

**BYLAWS
OF
SOUTHERN ORGANIZATION FOR HUMAN SERVICES
ARTICLE I
NAME**

- 1.1 The name of this Organization shall be the Southern Organization for Human Services, hereinafter referred to as “the Organization.”
- 1.2 The Organization is affiliated with the National Organization of Human Services, operating as a subsidiary and subject to their bylaws and executive directives.
- 1.3 The Registered Office and Registered Agent of the Organization operate under the auspices of the National Organization of Human Services, which incorporates the Organization.

**ARTICLE II
PURPOSE**

The nature of the business and purposes of the Organization is non-profit, educational, and scientific, and includes, but is not limited to:

- (1) Providing a medium for cooperation and communication among human services professionals, graduates, students and faculty;
- (2) Fostering excellence in teaching, research, supervision and clinical skills;
- (3) Providing career development opportunities for its members;
- (4) Promoting improved human services to all individuals;
- (5) Maintaining a liaison with the national organization for human services; and
- (6) Assisting in the development of student organizations.

**ARTICLE III
MEMBERSHIP**

- 3.1 Membership shall be open to all persons and organizations involved with or interested in human services.
- 3.2 Membership eligibility shall be defined by the NOHS Board of Directors.
- 3.3 Termination of membership may occur by (a) resignation or (b) violation of the National Organization's bylaws or for unethical conduct as defined by the ethical standards for Human Services professionals.
- 3.4 All members shall have equal voting privileges and may vote in person, by other methods of technology, or in absentia.
- 3.5 Membership dues and rights are determined by the National Organization for Human Services.

ARTICLE IV
ELECTED OFFICERS AND OTHER BOARD OF DIRECTORS POSITIONS

- 4.1 The elected officers of the Organization shall be President, Vice-President, Secretary, and Treasurer. All elected officers shall be voting members of the Executive Board. The Immediate Past President, though not elected, holds an ex officio voting position on the Executive Board (see Section 4.5).
- 4.2 Appointed positions within the Organization may be the Chairpersons of the Membership Committee, the Scholarships and Awards Committee, and the Program Committee, the Student Representative and one At-Large Representative for each state in the Organization. All appointed positions shall be voting members of the Executive Board. (See Sections 4.9 and 4.10)
- 4.3 The southern regional representatives for the Council on Standards for Human Service Education (CSHSE) and the National Organization for Human Services (NOHS) both hold non-voting liaison positions on the Executive Board.
- 4.4 **Holding Office:** In order to hold voting positions on the Executive Board – whether elected or appointed – the incumbent must have been a paid member of the Organization for a least one (1) year and have attended at least one (1) SOHS Annual Conference within two (2) years of either election or appointment. The exception to this requirement is made for the Student Representative.
- 4.5 **President:** The President may serve a maximum of two (2) consecutive terms, each term being two (2) years in duration, shall be the principal officer of the Organization, shall have active management of the Organization’s operations, shall preside at all meetings of the Executive Board and at the Annual Meeting, and shall perform all duties normally incident to that office. At the Annual Meeting of the membership, the President shall submit a report concerning the affairs of the Organization. The President, or the President’s designee, shall be the southern regional representative to NOHS, with financial support provided by SOHS, less support provided by NOHS and/or the President’s organization.
- 4.6 **Vice-President:** The Vice-President shall serve a term of two (2) years, and in the absence or upon the disability of the President, shall perform all acts that pertain to that office. The Vice-President shall serve as the Chairperson of the Nominating Committee, shall be responsible for all elections of the Organization and for coordinating the efforts of At-Large Representatives, and shall perform all other duties normally incident to the office of Vice-President.
- 4.7 **Secretary:** The Secretary shall serve a term of two (2) years, renewable, shall be the custodian of the records of the Organization, other than its financial records, shall be responsible for giving all notices of meetings in accordance with these Bylaws, shall keep minutes of all meetings of the Executive Board and the Annual Meeting, shall maintain a listing of all members of the Organization and the composition of standing committees, and shall perform all other duties normally incident to the office.
- 4.8 **Treasurer:** The Treasurer shall serve a term of two (2) years, renewable, shall be knowledgeable of the accounts and funds of the Organization, shall render a summary report to the President and to the Executive Board, at all meetings of the Executive Board, and upon request by the President or the Executive Board, a full account of all transactions and of the financial condition of the Organization, shall report on the state of the

- Organization's finances at the time of the Annual Meeting of the membership, and shall perform all other duties normally incident to the office.
- 4.9 **Membership Committee Chairperson:** The Membership Committee Chairperson is appointed by the President, shall serve a term of two (2) years, renewable, and shall maintain current records of the membership of SOHS in collaboration with NOHS, shall serve as the chairperson of the Membership Committee, which is charged with the responsibility for recruitment of new members, membership renewals, and regular communication with members.
- 4.10 **Program Committee Chairperson:** The Program Committee Chairperson is appointed by the President, shall serve a term of one (1) year, renewable, and shall plan and oversee the development of the Annual Conference, working together with the professional Association Manager and the Executive Board. The Program Committee Chairperson is charged with the responsibility for planning, coordinating, implementing, and evaluating the Annual Conference and shall provide a conference report to the Executive Board.
- 4.11 **Scholarships and Awards Committee Chairperson:** The Scholarships and Awards Committee Chairperson shall work with the Executive Board and shall be responsible for the management of all scholarships and awards.
- 4.12 **Immediate Past President:** The Immediate Past President is not elected, shall serve until the current President assumes the duties of Immediate Past President, shall be an advisor to the President, and shall perform duties as may be assigned to him/her by the President.
- 4.13 **At-Large State Representatives:** At-Large State Representatives are appointed by their state or territory, at the request of the President, shall serve for a term of two (2) years, renewable, shall be members of both the Membership and Nominating Committees; and shall represent the needs of the members in their respective states, consistent with the purposes outlined in Article II of these Bylaws. States and territories entitled to have At-Large State Representatives are as follows: Alabama, Kentucky, Puerto Rico, West Virginia, Arkansas, Louisiana, South Carolina, Florida, Mississippi, Tennessee, Georgia, North Carolina, Virginia.
- 4.14 **Student Representative:** The student representative shall be appointed by the Program Committee Chairperson, following the recommendation of the Program Committee Chairperson for the upcoming Annual Conference, shall serve a term of one (1) year, shall represent the interests of student members to the Executive Board and shall be active in supporting the Program Committee Chairperson in the planning and implementation of the upcoming Annual Conference.
- 4.15 **Elections:** All elections shall be held at the time of the Annual Meeting of the membership. The offices of President, Vice-President, Treasurer, and Secretary shall be elected from a slate of names proposed for these offices having been brought to the meeting by the Nominating Committee (See Section 6.4). Nominations from the floor are permitted. Other members of the Executive Board shall be appointed with the exception of the Student Representative, who shall be appointed annually. All elected officers and newly appointed representatives shall assume their responsibilities upon the conclusion of the Annual Meeting. Officers shall be elected by a simple majority of dues paid members present and voting at the Annual Meeting.

ARTICLE V EXECUTIVE BOARD

- 5.1 **General:** The Executive Board is the governing body of the Organization. The activities and affairs of the Organization shall be conducted by the Executive Board.
- 5.2 **Composition:** The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past President, Chairperson of the Program Committee, Student Representative and one At-Large Representative for each state and territory in the Organization.
- 5.3 **Term of Office:** All members of the Executive Board, with the exception of the Student Representative, shall serve two (2) year terms and with the exception of the President may be reelected or reappointed any number of times. The President may serve no more than two (2) consecutive terms each term being two (2) years in duration.
- 5.4 **Meetings:** An Annual Meeting of the Executive Board shall be held in conjunction with the Annual Meeting of the membership. Special meetings of the board may be called by the President, or upon the written request of at least one-third of the members of the board. Meetings shall be held at a time and place designated by the President, with due consideration being given to the geographical distribution of members. Meeting notices shall state the purpose or purposes for the meeting and shall be given to each board member not less than ten (10) days in advance, unless this requirement is waived by all members of the Executive Board.
- 5.5 **Reporting:** All committee chairpersons shall provide a year-end report to the Executive Board at the Annual Meeting. The Program Committee Chairperson shall submit their report within sixty (60) days after the Annual Meeting. All committee reports will be included in the Minutes of the Board. Annual reports will be made available to the general membership via the SOHS website through the membership portal.
- 5.6 **Quorum:** Those members of the Executive Board present at a meeting following proper notification shall constitute a quorum for that meeting, provided one of the President, Vice-President, Past President, or Secretary is present.
- 5.7 **Voting:** Each board member shall be entitled to one vote, with the exception of the nonvoting southern regional representatives from NOHS and CSHSE. Action shall be taken at meetings of the board by a simple majority vote of those members present and voting, including duly notarized written proxy votes.
- 5.8 **Vacancy:** Any vacancy in an elected office or appointed position shall be filled by appointment by the President, with the approval of the Executive Board. Any person filling such a vacancy shall serve for the remainder of the term of the person vacating the office or position. At the discretion of the Executive Board, a position may be left vacant until its next regularly scheduled meeting.
- 5.9 **Removal from Office:** An elected officer or appointed position may be removed from office by a two-thirds vote of the remainder of the Executive Board for violation of these Bylaws, provided the Executive Board shall have (1) notified the individual in writing as to specific allegations, (2) provided a minimum of thirty (30) days advance notice of the opportunity to be heard, and (3) conducted a full and impartial hearing of the alleged violation and/or conduct.

ARTICLE VI COMMITTEES AND APPOINTMENTS

- 6.1 The Standing Committees of the Organization shall be Membership, Program, and Nominating. Each standing committee shall meet initially at the conclusion of the Annual Meeting and subsequently at the call of its chairperson.
- 6.2 **Program Committee:** The Program Committee shall consist of the appointed chairperson, the Student Representative, and other members recruited by the chairperson with the approval of the Executive Board. This committee has the responsibility for coordinating, planning, implementing, and evaluating the Annual Conference.
- 6.3 **Nominating Committee:** The Nominating Committee shall consist of the At-Large State Representatives, with the Vice-President serving as its Chairperson. This committee generally shall convene as needed to determine a slate of officers, soliciting nominations from the general membership for the following slate of elective offices: President, Vice-President, Secretary, and Treasurer. The committee shall select from those nominations the proposed slate of officers and secure their agreement to serve. Following approval by the Executive Board, the proposed slate of officers shall be presented to the Secretary, for transmission to the membership, prior to the opening of the first general session of the next Annual Meeting. The chairperson of the Nominating Committee shall present the proposed slate of officers at the time of the Annual Meeting.
- 6.4 **Ad Hoc Committees:** The President may, from time to time, designate one or more ad hoc committees, as required, to serve the needs of the Organization. The President, with the approval of the Executive Board, shall determine the chairperson and members of, and the charge for, such ad hoc committees.

ARTICLE VII ORGANIZATION MEETINGS

- 7.1 **Annual Meeting:** An Annual Meeting and Conference of the Organization membership shall be held at a place and on dates designated by the Executive Board. Written notice of the Annual Meeting shall be given to all members not less than thirty (30) days prior to the date fixed for the meeting.
- 7.2 **Special Meetings:** A special meeting shall be convened upon receipt of a petition signed by not less than twenty (20) percent of the current dues paid membership. The President, with approval from the Executive Board, may call a special meeting, provided the items to be considered are specified. Notice of any special meeting shall be communicated to the membership at least fifteen (15) days prior to the meeting.
- 7.3 **Quorum:** A quorum for a membership meeting consists of those present, provided proper notice has been given and there are at least two of the following present: President, Vice-President, Secretary, Treasurer, Immediate Past President, and Chairpersons of the Membership Committee and the Program Committee.
- 7.4 **Voting:** Only members of the Organization shall have voting privileges.
- (1) Any agenda item requiring a vote of the membership must be distributed at least on or before date of a scheduled meeting and shall provide the membership with the opportunity to send in an absentee ballot on each such agenda item.

- (2) Current members who do not attend meetings shall have the right to vote on any agenda item at meetings of the Organization by returning an absentee ballot for each such agenda item to the Secretary of the Organization

**ARTICLE VIII
PARLIAMENTARY AUTHORITY AND OTHER PROVISIONS**

- 8.1 The procedural rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern meetings of the Organization and its committees, provided they are not inconsistent with these Bylaws and with any special rules or orders adopted by the Organization.
- 8.2 Due notification includes, but is not limited to, regular mail, facsimile transmission, e-mail, or telephone.

**ARTICLE IX
GRANTS, GIFTS AND CONTRACTS**

- 9.1 The Organization may receive, enter into, and administer grants, gifts and contracts.
- 9.2 The Executive Board must approve all grants, gifts and contracts, and is responsible for their oversight.

**ARTICLE X
AMENDMENT**

These Bylaws may be amended by an affirmative vote of two-thirds of the Organization's Executive Board and is subject to approval by the President and Board of Directors of the National Organization for Human Services.

These Bylaws reflect all amendments through April, 2015.