

**Missouri Association for Social Welfare (MASW)  
Kansas City Regional Chapter**

**PROPOSED BYLAWS  
10.04.10**

**ARTICLE I: NAME AND LOCATION**

**Section 1:** The name of the organization is the Kansas City Regional Chapter of the Missouri Association for Social Welfare.

**Section 2:** The geographical areas constituting this Chapter's membership within the State of Missouri are the counties of Andrew, Atchison, Bates, Buchanan, Caldwell, Cass, Clay, Clinton, Davies, Dekalb, Gentry, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Nodaway, Platte, Ray, St. Clair, and Worth.

**ARTICLE II: AFFILIATION**

**Section 1:** The organization is a working Chapter of the parent statewide organization: the *Missouri Association for Social Welfare* (MASW), whose mission is to provide the leadership, research, education, and advocacy to improve public policies and programs impacting the health and welfare of all people in Missouri.

**ARTICLE III: OBJECTS AND PURPOSES**

**Section 1:** The objects and purposes of the Kansas City Regional Chapter of the Missouri Association for Social Welfare shall be to improve and extend the health and welfare of the people of the State of Missouri and to promote the improvement of public and private social services and the prevention of poverty, crime, and disease in the State of Missouri.

**Section 2:** The objects of the Chapter shall be accomplished through 1) research; 2) education, including conferences, forums, and institutes; 3) social planning; 4) community organization; and 5) cooperation with public and private agencies.

**Section 3:** The purposes of the Chapter shall be to carry out the program of the Association as approved by the Association's Board of Directors.

**Section 4:** The objects and purposes of the Chapter shall be based upon principles adopted by the members of the Association at its Annual Meeting.

**Section 5:** Action on purely local problems may be taken by the Chapter in accordance with the Association's general purposes and policies relating to such issues.

**Section 6:** Such actions on local problems shall first be submitted by the Chapter Chair to the Association's Board of Directors for approval.

**Section 7:** The Chapter shall adopt bylaws consistent with the bylaws of the Association.

**Section 8:** Chapter bylaws shall be submitted to the Association's Board of Directors for approval and no Chapter bylaws or any amendment thereto shall be effective until approved by the Association's Board of Directors.

**ARTICLE IV: MEMBERSHIP**

**Section 1:** The membership of the Chapter shall consist of individuals, organizations, and affiliates and shall be open to all persons interested in the mission and objectives of the Association.

**Section 2:** All individual members shall be entitled to vote, hold elective office, and be nominated to serve as a member of the Chapter's Board of Directors.

**Section 3:** Each member organization shall designate a representative who shall have the same rights and privileges in the Association and Chapter as an individual.

## **ARTICLE V: MEETINGS OF MEMBERS**

**Section 1:** The Annual Meeting and Awards Presentation of the Chapter shall be held at such time and place as shall be designated by the Chapter Board.

**Section 2:** At each Annual Meeting and Awards Presentation, reports of the officers and agents of the Chapter shall be given covering the areas, activities, and finances of the Chapter during the preceding year; the principles upon which the general program for the succeeding year or years is to be based shall be approved by the Chapter Board.

**Section 3:** Special meetings of the members may be called by the Chair by order of the Chapter Board or upon written request of five percent (5%) of the members of the Chapter, the Chair or Secretary shall call a special meeting.

**Section 4:** Said request shall set forth the purpose of such meeting and no business shall be transacted except that for which the call is issued.

**Section 5:** Written notice of all meetings of the Chapter Board and Committees shall be distributed to the members, not less than fourteen (14) days prior to the date thereof; said notices shall set forth the time, place, and purpose of such meeting.

**Section 6:** Five percent (5%) of the members of the Chapter present at any duly called meeting shall constitute a quorum.

**Section 7:** Every decision of a majority of the members present at any such meeting shall be valid.

**Section 8:** The Chapter Board may establish a policy for acceptance of absentee ballots.

## **ARTICLE VI: DUES**

**Section 1:** Annual dues shall be in accordance with Section V of the bylaws of the Association.

## **ARTICLE VII: OFFICERS**

**Section 1:** The Officers of the Chapter shall be Chair, Vice Chair, Secretary, Treasurer, and Development Officer.

**Section 2:** The term of office of these Officers shall be for a period of two (2) years or they shall serve until their successors are elected and qualified.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1:** The Chair shall supervise the activities of the Chapter and its officers and shall preside at all meetings of the Chapter Board and Executive Committee as well as attend Chapter Committee and Association Board of Directors meetings.

**Section 2:** The Chair shall call meetings of the Chapter Board, consistent with Chapter bylaws, seek individuals and organizations to work with or in the Chapter, ensure that the Chapter Treasurer coordinates with Association staff, and communicate with Association staff.

**Section 3:** The Chair shall provide Chapter reports to the Association Board of Directors; prepare and distribute agendas of Chapter Board meetings, consistent with Chapter bylaws, coordinate with Association Task Forces regarding public education Forums, and coordinate with the Association Executive Director regarding annual legislation.

**Section 4:** The Vice Chair shall perform such duties as may be assigned to them by the Chair of the Chapter.

**Section 5:** The Vice Chair shall, in the absence of the Chair or in case of the Chair's death, resignation, or inability to act, perform the Chair's duties.

**Section 6:** The Development Officer shall design, implement, and evaluate the Silent Auction portion of the Chapter Annual Meeting and Awards Presentation as well as secure sponsorships for the Chapter Annual Meeting and Awards Presentation, Martin Luther King Day Event, Special Issue Forum, and First Friday Forums.

**Section 7:** The Secretary shall prepare and distribute minutes and other documentation of Chapter Board meetings.

**Section 7:** The Treasurer shall oversee the financial policies and related issues of the Chapter Board, including but not limited to budget approval.

## **ARTICLE IX: BOARD OF DIRECTORS**

**Section 1:** Members of the Chapter Board shall be members of the Association in good standing.

**Section 2:** The management of the Association shall be vested in the Chapter Board composed of the Officers of the Chapter, the Immediate Past Chair, sixteen At Large Delegates, to be elected by the membership to terms of two (2) years, eight (8) to be elected each year, the Chairs and Co-Chairs of all Standing and Special Committees, and the Chair or a designee of any or all other Committees.

**Section 3:** At any meeting of the Association Board of Directors at which the Chapter Chair is absent, the Vice Chair or a designee shall serve as Chapter Chair during, and be entitled to vote at such meetings.

**Section 4:** Vacancies occurring between Chapter Annual Meetings and Award Presentations shall be filled or appointed by the Chapter Board.

**Section 5:** Appointees to elective office shall serve until the next election at which time a person shall be elected to fill the unexpired portion of such term or for the coming regular term as the case may be.

**Section 6:** The Chapter Board shall meet as often as necessary to transact the business of the Association, but not less than five (5) times a year.

**Section 7:** All meetings of the Chapter Board are open to members of the Association.

**Section 8:** Special meetings of the Chapter Board shall be called by the Chair or upon written request of five percent (5%) of the members of the Chapter, the Chair or Secretary shall call a special meeting.

**Section 9:** Such requests shall specify the purpose of the meeting which purpose shall be incorporated in the motion thereof.

**Section 10:** No business shall be transacted at any special meeting except that for which the call is issued.

**Section 11:** Written notice of all meetings of the Chapter Board and Committees shall be given to each member of the Board not less than ten days (10) before the date thereof.

**Section 12:** However, when a quorum of the members of the Board are present and consent to the holding of any meeting of the Board, such meeting shall be valid, legal, and binding as if duly called and notice thereof given as herein above required.

**Section 13:** A quorum for meetings of the Chapter Board of Directors shall consist of twenty-five percent (25%) of the members thereof.

**Section 14:** The Chapter Board shall adopt policies to clarify or enhance these bylaws when necessary and to help with the operation or administration of the Association.

**Section 15:** All policies of the Chapter Board shall be considered appendices to the by laws and shall be maintained and distributed with the by laws.

**Section 16:** The general program of the Chapter shall be formulated by the Chapter's Board in conformity with the principles adopted by the members of the Association at a duly constituted meeting.

**Section 17:** The Chapter Board shall review the bylaws annually.

**Section 18:** The Chapter Board shall approve the appointments of "Honorary" Board members by vote of the Chapter Board.

**Section 19:** The Honorary Board member must be an individual member of the Association.

**Section 20:** The Honorary Board member does not have a vote on the Chapter Board.

**Section 21:** In case of an emergency or inclement weather, the five (5) member rule of the Chapter Board shall constitute a quorum and such business may be conducted in person, through email, or over the telephone.

## **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

**Section 1:** The Chapter Board shall establish such Standing and Special Committees and appoint the Chair of such Committees as it may from time to time deem necessary.

**Section 2:** Individuals from the membership of the Association shall serve on Committees.

**Section 3:** A representative of the Chapter Board must serve as Committee Chair or Co-Chair.

**Section 4:** The Chapter Chair is ex-officio to each Committee; however shall only serve as Chair of the Executive Committee.

**Section 5:** Current Chapter Committees are: Nominating, Executive, Forums, Legislative, Membership, Special Events, Media, Board Development, Resource Development, and Student Outreach.

**Section 6:** Each Chapter Committee shall develop and maintain a strategic plan of specific activities for carrying out the mission of the Association.

**Section 7:** These strategic plans shall be attached to these bylaws and revised as needed.

**Section 8:** All Chapter Committees shall consist of only Association members.

**1. Nominating Committee:** The Chapter Board of Directors shall appoint a Nominating Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Nominating Committee.

**Section B:** The Nominating Committee shall nominate one (1) person for each of the following offices: Chair, Vice Chair, Secretary, Treasurer, and Development Officer, and eight (8) persons to serve as At-Large Delegates on the Chapter Board and shall nominate one (1) person to fill each expired term which is required to be filled at such election.

**Section C:** The Nominating Committee shall prepare a slate which, together with a brief biographical sketch of each nominee, shall be distributed to the membership not less than thirty (30) days prior to the date of the election, having first secured the consent of the nominee to serve.

**Section D:** The date of the election shall be fixed annually by the Chapter Board.

**Section E:** In the event vacancies occur in the Nominating Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section F:** The Nominating Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**2. Executive Committee:** The Chapter Board of Directors shall appoint an Executive Committee consisting of the five (5) Officers: Chair, Vice Chair, Secretary, Treasurer, and Development Officer and the Immediate Past Chair.

**Section A:** The Chapter Chair shall serve as the Chair of the Executive Committee.

**Section B:** The Executive Committee shall have power to act for the Chapter Board between Board meetings as well as develop and maintain policies and procedures of the Chapter in accordance with guidelines set forth by the Association.

**Section C:** In the event vacancies occur in the Executive Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Executive Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**3. Forums Committee:** The Chapter Board of Directors shall appoint a Forums Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Forums Committee.

**Section B:** The Forums Committee shall prepare a schedule for the eleven (11) First Friday Forums as well as design, implement, and evaluate the Forums on a monthly basis.

**Section C:** In the event vacancies occur in the Forums Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Forums Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

- 4. Legislative Committee:** The Chapter Board of Directors shall appoint a Legislative Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Legislative Committee.

**Section B:** The Legislative Committee shall select, monitor, and advocate on a monthly basis for eight (8) policy priorities, one (1) selected from each of the Association's Task Forces, as established by the Association at the Annual Meeting as well as develop and introduce pieces of legislation to state legislators with the approval of the Association Board of Directors.

**Section C:** In the event vacancies occur in the Legislative Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Legislative Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

- 5. Membership Committee:** The Chapter Board of Directors shall appoint a Membership Committee consisting of at least (3) three members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Membership Committee.

**Section B:** The Membership Committee shall update membership lists and cultivate and recruit, with a goal of, at least fifty (50) new members per year.

**Section C:** In the event vacancies occur in the Membership Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Membership Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

- 6. Special Events Committee:** The Chapter Board of Directors shall appoint a Special Events Committee consisting of at least three (3) members and one (1) Chair for each Chapter Special Event: Martin Luther King Day, Annual Meeting and Awards Presentation, Special Issue Forum, and First Fridays Forums.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Special Events Committee and a Chair or Co-Chair for each Special Event as needed: Martin Luther King Day, Annual Meeting and Awards Presentation, Special Issue Forum, and First Fridays Forums.

**Section B:** The Special Events Committee shall prepare a schedule for each Special Event as well as design, implement, and evaluate each Special Event.

**Section C:** The Chair or Co-Chairs of the Special Events Committee shall supervise the activities of the Special Events Committee, collaborate with each Special Event Chair or Co-Chairs, and report on the progress of each Special Event to the Executive Committee and the Chapter Board on a monthly basis.

**Section D:** The Chair or Co-Chairs of the Martin Luther King Day Event shall supervise the design, implementation, and evaluation of one (1) Martin Luther King Day Event per year in collaboration with the Special Events Committee.

**Section E:** The Chair or Co-Chairs of the Annual Meeting and Awards Presentation shall supervise the design, implementation, and evaluation of one (1) Annual Meeting and Awards Presentation per year in collaboration with the Special Events Committee.

**Section F:** The Chair or Co-Chairs of the Special Issue Forum shall supervise the design, implementation, and evaluation of one (1) Special Issue Forum per year in collaboration with the Special Events Committee.

**Section G:** In the event vacancies occur in the Special Events Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section H:** The Special Events Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**7. Media Committee:** The Chapter Board of Directors shall appoint a Media Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Media Committee.

**Section B:** The Media Committee shall promote public awareness of the Association and Chapter and issues of concern to the Association and Chapter as well as engage in general marketing for the Chapter through all forms of communication technology on a regular basis.

**Section C:** In the event vacancies occur in the Media Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Media Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**8. Board Development Committee:** The Chapter Board of Directors shall appoint a Board Development Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Board Development Committee.

**Section B:** The Board Development Committee shall cultivate and recruit at least three (3) new Board members per year; design, implement, and evaluate a Succession Plan each year; and maintain and nurture existing Board members.

**Section C:** In the event vacancies occur in the Board Development Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Board Development Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**9. Resource Development Committee:** The Chapter Board of Directors shall appoint a Resource Development Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chairs of the Resource Development Committee.

**Section B:** The Resource Development Committee shall identify, cultivate, and approach at least three (3) new funding streams for the Chapter and/or Association per year.

**Section C:** In the event vacancies occur in the Resource Development Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Resource Development Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

**10. Student Outreach Committee:** The Chapter Board of Directors shall appoint a Student Outreach Committee consisting of at least three (3) members.

**Section A:** The Chapter Chair, with the approval of the Chapter Board of Directors, shall select a Chair or Co-Chair of the Student Outreach Committee.

**Section B:** The Student Outreach Committee shall design, implement, and evaluate at least one (1) tabling event per year to promote student awareness of the Chapter and Association.

**Section C:** In the event vacancies occur in the Student Outreach Committee, such vacancies shall be filled or appointed by the Chapter Board.

**Section D:** The Student Outreach Committee shall meet and collaborate with other Chapter Committees as it may from time to time deem necessary either in person or via email.

#### **ARTICLE XI: BALLOTS AND ELECTIONS**

**Section 1:** The Chapter Board shall establish through policy a process for balloting, election and notification.

**Section 2:** Membership shall be apprised of the process in a timely manner.

#### **ARTICLE XII: MANAGEMENT OF FUNDS**

**Section 1:** The funds of the Chapter shall be deposited in a bank or other financial institutions, the deposits of which are insured.

**Section 2:** The Chapter Board shall establish a fiscal policy to insure safety of the funds, which includes depositing funds in an interest-bearing checking and/or savings account.

**Section 3:** Chapter account information shall be forwarded directly to the Association and monthly bank statements shall be set up to be received by the Central Office in Jefferson City.

**Section 4:** Any Officer or Staff Member responsible for handling the funds of the Chapter shall give bond in the amount and manner to be determined by the Association Board of Directors.

**Section 5:** Disbursements shall be made by check, signed by the Treasurer, Development Officer, or Chair.

**Section 6:** In the absence or disability of the Treasurer, Development Officer, or Chair, any Officer of the Chapter, duly authorized by the Chapter Board, may sign in place of these Officers.

**Section 7:** The Chapter may undertake liabilities for Chapter activities up to an amount of five hundred dollars (\$500).

**Section 8:** The Association shall be notified in writing of any liability undertaken by the Chapter of any amount above five hundred dollars (\$500) prior to any commitment of such liability.

**Section 9:** Disbursements above the amount of five hundred dollars (\$500) shall be co-signed two individuals, either by the Treasurer, Development Officer, and/or Chair.

**Section 10:** In the absence or disability of the Treasurer, Development Officer, or Chair, any two (2) Officers of the Chapter, duly authorized by the Chapter Board, may sign in place of these Officers.

#### **ARTICLE XIII: ATTENDANCE**

**Section 1:** Chapter Board members shall attend all regularly scheduled Board meetings.

**Section 2:** Any Board member elected to the Chapter Board who is absent for five (5) consecutive meetings is considered to have resigned from the Board.

**Section 3:** The Board member may resubmit his/her name to the Nominating Committee for reappointment to the Chapter Board.

**ARTICLE XIV: CONFLICT OF INTEREST**

**Section 1:** The Association prohibits the solicitation and/or acceptance of gifts or annuities, in excess of twenty-five dollars (\$25), by any Officer, members of the Board, employees, and agents for their personal and/or other organizational benefit while representing the Association or Chapter.

**Section 2:** Chapter Board members in violation of this policy shall be asked to return the item and shall be asked to resign from the Chapter Board.

**ARTICLE XV: CODE OF CONDUCT**

**Section 1:** Chapter Board members shall diligently perform all assigned task functions in a timely and efficient manner in consultation with the Chapter Board and/or the Chapter Executive Committee.

**Section 2:** Chapter Board members shall show respect for other Board members.

**Section 3:** Chapter Board members shall not discriminate against or harass anyone.

**Section 4:** Chapter Board members shall refrain from the use of foul, offensive, abusive, or disparaging language against the Chapter Board, the Association, its membership, and/or the public.

**Section 5:** Chapter Board members shall maintain a reasonably courteous and friendly attitude towards Chapter Board members, the Association, its membership, and the public.

**Section 6:** Chapter Board members in violation of this policy shall be asked to resign from the Chapter Board.

**ARTICLE XVI: AMENDMENTS**

**Section 1:** These bylaws may be amended by a majority vote of the members present at any Chapter Annual Meeting and Awards Presentation provided that notice of such Amendments has been distributed to the members of the Chapter not less than fifteen (15) days prior to the date of the Chapter Annual Meeting and Awards Presentation or by mail or email ballot by a majority vote of those voting, provided the Amendment to be voted upon is distributed to the members not less than fifteen (15) days before the date specified for the return of the ballot via tradition mail or email.

**ARTICLE XVII: ROBERTS' RULES OF ORDER**

**Section 1:** "Roberts Rules of Order Revised" shall govern this Chapter except when otherwise inconsistent with these bylaws.

**ARTICLE XIII: AUTHORITIES**

**Section 1:** Chapter bylaws are a subsidiary to the Association bylaws and nothing in these Chapter bylaws shall be construed in any manner that is contradictory to the bylaws and policies of the Association.

Approved by Chapter Board: 10/04/2010  
Approved by Association:  
Approved by Chapter Members:  
Amended by Chapter Members: