

# NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

## GOVERNING DOCUMENTS COMMITTEE

Reviewed: November 2023 Amended: July 2019

Effective: October 1, 2019

### **PURPOSE**

To provide members with clear and consistent written guidance to ensure the quality and integrity of the Organization's operations and procedures. This is accomplished by overseeing, researching, and evaluating the Constitution & Bylaws and Standard Operating Procedures (SOP)<sup>1</sup>. Recommendations are submitted to the Executive Committee through the President for final review and approval according to established practice.

The Body of the Governing Documents Committee (GDC) may consist of the chairs or his/her designee from all other Standing and ad hoc committees as appointed by the President. The President shall appoint an individual who is not a chair of another committee to be the chair of the GDC. The President may also appoint additional members as circumstances warrant due to the needs of the GDC or the Organization as a whole; however, the number of additional appointees may not exceed the number of members of the GDC represented by the Chairs. Should a new committee be formed during the year, the chair of that committee will become a member of the GDC upon appointment.

### **RESPONSIBILITIES**

#### **Standard Operating Procedures**

1. Within 30 days after the close of the Annual Conference, confirm that SOPs posted on the NCSSSA Website are current and correct.
2. Within 60 days after the close of the Annual Conference, request each committee, through its chair, to review its SOP. Draft amendments to the current document(s) may be submitted to the GDC Chair throughout the year up to 45 days prior to the first day of the Annual Conference.
3. Draft amendments submitted to the GDC Chair will be distributed to the full GDC no later than its next established committee meeting date.

The GDC may consult with the submitting committee to clarify or define the draft amendments or edit the draft as required for consistency and correctness. It is important to review the content of each position, committee, and policy to ensure consistent application and reduce duplication.

The GDC shall ensure that changes to the SOPs include an effective date. The effective date should be, unless otherwise specified, the first day of the coming conference year. If, through an oversight, no effective date is included, the

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<sup>1</sup> Standard Operating Procedure is defined to include the Policy.

GDC shall set the effective date to be the first day of the new conference year (the standard effective date). Any draft changes submitted to the committee may include an effective date; however, if that effective date is not the first day of the coming conference year, the committee submitting the changes shall include with the proposed changes an explanation for the need for an alternate date. In the event there is a disagreement, the GDC will provide the Executive Committee with both the originating committee's and the GDC's recommendations and reasons for the suggested effective date.

4. Upon a majority vote of the GDC members present at the committee's meeting or email to accept the draft SOP, the GDC Chair shall submit the accepted draft and the GDC's recommendation to the President for his/her distribution to the Executive Committee.
5. The Executive Committee may consult with the GDC chair and/or members to clarify or define the recommended amendments or to amend the recommended SOP within published governance for the good of the Organization and its members.
6. A majority vote of the quorum of Executive Committee members present at the meeting to approve the amendments will effectuate the SOP.
7. Following Executive Committee adoption, the Secretary will forward the document(s) to the Webmaster for posting on the NCSSSA Website. The President will notify the GDC chair and the relevant committee chair that the amended SOP has/have been adopted. The method for full membership distribution will be at the direction of the President.

### **Constitution and Bylaws**

8. The procedures for amending the Constitution and Bylaws will be followed as prescribed above in items 1 through 5. EXAMPLE 3 through 5

The officers elected by the majority of members and who serve on the Executive Committee hold the authority to consult with the GDC and amend the proposed Constitution and Bylaws as necessary, within published governance, for the good of the Organization and its members. A majority vote of the quorum of Executive Committee members present at its scheduled meeting will deem acceptance of amendments to be presented to the membership for a vote in accordance with established procedures. A majority vote of the quorum of Executive Committee members present at its scheduled meeting will deem acceptance of amendments to be presented to the membership for a vote in accordance with established procedures.

9. The outgoing GDC chair or designee shall prepare and present a report of its annual activities at the Annual Conference during its business meeting as scheduled by the President. The written report shall be prepared consistent with the Secretary's prescribed requirements.

10. Amendments to governing documents may be submitted during the Conference Year to within 45 days of the first day of the Annual Conference.
11. The Governing Documents Committee Chair may recommend to the President that he/she appoint each committee chair as a full member of the GDC at the discretion of the President.

**Universal Committee Requirements**

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.

### **EXAMPLE 3**

#### **NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS**

DATE (Insert date)  
TO NCSSSA Members  
FROM (Insert name), Governing Documents Committee Chair  
REGARDING Constitution & Bylaws Annual Survey

The Governing Documents Committee is conducting the annual survey regarding suggested revisions to the NCSSSA Constitution and Bylaws. Please complete the following survey and return it to (insert Chair's email address) no later than (insert date).

1. Proposed Constitution \_\_\_\_\_ Proposed Bylaw \_\_\_\_\_ Revision

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2. Rationale for proposal

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\_\_\_\_\_  
Member Name

The Governing Documents Committee thanks you for your assistance in this important review of our governing document.

#### EXAMPLE 4

### **NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS**

DATE (Insert date)  
TO (Insert name), President  
FROM (Insert name), Governing Documents Committee Chair  
REGARDING Proposed Constitution and Bylaws Revision

The following are NCSSSA Constitution and Bylaws proposed changes stemming from our annual membership survey. The revisions are presented to you for the Executive Committee's review and approval prior to distribution to the full NCSSSA membership the vote as required by the Constitution and Bylaws.

1. Proposed Constitution \_\_\_\_\_ Proposed Bylaw \_\_\_\_\_ Revision

2. Rationale for proposal:

Committee recommendation: Support \_\_\_\_\_ Oppose \_\_\_\_\_ Neutral \_\_\_\_\_

### EXAMPLE 5

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS**

DATE (Insert date)  
TO (Insert name), Governing Documents Committee Chair  
FROM (Insert name), President  
REGARDING Adopted Constitution and Bylaws

The following Constitution and Bylaws proposals were adopted at the (insert year) Annual Conference. Please ensure these changes are incorporated into the Constitution and Bylaws and all associated Standard Operating Procedures.

1.	Constitution Article	Bylaw Number
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Please restate the full Constitution Article or Bylaw number as it should appear in the document:

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2. Constitution Article	Bylaw Number
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Please restate the full Constitution Article or Bylaw number as it should appear in the document:

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