

**By-Laws of the
COLORADO HUMAN SERVICES DIRECTORS' ASSOCIATION
Of Colorado**

Amended June 2014

The following By-Laws are established for the management of the affairs of the Colorado Human Services Directors' Association of Colorado (the Association) and for carrying out the objectives and purposes as set forth in the Constitution of the Association.

**Article I
Membership**

Section I Membership Types: The membership of the Association shall consist of two types; the qualifications for which shall be as follows:

Full Membership: Full membership in the Association shall consist of the County Social Services or Human Services Directors; their Deputy Directors; Assistant Directors; and those persons appointed by a County Board of Human or Social Services to act as a County Director upon payment of the current annual dues of the Association.

Full Members are accorded the following:

1. Voting rights with items before the full Association.
2. Receipt of official mailings.
3. Certification of their staff as Associate Members.
4. Representation of the Association as may become necessary.
5. Other privileges as may be accorded Full Members of the Association.

Associate Members: Certified Staff of Full Members who represent their counties on Association committees, task forces, work groups or other sanctioned activities.

Section II: Honorary membership may be conferred upon persons by a majority vote of the full members present at a regular meeting of the Association. Honorary members shall have all privileges except that of voting.

Section III: Once elected as prescribed in Section II the honorary membership shall continue unless and until the honorary membership is divested from the member for a cause. Such cause shall also be decided by a majority vote of the full members present at a regular meeting of the Association.

Article II Election of Executive Committee

Section I: The Executive Committee shall be the major governing body of the Association and shall include 13 to 15¹ elected members. The Executive Committee shall be composed of:

- Elected Officers including: President, President-Elect, Vice President, Treasurer, and Secretary;
- Immediate Past President;
- The 7 Policy Advisory Committee (PAC) Representatives;
- A minimum of two representatives each from large, medium, and small counties; and
- A representative from the County with the largest combined human services' allocations.

Section II: The officers and other members of the Executive Committee shall be elected during the annual meeting in June of the Association and serve a term of one year. Elected officers shall assume duties at the close of business of the annual meeting.

Section III: Executive Committee members must be Director level members. The Executive Committee may grant exceptions to this requirement by a vote of the committee.

Section IV: The President may not serve more than two full consecutive one-year terms. The exception to this could be approved by the majority vote of the full membership in attendance at the annual meeting. The President-Elect, Vice-President, Secretary and Treasurer do not have term limitations.

¹ The total number of members on the Executive Committee may vary year to year in order to ensure adequate representation of different sized counties.

- Section V: The President shall appoint a nominating committee that will be chaired by a member of the association and will generate a list of candidates for office. The list of candidates shall be submitted to the President who will schedule election at the annual meeting in June.
- Section VI: Other nominations may be made from the floor for each of the seats at the election.
- Section VII: In order to ensure adequate representation on the Executive Committee, the order of appointment will be as follows:
- Elected Officers. Officers can also fulfill regional and size requirements.
 - The seven PAC Regional Representatives. Regional PAC representatives can also fulfill size requirements. Regional PAC representatives will be elected by the members within each region following the process established within the PAC By-Laws.
 - Two representatives from small, medium and large counties.
 - Any remaining seats.
- Section VIII: Voting shall be by ballot at the annual meeting in June of each year with a majority vote of the full membership in attendance.

Article III Executive Committee

- Section I: The Executive Committee shall be the major governing body of the Association and shall be composed of the elected officers and the members elected to represent regions and different sized counties.
- Section II: The Executive Committee shall in the interim between meetings of the Association exercise all the powers and discharges all duties of the Association.
- Section III: A majority of the membership shall constitute a quorum and a majority vote of those present shall be sufficient to carry any motion at any meeting.
- Section IV: The Executive Committee shall appoint all members of the Association's subcommittees and an at-large member to the Policy Advisory Committee (PAC)
- Section V: The Executive Committee shall appoint the Policy Analyst and all other support staff for the Association who shall carry out responsibilities considered necessary and appropriate by the Association.

Section VI: Following the Annual Conference in which the new Executive Committee is appointed, the outgoing Executive Committee member will orient their replacement regarding committee membership and voting rights, committee and subcommittee structure and activities, rules of order and responsibilities to the Association.

Article IV Duties of Officers and Executive Members

Section I: The President shall preside at all meetings of the Association and of the committee. He/she shall perform the usual duties of this office and shall be ex-officio member of all committees. The President shall present the Association's budget for approval at the annual meeting in June. The President or their designee shall act as the liaison with affiliate groups specified. The President shall provide direct supervision for the Policy Analyst.

Section II: The President-Elect shall serve as a member of the Executive Committee and fulfill the duties of the President in the event of the President's absence. The President-Elect shall be responsible for Association activities relating to membership and assist the president as requested. Upon a vote of the members present at the annual meeting, the President-Elect shall advance to the office of President.

Section III: The Vice-President shall serve as a member of the Executive Committee and shall perform the duties of the President in the absence of the President and President-Elect. He/she shall be responsible for proposing Constitution and By-Law revisions, if necessary. The Vice-President shall be responsible for Association activities related to the annual conference and assist the president as needed.

Section IV: The Secretary shall keep a record of all decisions made at meetings of the Association and shall receive and file all correspondence. He/she shall also perform other usual duties of the office. He/she shall maintain a roster of all active members and distribute the roster annually to the full Committee members.

Section V: The Treasurer shall be the custodian of all funds and securities of the Association. He/she shall collect dues and be responsible for the keeping of all accounts and make a report of the financial status of the Association at each meeting. In the event that a county is unable to pay the annual dues due to a financial hardship in a given

year, the Treasurer will be responsible for requesting written explanation from the respective county if that county wishes to request a temporary waiver of dues. The Treasurer shall pay all bills properly allowed.

- Section VI: The Past-President shall serve as a member of the Executive Committee and advise the Executive Committee in the furtherance of the Association's purposes. The Past President may chair a subcommittee.
- Section VII: Executive Committee members may chair subcommittees within the Association.
- Section VIII: Executive Committee members who are elected as the Regional Representatives are responsible for communicating activities of the Executive Committee to their respective regions and determining the position of the counties within their region on critical issues.
- Section IX: A vacancy occurring in any office or for any member of the Executive Committee, except that of President, shall be filled by the committee for the unexpired term until the next annual meeting of the Association, at which time the office shall be filled by election according to the methods described in Article II. Should the Presidency become vacant, the President-Elect shall become President, and at the next meeting a President-Elect will be elected.

Article V Meetings

- Section I: There shall be at least four regular meetings of the full membership of Association each year. Special meetings shall be called by the President or upon the request of the majority of the committee.
- Section II: The Executive Committee will meet monthly for at least 8 meetings per year, unless it is determined by the President or President-Elect, that there are limited or insufficient agenda items then the meeting will be cancelled. Notice of meeting cancellations must be made to the membership at least 7 days prior to the scheduled date, unless a significant emergent need prevents such notice.
- Section III: The monthly Executive Committee membership meeting will be divided into two sessions; one session dedicated to subcommittee meetings, and the other session for the Executive Committee business meeting with subcommittee reports. Additional meetings of the Executive Committee or subcommittees may be added as warranted to address emergent concerns.

- Section IV: The time and place of the monthly meetings shall be determined by the committee.
- Section V: Agendas and minutes for all committee meetings are mandatory and shall be coordinated by the Secretary for the Executive Committee or chairpersons for the subcommittees. Agendas and minutes shall be distributed to all members upon request and made available via an archived electronic file maintained by the Association staff.
- Section VI: Each member of the full committee shall be entitled to one vote per county on each matter submitted by the Executive Committee to the vote of the members. The administrative head of the agency shall cast the vote for an individual county. However, in the absence of the administrative head, a designated staff member may cast his/her vote in his/her absence.
- Section VII: Regional meetings will be scheduled a minimum of quarterly. Regional meetings are encouraged to occur 8 times per year.

Article VI Committees

- Section I: There shall be an Executive Committee, Public Policy/Legislative Subcommittee, Program Subcommittee(s), Fiscal Subcommittee, and Ad-Hoc Subcommittees as needed by the Association. The Executive Board shall have final review and approval on all subcommittee actions on behalf of the Association.
- Section II: Executive Committee
There shall be an Executive Committee as outlined in Article IV of these by-laws.
- Section III: Public Policy/Legislative Subcommittee
The Public Policy/Legislative Subcommittee shall review proposed legislation and inform the membership about legislative issues which affect county human service programs. They will meet regularly to review legislation, identify needed amendments and recommend bill positions to the Executive Committee. All final recommendations approved by the Executive Committee will be forwarded to the Colorado Counties, Inc. (CCI), Health and Human Services (HHS) Subcommittee for final approval. The Executive Committee will inform the full membership of the final recommendation.

Membership of the Public Policy/Legislative Subcommittee shall be opened to both full and associate members of the Association. Membership of the Public Policy/Legislative Subcommittee shall include three (3) Program Subcommittee 'liaison' members, one from each of the Fiscal, Economic Security, and Family and Children Subcommittees. The chair of the Public Policy/Legislative Subcommittee shall assemble the committee and present the roster to the Executive Committee for approval.

The chair shall preside at the subcommittee meetings, provide for minutes and a record of all actions taken, provide for an annual report and maintain a listing of active members which shall be filed and updated at least annually with the Secretary of the Association. The Executive Committee shall review the written annual report from the subcommittee and recommend goals for the next term.

Section IV: Program Subcommittee(s)

There shall be two (2) Program Subcommittees representing the major programs and services of the County Human Services system. The membership of each subcommittee shall be comprised of individuals with expertise in the programs or services represented by each committee. The two Program Subcommittees will be comprised of the following interests: Family and Children's Services and Economic Security.

The Program Subcommittees will advise the Executive Committee on policies and practices related to each respective program area. The subcommittees will also address social/human service delivery issues that affect county operation and administration of programs. The subcommittees will work with the appropriate Colorado State agencies and other partner organizations to promote consistent interpretation and application of law, standards and best practices throughout the State. All program and/or policy recommendations approved by the Executive Committee will be forwarded to the CCI HHS subcommittee for final approval. The Executive Committee will inform the full membership of the final recommendation.

Membership of the Program Subcommittees shall be opened to both full and associate members of the Association. The chairs of each Program Subcommittee shall assemble their subcommittee and present the roster to the Executive Committee for approval.

The chair of each subcommittee shall preside at the subcommittee meetings, provide for minutes and a record of all actions taken, provide for an annual report and maintain a listing of active members which shall be filed and updated at least annually with the

Secretary of the Association. The Executive Committee shall review the written annual report from each Program Subcommittee and recommend goals for the next term.

Section V: Fiscal Subcommittee

The Fiscal Subcommittee will advise the Executive Committee on fiscal policies and practices related to the effective administration of human services, including identifying, resolving, and/or developing recommendations on fiscal issues such as claiming, social/human services caseload growth, and county allocations. All fiscal recommendations approved by the Executive Committee will be forwarded to CCI's HHS subcommittee for final approval. The Executive Committee will inform the full membership of the final recommendation.

Membership of the Fiscal Subcommittee shall be opened to both full and associate members of the Association. The chair of the Fiscal Subcommittee shall assemble their committee and present the roster to the Executive Committee for approval.

The chair of the subcommittee shall preside at the subcommittee meetings, provide for minutes and a record of all actions taken, provide for an annual report and maintain a listing of active members which shall be filed and updated at least annually with the Secretary of the Association. The Executive Committee shall review the written annual report from the Fiscal Subcommittee and recommend goals for the next term.

Section VI: Ad-Hoc Subcommittees

With approval of the Executive Committee, the President of the Executive Committee may appoint Ad-Hoc Subcommittees as may be warranted to carry out the affairs of the Association.

Article VII Membership Dues

Section I: Membership dues shall be recommended by the Executive Committee at the annual meeting in June and voted on by the full membership. Dues shall be payable for the following year.

Section II: If any county (ies) is unable to pay the dues in any given year, the full committee will consider granting a temporary waiver of the dues based on a written explanation submitted by the county. The Treasurer will request the written explanation. The Executive Committee will vote to determine if a temporary waiver should be

granted. If granted, the non-paying County would be able to participate in Association meetings. Counties that pay a portion of or its full dues would be able to participate on the Executive Committee and would be able to vote on items before the full association.

Article VIII Amendments

The by-laws of the Association may be amended by a majority vote of the full members present at a regular or special meeting provided such amendments shall first have been submitted to the Executive Committee of the Association. The Executive Committee of the Association shall make a recommendation to the full membership. The membership shall be given a fifteen day written notice (via e-mail or written form) prior to the said date of the meeting.

Article IX Dissolution

In the event of dissolution or liquidation of the Association, any and all assets remaining after the payment of Association debts, shall be distributed to a public charitable organization of Colorado. Such receipt agency shall be chosen by the then current Executive Committee. No portion of such assets shall be distributed to members of the Association. However, all unearned membership dues shall be refunded to the members.

Article X Separability

If any section, subdivision, paragraph, sentence, clause or phrase of this Constitution/Bylaws, is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this Constitution/Bylaws. The members of the Association hereby declares that it would have passed this Constitution/Bylaws and each section, subsection, subdivision, paragraph, sentence, clause, and phrase thereto, irrespective of the fact that any one or more sections, subsections subdivisions, paragraphs, sentences, clauses or phrases is illegal or unconstitutional.