are serving on the Nominating Committee. It shall be the responsibility of the Nominating Committee to attempt to, insofar as it is possible, maintain appropriate balances on the Executive Board, without discrimination in any form. Specific consideration should include male-female ratios, racial and ethnic balance, two-year and four-year institution ratios, faculty and practitioner ratios, and representation from the six states in the region.

4.5 Awards Committee. The Awards Committee shall consist of a minimum of five members, appointed by the President. The Chairperson shall be a member of the Executive Board, (faculty or practitioner member) elected by the members of the Committee. At least two members shall be student members of the Organization, one shall be a faculty member, one shall be a practitioner member, and the fifth may be a faculty or practitioner member. Other members of the committee may be recruited from anywhere in the Organization. Practitioner and faculty members will serve for a maximum of two, two-year terms. Student members will serve a one-year term, and may be reappointed to serve a maximum of three years. The Awards Committee will oversee the review of and recommend to the Executive Board those awards, which are granted by the Organization; including but not limited to:

- a. Research Grant Awards.
- b. Educational Grant Awards.
- c. Organizational Development Awards;
- d. Student Development and Student Research Awards, ordinarily granted in conjunction with the annual conference or at other times during the year.
- e. Other awards which may be granted.

The Awards Committee will be guided by the policies and application procedures in various documents outlining the specifics of particular awards (e.g. Research and Educational Grant Policies). In conjunction with the fundraising committee, the Awards Committee will assist in the development and implementation of fundraising efforts to support activities of NEOHS.

4.6 Fundraising Committee . The Fundraising Committee shall consist of a minimum of six members, appointed by the President, at least three of whom shall be faculty or practitioner members of the Organization. The Fundraising Committee shall be charged with developing an annual fundraising campaign to support the activities of the Organization. At a minimum, at least one member of the Membership Committee, Program Committee, Public Relations Committee, and Awards Committee, shall be members of the Fundraising Committee. Other members of the Committee may be recruited from anywhere in the Organization.

4.7 Public Relations Committee. The Public Relations Committee will consist of a minimum of four members appointed by the President, in consultation with the Committee Chairperson, who shall be a member of the Executive Board. Responsibilities

of this committee shall include publication of the Organizational newsletter at least twice per year, and the Editor of the newsletter shall be a member of this committee. In addition, the Committee will maintain a computer-based mailing list of colleges, Organizations, and persons for use by members or committees of NEOHS for the purpose of carrying out the various assignments and business of the Organization. This committee will also oversee the development of the membership benefits program, and monitor legislative, administrative, and other activities within the New England area or nationally of interest and concern to members of the Organization and human services field in general. As necessary and in consultation with the President, various

subcommittees of this committee may be formed to attend to specific functions of the committee. The membership chairperson will be a member of this committee.

4.8 Professional Standards Committee. This committee shall consist of a minimum of four members, appointed by the President, three of whom shall be faculty and practitioner, and one of whom shall be a student member. This committee shall oversee the development and refinement of ethical standards for the Organization, investigate and conduct liaison activities with other appropriate human service agencies regarding registration and/or credentialing for human service students, professionals, and/or programs, and serve as a resource to members and others as requested in reviewing and/or resolving issues related to ethical issues and standards.

4.9 Standing Committee Meetings. Each Standing Committee shall meet initially at the conclusion of the annual meeting and subsequently at the call of the Chairperson.

ARTICLE V: AD HOC COMMITTEES

5.1 Ad Hoc Committees. The President may designate one or more committees as required to serve the needs of the Organization. Ad Hoc Committees will consist of such persons as may be determined by the President.

ARTICLE VI: EXECUTIVE BOARD

6.1 General. The Executive Board shall conduct the activities and affairs of the Organization not conducted at meetings of the general membership of the Organization.

6.2 Composition. The Executive Board shall consist of the Officers of the Organization, the immediate Past President, the Chairperson of the Membership Committee, the Co-chairpersons of the Student Steering Committee, eight members-at-large, and ex-officio representatives from the New England Regional Office of Health and Human Services, from the National Organization for Human Services, and from the Council for Standards in Human Service Education. All members shall have equal voting power except the ex-officio members.

6.3 Term of Office. Each member of the Executive Board shall serve for the term of his or her office as provided for in Section 3.2. The ex-officio members shall serve at the pleasure of their appointing authorities.

6.4 Vacancies. Any vacancy on the Board may be filled by election within the Executive Board; or at the discretion of the Executive Board, the position may be left vacant until the annual or special meeting of the Organization.

6.5 Meetings. The Executive Board shall meet at the time and place of and prior to the annual meeting of the membership and after the annual meeting to approve and assign the business of the Organization for the coming year. Special meetings of the Board may be called by the President or upon written request of one-third of the members of the Board at a time and place to be designated by the President with due consideration to the geographical distribution of Committee members and transportation centers. Written notice of special meetings shall state the purpose or purposes of the meeting and shall be given to each Board member not less than fourteen days in advance, unless waived by all members. Notification of all meetings of the Executive Board shall be given to all members of the Organization not less than fourteen days in advance.

6.6 Quorum. The presence of a majority of the members of the Executive Board shall constitute a quorum at all meetings of the Board.

6.7 Voting. Each Executive Board member shall be entitled to one vote. Action shall be taken at meetings of the Board by majority vote of Board members present and voting.

6.8 Written Consent. Action taken by written consent of three-fourths of the Executive Board members shall constitute action taken by the Board. Such consent shall be filed with the Secretary of the Organization and reported in full to the membership at the next annual meeting.

ARTICLE VII: AMENDMENTS

7.1 Amendments. These by-laws may be amended or repealed by the affirmative vote of two-thirds of the membership present and voting at the annual meeting of the membership, provided that the Secretary shall have given 30 days written notice of the meeting to the membership, setting forth the general nature of the proposed changes, or by an amendment proposed by a majority vote of the Executive Board and submitted to the membership for referendum.

ARTICLE VIII: GENERAL MEETING RULES

8.1 General Meeting Rules. The procedural rules contained in Robert's Rules of Order revised, latest edition, shall govern meetings of the Organization and committees and in any case to which such rules are applicable and in which they are not otherwise inconsistent with any applicable statute in these by-laws.

ARTICLE IX: ADOPTION

9.1 General . These by-laws were initially adopted at the Spring 1980 annual meeting.

9.2 Amendments. These by-laws, as amended, are effective April 3, 2009undefinedadopted at the Spring 2009 annual meeting.